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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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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**

General Contractors Services Standing Offer, Real Property Operations Unit West Garrison Wainwright, Alberta

Work under this standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by Department of National Defence (DND) Real Property Operations Unit Garrison Wainwright in Denwood, AB. The scope of this Standing Offer covers all required work on all infrastructure on, or associated with, Garrison Wainwright. General Contractor work will be considered any installation, inspection, report, repair, maintenance, demolition or replacement of Infrastructure whether carried out by the Contractor's Employees directly or by a Sub-Contractor in their employ. The Standing Offer will be issued for a term of three (3) years.

It is anticipated that two (2) firms will be issued a Standing Offer.

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

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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.

## 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.wrbridreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbridreceiving@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.

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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

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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 journey-person-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 price compliant offer, with the lowest offer being ranked first, the second lowest offer second.

#### 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 Basis of Selection - Lowest Evaluated Price

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The two (2) responsive offers with the lowest evaluated price will be recommended for issuance of a standing offer.

#### 4.2.2 Ranking

##### 1. First Right of refusal:

- 1.1. the total of all the hourly rates submitted for all the Years will be used to determine the ranking of the Standing Offers.

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- 1.2. ranking during the life of the Standing Offer(s) will remain unchanged except if services under a Standing Offer are withdrawn by Canada or the Offeror, in which case, the balance of the work will be distributed to the remaining firms(s) proportionately.
2. The Value of the Work will be distributed proportionally between the ranked firms.
  - Where 2 Standing Offers are authorized - 60% for the top ranked firm, and 40% for the 2nd.
  - Where 1 Standing Offer is authorized - 100% for the top ranked firm.

In the event that there are not 2 Standing Offers issued, the work distribution will be modified in similar proportions.

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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 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.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W6900-223266 – Revision No 1

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.

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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.

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 November 29, 2021 to November 28, 2024.

## **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.

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### 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 Defense, Denwood, AB.

### 7.8 Call-up Procedures

1. Best Standing Offer: the offer that provides best value 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.

2. Right of first refusal basis: the authorized call-up authority shall approach the offeror of the highest ranked standing offer to determine if the requirement can be satisfied by that offeror. If the highest ranked offeror is able to meet the requirement, the call-up is made against their standing offer, unless they did not perform satisfactorily on previous call-ups and a decision has been made not to call upon them again. If that offeror is unable to meet the requirement, the authorized call-up authority will approach the offeror of the next ranked SO. The authorized call-up authority will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up.

The offerors which are retained are to be called upon by order of rank, the offeror ranked first always being called first, unless they did not perform satisfactorily on previous call-ups and a decision has been made not to call upon them again. If the offeror ranked first is unable to respond within the specified response time or provide the requisite service, then the offeror ranked second should be contacted to perform the work, and so on. The Technical Authority will establish the scope of work to be performed by the firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the SO.

The Technical Authority will establish the scope of work to be performed and negotiate the level of effort required to perform the work based on the hourly rates contained in the SO.

3. The highest ranked Offeror and the next ranked Offeror shall not be eligible as a Sub-Contractor for the respective Offeror's work/call-up.

## 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:

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Annex A, Statement of Work / Specifications, 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 \_\_\_\_\_ (*insert date of offer*)

## **7.13 Certifications and Additional Information**

### **7.13.1 Compliance**

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

### **7.14 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.

### **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  
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

## **ANNEX C**

### **HEALTH AND SAFETY REQUIREMENTS**

#### **MANDATORY HEALTH AND SAFETY - for Work in the Province of Alberta**

##### **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):**

###### **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)

#### **ALBERTA North**

Alberta Human Resources and Employment  
Workplace Health and Safety  
10th Floor, 7th Street Plaza  
10030-107 Street  
Edmonton, Alberta, T5J 3E4

Telephone: 1(866) 415-8690  
Facsimile: (780) 427-0999

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:** Denwood, Alberta  
Various Projects, DND  
General Contractor 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. 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 0700 and 1800 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).

**SCHEDULE A: Year 1 (November 29, 2021 to November 28, 2022)**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5		Col. 6
Item	Class of Labour, material or plant	Estimated Hours/Quantity	Unit	Unit Price		Estimated total price
				\$	¢	\$ ¢
<b>Hourly Rate, including travel time and all related expenses</b>						
1.	Site Supervisor with Truck	1500	Per Hour	\$		\$
2.	<b>Labour Carpenter</b>					
a.	Journeyman / Lead Hand Rate	1000	Per Hour	\$		\$
b.	Labourer/Apprentice	1000	Per Hour	\$		\$
3.	<b>Labour Painter</b>					
a.	Journeyman / Lead Hand Rate	250	Per Hour	\$		\$
b.	Labourer/Apprentice	250	Per Hour	\$		\$
4.	<b>Labour Concrete</b>					
a.	Journeyman Rate / Lead Hand Rate	100	Per Hour	\$		\$
b.	Labourer/Apprentice	100	Per Hour	\$		\$
5.	<b>Labour Electrical</b>					
a.	Journeyman Rate	200	Per Hour	\$		\$
b.	Labourer/Apprentice	200	Per Hour	\$		\$
6.	<b>Labour Plumbing/Gas Fitter</b>					
a.	Journeyman Rate	100	Per Hour	\$		\$
b.	Labourer/Apprentice	100	Per Hour	\$		\$
7.	<b>Labour: Door Technician / Locksmith</b>					
a.	Journeyman Technician / Lead Hand	150	Per Hour	\$		\$
b.	Labourer / apprentice	150	Per Hour	\$		\$
8.	<b>Labour Mason/Brick Layer</b>					
a.	Journeyman Rate	100	Per Hour	\$		\$
b.	Labourer/Apprentice	100	Per Hour	\$		\$
9.	<b>Labour Sheet Metal</b>					
a.	Journeyman Rate	50	Per Hour	\$		\$
b.	Labourer/Apprentice	50	Per Hour	\$		\$
10.	<b>Labour: Fencing</b>					
a.	Journeyman/Lead Hand Rate	200	Per Hour	\$		\$
b.	Labourer/ apprentice	200	Per Hour	\$		\$
11.	<b>Labour: General (Tasks not Otherwise Specified)</b>					
a.	Lead Hand	100	Per Hour	\$		\$
b.	Labourer	100	Per Hour	\$		\$
12.	<b>Large Equipment (Actual HRS/KMS Usage. No Standby Charges) – inclusive of Mobilization and Demobilization, where trucking of equipment is required</b>					
a.	Hydro Vac Truck (With Operator and Swamper)	100	Per Hour	\$		\$
b.	Backhoe (Rubber Tire. With Operator)	100	Per Hour	\$		\$
c.	Excavator (Tracked:Large. With Operator)	100	Per Hour	\$		\$

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d.	Excavator (Tracked:Small. With Operator)	100	Per Hour	\$	\$
e.	Skid steer c/w bucket/ forks (With Operator)	100	Per Hour	\$	\$
f.	Wheeled loader c/w bucket/ fork (With Operator)	100	Per Hour	\$	\$
g.	Dump truck 1-7 Cu yd (or Truck and Dump Trailer) (With Operator)	100	Per Hour	\$	\$
h.	Dump truck 10+Cu yd (With Operator)	100	Per Hour	\$	\$
i.	Tractor/Truck & Flat Bed Trailer (With Operator)	500	Per KM	\$	\$
j.	Telehandler Boom Lift (With Operator)	100	Per Hour	\$	\$
k.	Articulating Boom Lift 4WD Outside (40 foot boom)	10	Per Day	\$	\$
l.		2	Per Week	\$	\$
m.		1	Per Month	\$	\$
n.	Electric Scissor lift for interior	10	Per Day	\$	\$
o.		2	Per Week	\$	\$
p.		1	Per Month	\$	\$
13.	Contractors mark up for Tool or Equipment Rental Not Otherwise Specified (% mark up x \$10,000.00 =)	\$10,000.00	%	_____%	\$
14.	Contractor's Mark Up on Materials, Parts, permits, or specialty trade labour not otherwise specified. (% mark up x \$10,000.00 =)	\$10,000.00	%	_____%	\$
<b>Sub Total A): Estimated Total Amount 1st Year GST/HST Extra</b>					<b>\$</b>

**SCHEDULE B: Year 2 (November 29, 2022 to November 28, 2023)**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5		Col. 6
Item	Class of Labour, material or plant	Estimated Hours/Quantity	Unit	Unit Price		Estimated total price
				\$	¢	\$ ¢
<b>Hourly Rate, including travel time and all related expenses</b>						
1.	Site Supervisor with Truck	1500	Per Hour	\$		\$
2.	<b>Labour Carpenter</b>					
a.	Journeyman / Lead Hand Rate	1000	Per Hour	\$		\$
b.	Labourer/Apprentice	1000	Per Hour	\$		\$
3.	<b>Labour Painter</b>					
a.	Journeyman / Lead Hand Rate	250	Per Hour	\$		\$
b.	Labourer/Apprentice	250	Per Hour	\$		\$
4.	<b>Labour Concrete</b>					
a.	Journeyman Rate / Lead Hand Rate	100	Per Hour	\$		\$
b.	Labourer/Apprentice	100	Per Hour	\$		\$
5.	<b>Labour Electrical</b>					
a.	Journeyman Rate	200	Per Hour	\$		\$
b.	Labourer/Apprentice	200	Per Hour	\$		\$
6.	<b>Labour Plumbing/Gas Fitter</b>					
a.	Journeyman Rate	100	Per Hour	\$		\$
b.	Labourer/Apprentice	100	Per Hour	\$		\$
7.	<b>Labour: Door Technician / Locksmith</b>					
a.	Journeyman Technician / Lead Hand	150	Per Hour	\$		\$
b.	Labourer / apprentice	150	Per Hour	\$		\$
8.	<b>Labour Mason/Brick Layer</b>					
a.	Journeyman Rate	100	Per Hour	\$		\$
b.	Labourer/Apprentice	100	Per Hour	\$		\$
9.	<b>Labour Sheet Metal</b>					
a.	Journeyman Rate	50	Per Hour	\$		\$
b.	Labourer/Apprentice	50	Per Hour	\$		\$
10.	<b>Labour: Fencing</b>					
a.	Journeyman/Lead Hand Rate	200	Per Hour	\$		\$
b.	Labourer/ apprentice	200	Per Hour	\$		\$
11.	<b>Labour: General (Tasks not Otherwise Specified)</b>					
a.	Lead Hand	100	Per Hour	\$		\$
b.	Labourer	100	Per Hour	\$		\$
12.	<b>Large Equipment (Actual HRS/KMS Usage. No Standby Charges) – inclusive of Mobilization and Demobilization, where trucking of equipment is required</b>					
a.	Hydro Vac Truck (With Operator and Swamper)	100	Per Hour	\$		\$
b.	Backhoe (Rubber Tire. With Operator)	100	Per Hour	\$		\$

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c.	Excavator (Tracked:Large. With Operator)	100	Per Hour	\$	\$
d.	Excavator (Tracked:Small. With Operator)	100	Per Hour	\$	\$
e.	Skid steer c/w bucket/ forks (With Operator)	100	Per Hour	\$	\$
f.	Wheeled loader c/w bucket/ fork (With Operator)	100	Per Hour	\$	\$
g.	Dump truck 1-7 Cu yd (or Truck and Dump Trailer) (With Operator)	100	Per Hour	\$	\$
h.	Dump truck 10+Cu yd (With Operator)	100	Per Hour	\$	\$
i.	Tractor/Truck & Flat Bed Trailer (With Operator)	500	Per KM	\$	\$
j.	Telehandler Boom Lift (With Operator)	100	Per Hour	\$	\$
k.	Articulating Boom Lift 4WD Outside (40 foot boom)	10	Per Day	\$	\$
l.		2	Per Week	\$	\$
m.		1	Per Month	\$	\$
n.	Electric Scissor lift for interior	10	Per Day	\$	\$
o.		2	Per Week	\$	\$
p.		1	Per Month	\$	\$
13.	<b>Contractors mark up for Tool or Equipment Rental Not Otherwise Specified (% mark up x \$10,000.00 =)</b>	<b>\$10,000.00</b>	<b>%</b>	<b>_____%</b>	<b>\$</b>
14.	<b>Contractor's Mark Up on Materials, Parts, permits, or specialty trade labour not otherwise specified. (% mark up x \$10,000.00 =)</b>	<b>\$10,000.00</b>	<b>%</b>	<b>_____%</b>	<b>\$</b>
<b>Sub Total B): Estimated Total Amount 2<sup>nd</sup> Year GST/HST Extra</b>					<b>\$</b>

**SCHEDULE C: Year 3 (November 29, 2023 to November 28, 2024)**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5		Col. 6
Item	Class of Labour, material or plant	Estimated Hours/ Quantity	Unit	Unit Price \$      ¢		Estimated total price \$      ¢
<b>Hourly Rate, including travel time and all related expenses</b>						
1.	Site Supervisor with Truck	1500	Per Hour	\$		\$
2.	<b>Labour Carpenter</b>					
a.	Journeyman / Lead Hand Rate	1000	Per Hour	\$		\$
b.	Labourer/Apprentice	1000	Per Hour	\$		\$
3.	<b>Labour Painter</b>					
a.	Journeyman / Lead Hand Rate	250	Per Hour	\$		\$
b.	Labourer/Apprentice	250	Per Hour	\$		\$
4.	<b>Labour Concrete</b>					
a.	Journeyman Rate / Lead Hand Rate	100	Per Hour	\$		\$
b.	Labourer/Apprentice	100	Per Hour	\$		\$
5.	<b>Labour Electrical</b>					
a.	Journeyman Rate	200	Per Hour	\$		\$
b.	Labourer/Apprentice	200	Per Hour	\$		\$
6.	<b>Labour Plumbing/Gas Fitter</b>					
a.	Journeyman Rate	100	Per Hour	\$		\$
b.	Labourer/Apprentice	100	Per Hour	\$		\$
7.	<b>Labour: Door Technician / Locksmith</b>					
a.	Journeyman Technician / Lead Hand	150	Per Hour	\$		\$
b.	Labourer / apprentice	150	Per Hour	\$		\$
8.	<b>Labour Mason/Brick Layer</b>					
a.	Journeyman Rate	100	Per Hour	\$		\$
b.	Labourer/Apprentice	100	Per Hour	\$		\$
9.	<b>Labour Sheet Metal</b>					
a.	Journeyman Rate	50	Per Hour	\$		\$
b.	Labourer/Apprentice	50	Per Hour	\$		\$
10.	<b>Labour: Fencing</b>					
a.	Journeyman/Lead Hand Rate	200	Per Hour	\$		\$
b.	Labourer/ apprentice	200	Per Hour	\$		\$
11.	<b>Labour: General (Tasks not Otherwise Specified)</b>					
a.	Lead Hand	100	Per Hour	\$		\$
b.	Labourer	100	Per Hour	\$		\$
12.	<b>Large Equipment (Actual HRS/KMS Usage. No Standby Charges) – inclusive of Mobilization and Demobilization, where trucking of equipment is required</b>					
a.	Hydro Vac Truck (With Operator and Swamper)	100	Per Hour	\$		\$
b.	Backhoe (Rubber Tire. With Operator)	100	Per Hour	\$		\$

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c.	Excavator (Tracked:Large. With Operator)	100	Per Hour	\$	\$
d.	Excavator (Tracked:Small. With Operator)	100	Per Hour	\$	\$
e.	Skid steer c/w bucket/ forks (With Operator)	100	Per Hour	\$	\$
f.	Wheeled loader c/w bucket/ fork (With Operator)	100	Per Hour	\$	\$
g.	Dump truck 1-7 Cu yd (or Truck and Dump Trailer) (With Operator)	100	Per Hour	\$	\$
h.	Dump truck 10+Cu yd (With Operator)	100	Per Hour	\$	\$
i.	Tractor/Truck & Flat Bed Trailer (With Operator)	500	Per KM	\$	\$
j.	Telehandler Boom Lift (With Operator)	100	Per Hour	\$	\$
k.	Articulating Boom Lift 4WD Outside (40 foot boom)	10	Per Day	\$	\$
l.		2	Per Week	\$	\$
m.		1	Per Month	\$	\$
n.	Electric Scissor lift for interior	10	Per Day	\$	\$
o.		2	Per Week	\$	\$
p.		1	Per Month	\$	\$
13.	Contractors mark up for Tool or Equipment Rental Not Otherwise Specified (% mark up x \$10,000.00 =)	\$10,000.00	%	_____%	\$
14.	Contractor's Mark Up on Materials, Parts, permits, or specialty trade labour not otherwise specified. (% mark up x \$10,000.00 =)	\$10,000.00	%	_____%	\$
<b>Sub Total C): Estimated Total Amount 3<sup>rd</sup> Year GST/HST Extra</b>					<b>\$</b>

#### 4.2 TOTAL EVALUATED PRICE

Year 1 Estimated Total Amount	\$
Year 2 Estimated Total Amount	\$
Year 3 Estimated Total Amount	\$
<b>Total Evaluated Price</b>	<b>\$</b>



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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.*

## **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

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Description of Location of Work <b>General Contractors Services Standing Offer, Real Property Operations Unit        West Garrison Wainwright, Alberta</b>	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  
**Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services**

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b>				\$	\$	\$
<b>Umbrella/Excess Liability</b>				\$	\$	\$
<b>Builder's Risk / Installation Floater</b>				\$		

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

Page 2 of 2

### 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.

### Builder's Risk / Installation Floater

The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.

The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.

The policy must have a limit that is **not less than the sum of the contract value** plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance

Proceeds" (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).



## ANNEX H

### SECURITY REQUIREMENTS CHECK LIST

Please see attached

#### Security Guide To W6900-223266

- The only Security Requirement for this contract is that personnel working on this procurement require, as a minimum, a **RELIABILITY STATUS** before access to a secure site is granted. Contractor personnel working on DND sites shall abide by the National Defence Security Orders and Directives as well as any Information Technology publications that may apply. DND Unit Security Supervisors are responsible to brief Contractor employees on these policies and any other security instructions/policies as required. Foreign Contractors will abide by their Governments' national security regulations and/or bilateral agreements MOU.
- Prior to allowing access to secure premises, confirmation of Contractor personnel's security clearances must be forwarded on a Visit Clearance Request through the International Industrial Security Division (IISD) of Public Works & Government Services Canada (PWGSC) for approval and bear the name of this contract/project/program/contract number and the Project Officer.
- At no time will the contractor personnel be allowed to have any access to CLASSIFIED/PROTECTED data/documentation/systems and assets.
- Subcontracts containing security requirements are prohibited without the prior written authority of CISD/PWGSC.

#### DND Personnel:

DDSO-Industrial Security, is the contact person for information pertaining to security concerns identified in this procurement.

#### Industrial Personnel:

The Company Security Officer (CSO) or alternate may contact CISD/PWGSC for information pertaining to security concerns identified in this procurement. Foreign Suppliers shall direct security related inquiries to their responsible National Security Authority/Designated Security Authority (NSA/DSA), and shall adhere to instructions issued by their responsible NSA/DSA.

Solicitation No. - N° de l'invitation  
W6900-223266/A  
Client Ref. No. - N° de réf. du client  
W6900-223266

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-1-44056

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

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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);



**Real Property Operations Unit  
RPOU (W) Garrison Wainwright  
General Contractor Services  
Statement of Work (SOW)  
W6900-223266/001/Wx (60%)  
W6900-223266/002/Wx (40%)**

**LOCATION: RPOU (W) WAINWRIGHT  
DATE: 26 April 2021**

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**Index to  
Specifications**

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<b>Section No.</b>	<b>Title</b>	<b>Pages</b>
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12 – 17.1	Summary of Work	2
18 – 33.4	DND Fire Safety Requirements	4
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42 – 51.3	Temporary Facilities	2
52 – 59.3	Temporary Barriers and Enclosures	1
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80 – 80.5	Invoicing and Payment	1

All deliverables associated with this contract must comply with all Government of Canada legislation, policies, and directives. These include, but are not limited to, the Official Languages Act, Canadian Labour Code, National Building Code of Canada, Defence Production Act, Government Contracting Regulations, and others.

## **General Contractor Services General Instructions**

### **1 Description**

- .1 This Standing Offer (SO) is intended to be used for General Contractor Services at Real Property Operations Unit West Garrison Wainwright, Alberta. The scope of this Standing Offer covers all required work on all infrastructure on, or associated with, Garrison Wainwright. General Contractor work will be considered any installation, inspection, report, repair, maintenance, demolition or replacement of Infrastructure whether carried out by the Contractor's Employees directly or by a Sub-Contractor in their employ. This Standing Offer (SO) will be established for a period of 3 years.

### **2 WORK SCHEDULE(S)**

- .1 Submit to the DND Contract Officer / Inspector a schedule for each call-up, identifying all required tasks.

### **3 WORK REQUIREMENTS**

- .1 Required Documents
  - .1 The contractor should submit a proposal identifying all required tasks of the call-up, with an accompanying estimate detailed as per Summary of Work (Section 14 Estimating and Call-ups).
  - .2 Maintain at the job site, one copy each of the following if provided:
    - .1 Signed Commitment of Services for each call-up
    - .2 Copy of approved schedule for each call-up
    - .3 Any drawings issued with a call-up
    - .4 Specifications
    - .5 Addenda
- .2 Work Execution
  - .1 Work Preparation
    - .1 The contractor shall assess the work required in the call-up and proceed to carry out the work in a logical and efficient manner.
    - .2 The contractor shall coordinate work plan with DND Contract Officer / Inspector.
  - .2 Existing Services
    - .1 Protect and maintain all existing services unless otherwise noted.
    - .2 Report any damage to services immediately to the DND Contract Officer / Inspector.
  - .3 Cutting And Patching
    - .1 Where new work joins with existing and where existing work is altered, match to existing and make good any alteration by cutting and patching. Execute any cutting, fitting and patching required in making the new work fit properly with existing.
  - .4 Documents Records
    - .1 The contractor should record accurately, deviations from contract documents if used for the call-up. Record changes in red and mark one set of prints during work. At completion of project and prior to final inspection, neatly transfer markings to second print set and submit both sets to DND Contract Officer / Inspector.
- .3 Acceptance Criteria/ Works
  - .1 Upon completion of all work, the contractor shall provide a task completion report or check list. DND Contracts inspector shall inspect all work carried out by the contractor against all deliverables listed in the call-up and other contract documents. Satisfactory acceptance of the completion task list will acknowledge acceptance of all project deliverables.

#### **4 OPERATIONAL REQUIREMENTS**

- .1 Co-ordinate all work with the DND Contracts Inspector. Schedule so as not to unduly disrupt the operations of Garrison Wainwright.
- .2 Ensure all safety requirements of the area are strictly adhered to as per Garrison Wainwright safety orders.

#### **5 CONTRACTOR'S USE OF SITE**

- .1 Use of site: Contractor shall comply with Base regulations. Movement around the site is subject to following restrictions:
  - .1 All posted signs to be strictly adhered to
  - .2 Parking of Contractor's vehicles on the Base to be as authorized by the DND Contract Officer / Inspector
  - .3 Contractor's vehicles and equipment may be subject to search due to heightened security.
- .2 Normal hours of work at Garrison Wainwright are from 0800-1600, weekdays. Any work outside of these times must be requested or approved by the DND Contracts Officer/ Inspector.
- .3 Use of site for storage is areas authorized by the DND Contract Officer / Inspector.
- .4 Do not unreasonably encumber site with materials or equipment.

#### **6 ADDITIONAL DRAWINGS / DOCUMENTS**

- .1 DND Contract Officer / Inspector may furnish drawings and/or documents to assist proper execution of work. These drawings and/or documents will be issued for clarification only.

#### **7 CODES AND STANDARDS**

- .1 Meet the requirements of contract documents, specified standards, applicable codes and referenced documents.
- .2 Perform work in accordance with the latest edition of the relevant Canadian Standards and any statutory regulations. In the case of conflict or discrepancy, the more stringent requirements will apply.

#### **8 CONSTRUCTION SAFETY MEASURES**

- .1 Observe all construction safety measures of the National Building Code and Alberta Occupational Health and Safety and National Fire Code of Canada and the Base Safety Orders. In any case of conflict or discrepancy, the more stringent requirements will apply.

#### **9 COORDINATION**

- .1 Contractor to be responsible for the satisfactory completion of the entire Call-up and shall be responsible for the coordination of work by all sub-contractors if required. Contractor shall track time on site of all project personnel.

#### **10 Security Requirements, Base Access, and Contractor Escorts**

- .1 Security Requirements  
Contractor, Sub-Contractors and all employees shall hold Level one (1) Reliability clearance. Visitor Clearance Requests (VCRs) must be maintained for all personnel requiring access.
- .2 Base Access  
Contractor, Sub-Contractors and all employees shall be granted access as to Garrison Wainwright as required to fulfill Call-ups. The Contractor will not have unescorted access to any restricted areas, controlled goods or protected documents beyond Reliability clearance.

.3 Contractor Escorts

Under some circumstances project personnel may be required to be escorted while performing job activities. If required, escorts will be provided by the Crown, at no cost to the Contractor.

When escorts are required, the contractor will coordinate scheduling with the DND Contract Officer / Inspector to ensure escort availability. Failure to provide an updated construction schedule in accordance with the contract documents, or within a reasonable timeframe as requested by the DND Contracts Officer / Inspector, may affect the Crown's ability to provide escorts and impact the Contractor's ability to perform the work. Any delays and/or impacts to the overall construction schedule as a result of this will not be borne by DND.

**END OF SECTION**

## **General Contractor Services Summary of Work**

### **11 SCOPE**

- .1 This Standing Offer (SO) is intended to be used for General Contractor Services at Real Property Operations Unit West Garrison Wainwright, Alberta. The scope of this Standing Offer covers all required work on all infrastructure on, or associated with, Garrison Wainwright. General Contractor work will be considered any installation, inspection, report, repair, maintenance, demolition or replacement of Infrastructure whether carried out by the Contractor's Employees directly or by a Sub-Contractor in their employ. A list of construction work that may be carried out by the General Contractor or any Sub-Contractors under this SO includes, but is not limited to, the following:
  - .1 New installation; or inspection, report, repair, maintenance, demolition or replacement of any structural or building envelope components;
  - .2 New installation: or inspection, repair, maintenance, demolition, or replacement of any concrete work;
  - .3 New installation; or inspection, repair, maintenance, demolition, or replacement of any millwork, flooring, tile, drywall, or painting;
  - .4 New installation; or inspection, repair, maintenance, demolition, or replacement of any mechanical, electrical, plumbing, or civil components or systems (including walks, paths, and roadways);
  - .5 New installation; or repair, maintenance, demolition or repair of any landscaping, or earthworks.

### **12 TECHNICIAN'S QUALIFICATIONS**

- .1 All work is to be supervised by qualified tradesmen who, where applicable, hold a valid journeyman license, certified in the province of Alberta or with an interprovincial red seal, as per the conditions of the Alberta Apprenticeship and Industry Training Act.

### **13 Estimating and Call-ups**

- .1 Provision of Estimates for DND supplied Scope of Work (SOW):

Estimates will be required for all call-ups under this SO. The DND Contracts Officer / Inspector will provide the Contractor with a Scope of Work (SOW) and the Contractor will supply a detailed estimate of the cost of performing the specific work.

The DND Contracts Officer/Inspector will choose to contract the call-up as either:

  - .1 Time and Materials Estimate according to the Basis of Payment.

The estimate must detail the cost of all supervision, labour, material, equipment, rentals, sub-contracts, permits, licences, and taxes in accordance with the Basis of Payment; or
  - .2 Fixed Price Quote.

In cases where the Scope of Work (SOW) is clearly defined, the materials are well understood, and the timeline is accurate and reasonable; the DND Contracts Officer / Inspector may request a Fixed Price Quote. The DND Contracts Officer / Inspector will review the details of the quote, including the level of effort required, with the Contractor to ensure fair value before proceeding with a Call-up.

In all cases the SOW will identify which pricing method will be used and the Contractor must not undertake any of the specified work unless and until a Purchase Order is issued. The agreed cost shall not be exceeded without the specific prior written authorization of the DND Contracts Officer / Inspector. In case of an urgent request; a Verbal Contract will be authorized by the DND Contracts Officer / Inspector with paperwork to follow as soon as possible.

.2 Call-ups

- .1 The Contractor should respond to an authorized request by the DND Contract Officer / Inspector within forty-eight (48) hours of a request for estimate or quote. In addition, the actual work will begin within seven (7) days or within a time frame mutually agreed to by both parties and as stated on the authorization form.
- .2 In the case of an emergency situation, the Contractor shall reply to an authorized request from the DND Contract Officer / Inspector within four (4) hours and work will commence immediately after an estimate is approved.
- .3 The Contractor should submit a site specific safety plan to DND Contract Officer / Inspector for each call-up and prior to starting work.

.3 Manufacturer's Instructions

It shall be the Contractor's responsibility to follow the manufacturer's instructions for application or installation of all materials or products.

.4 Reporting Deterioration or Damage

Any damage or deterioration discovered during the contract, but not included in the scope of work, shall be reported to the DND Contract Officer / Inspector.

.5 Permits and Licenses

It shall be the Contractor's responsibility where applicable and required to obtain and abide by the Garrison and Provincial permits and licenses, and to ensure all instructions on the permits are understood and carried out accordingly. Ensure all other applicable licenses and permits are obtained.

## 14 QUALITY CONTROL

.1 Inspection Of Work

The Contractor should allow sufficient time to notify the DND Contract Officer / Inspector and have the work inspected.

.2 Testing

- .1 Testing requirements will be stated in the scope of work of each call-up;
- .2 Conduct all tests in the presence of DND Contract Officer / Inspector;
- .3 Provide instruments, meters, equipment, and personnel required to conduct tests during and at conclusion of work;
- .4 Where applicable, obtain report from manufacturer verifying compliance of work, in handling, installing, applying, protecting and cleaning of product.

## 15 TEMPORARY SERVICES

- .1 Temporary services may be supplied free of charge at existing points of delivery subject to the discretion and approval of DND Contract Officer / Inspector.

## 16 SALVAGED MATERIALS

- .1 All salvaged or scrap materials shall remain the property of DND unless specifically included in Scope of Work for disposal or removal.

**END OF SECTION**

## **DND Fire Safety**

### **18 CONSTRUCTION FIRE SAFETY**

- .1 The Contractor should provide construction fire safety in accordance with the National Fire Code of Canada, Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006)

### **19 FIRE DEPARTMENT BRIEFING**

- .1 All Hot Works or Works impacting fire safety systems will require a contractor arranged Fire Department briefing before commencing work.

### **20 REPORTING FIRES**

- .1 The Contractor shall inform the DND Contracts Officer/Inspector and Fire Hall of all fire incidents at the construction site, regardless of size.
- .2 Know location of nearest fire alarm pull station and telephone, including emergency phone number.
- .3 Report immediately fire incidents to Fire Department as follows:
  - .1 Activate nearest fire alarm pull station.
  - .2 Telephone 911 or Base Fire hall Ext# 3333
- .4 Person activating fire alarm pull station will remain at the front entrance to direct Fire Department to scene of fire.
- .5 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify location.

### **21 FIRE SAFETY PLAN**

- .1 Submit a fire safety plan prior to commencement of work. The fire safety plan shall conform to the Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006)
- .2 The fire safety plan shall be submitted to the DND Contracts Officer/Inspector for review by local fire department. Any comments by local fire department shall be implemented by the Contractor.
- .3 The fire safety plan shall be limited to the area of construction only. Contractor is not responsible for amending fire safety plans in existing buildings.

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

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

### **23 FIRE PROTECTION SYSTEM IMPAIRMENT**

- .1 Notify the DND Contracts Officer/Inspector and the Fire Hall 72 hours prior to shutting down. Working on any active fire protection system, including water supply, fire suppression, fire detection and life safety systems.
- .2 Where a fire protection system that provides fire alarm monitoring is impaired in an existing building, a fire watch may be required at the discretion of the Fire Hall.

- .3 Implement all fire protection system impairments in accordance with the Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006). Fire Orders will be provided at the Pre-Commencement Meeting.

## **24 FIRE EXTINGUISHERS**

- .1 In addition to other requirements of this specification, supply fire extinguishers, as scaled by the Fire Hall, necessary to protect work in progress and contractor's physical plant on site.

## **24 ACCESS FOR FIRE FIGHTING**

- .1 Access for firefighting shall be provided in accordance with the Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006)
- .2 Advise the Fire Hall of work that would impede fire apparatus response. This includes violation of minimum horizontal and overhead clearance, as prescribed by the Fire Hall, erecting of barricades and digging of trenches.
- .3 Minimum horizontal clearance: clear width of not less than 5m, or as defined by the Fire Hall.
- .4 Minimum vertical clearance: overhead height of not less than 6m, or as defined by the Fire Hall.

## **26 SMOKING PRECAUTIONS**

- .1 Smoking is prohibited in all buildings. Observe posted smoking restrictions near existing buildings.

## **27 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 as specified.

## **28 FLAMMABLE AND COMBUSTIBLE LIQUIDS**

- .1 Handle, store and use of flammable and combustible liquids in accordance with the 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. Obtain written authorization from Fire Hall for storage of quantities of flammable and combustible liquids exceeding 45 litres.
- .3 Do not transfer flammable or combustible liquids inside buildings or on jetties.
- .4 Do not transfer flammable or combustible liquids 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 and in the approved storage lockers. Keep quantities to a minimum and notify Fire Hall when disposal is required.

## 29 HOT WORKS

- .1 The Contractor shall implement a hot works program in accordance with the National Fire Code of Canada and NFPA 51 Standard for Fire Prevention during Welding, Cutting and Other Hot Work. Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006).
- .2 The Contractor shall obtain from the Fire Hall a "Hot Work" permit for all hot works in the construction area. Frequency of renewal for hot works permits is at the discretion of the Fire Hall.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Hall.
- .4 Provide fire watch service for work on scale established and in conjunction with the Fire Hall as defined in the Fire Department Briefing. Fire watchers shall be trained in the use of fire extinguishing equipment.
- .5 Area of hot works
  - .1 Hot works shall be carried out in an area free of combustible and flammable content.
  - .2 Where 1.12.5.1 is not possible,
    - .1 All flammable and combustible materials within 15m of the hot works shall be protected in accordance with the National Fire Code of Canada, Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006)
    - .3 Where there is a possibility of sparks leaking onto combustible materials in areas adjacent to the areas where the hot work is carried out
      - .1 Openings in walls, floors or ceilings shall be covered or closed to prevent the passage of sparks to such adjacent areas, or
- .6 Protection of flammable and combustible materials
  - .1 Any combustible or flammable material, dust or residue shall be
  - .2 Removed from the area where hot works is carried out; or
  - .3 Protected from ignition by non-combustible materials
- .7 Fire extinguisher
  - .1 A fire extinguisher shall be provided within 3 m of all hot works. Minimum size shall be 20lbs ABC unless otherwise directed by Fire Hall.

## 30 HAZARDOUS SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, shall be in accordance with National Fire Code of Canada.
- .2 Provide ventilation where flammable liquids, such as lacquers or urethanes are used. Eliminate all sources of ignition. Inform the Fire Hall prior to and at completion of such work

## 31 PARTIAL OCCUPANCY

- .1 Implement partial occupancy procedures as defined in the drawings and specifications. Partial occupancy is where construction occurs adjacent to work areas occupied by Departmental or Canadian Forces personnel. This includes Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006):
  - .1 Phased new construction
  - .2 Early or partial occupancy of new construction
  - .3 New construction being added onto an existing building
  - .4 Renovation or recapitalization of an existing building
  - .5 Phased renovation or recapitalization of an existing building
- .2 Where partial occupancy occurs, Contractor shall implement requirements as found in the drawings and specifications. This may include construction of a rated fire separation between occupied and construction areas as required by the National Fire Code, Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006).

## **32 QUESTIONS AND/OR CLARIFICATION**

- .1 Direct questions or clarification on Fire Safety in addition to above requirements to the DND Contracts Officer/Inspector.
- .2 DND Contracts Officer/ Inspector, is responsible to obtain clarifications from the Fire Hall. The Contractor is not to liaise directly with the Fire Hall for notification, authorization or any requests unless the situation constitutes an immediate emergency.

## **33 FIRE INSPECTION**

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

**END OF SECTION**

## Environmental Protection

### GENERAL

#### 34 FIRES

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

#### 35 DISPOSAL OF WASTES

- .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 waterways, storm or sanitary sewers.
- .3 During the transportation of wastes, bins must be covered to ensure that wastes do not pollute roadways, public lands or private property.
- .4 Cost associated with appropriate removal, transportation and disposal of all waste (including hazardous waste) is the responsibility of the Contractor.

#### 36 DRAINAGE

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

#### 37 POLLUTION CONTROL

- .1 Control emissions from equipment and plant to local authorities' emission requirements.
- .2 All activities including maintenance procedures will be conducted to prevent entry of petroleum products, debris, rubble concrete or any other deleterious substances into ditches, catch basins, water bodies.
- .3 Equipment and vehicles shall not remain idling when not in use. If weather conditions require equipment and/or vehicles to idle, permission shall be requested from the DND Contracts Officer/Inspector.

#### 38 ENVIRONMENTAL EMERGENCY RESPONSE PROCEDURE

- .1 If a spill occurs follow the requirements for spill response and reporting from Environmental Directive ED 4003 - 1/2003 Spill Reporting.
- .2 Disposal of spill materials to be off DND property and at approved locations for this type of materials to be disposed of.
- .3 When parking of equipment on site, the equipment is to be secured from entry, inspected for leaks and the ground under the equipment protected by catch basins to prevent soil contaminations.
- .4 Contractor to protect all wells, catch basins, dry wells, drains and water courses from contamination in the event of a spill.
- .5 All equipment to be used for the Work of the Contract is to be inspected by the DND Contracts Officer/Inspector for leaks. Equipment not in good repair to be removed/repaired when directed by the DND Contract Officer / Inspector.
- .6 The following spills must be reported to the Base Fire Hall and the DND Contracts Officer/Inspector:
  - .1 Any Petroleum (POL) products.
  - .2 Any glycol spill.
  - .3 Any battery acid spill.
  - .4 Any other hazardous/deleterious substance.

- .5 Any release of halocarbons, including releases from refrigerators, chillers, air conditioner (vehicles or equipment).
  - .6 Any spill that enters a drain, ditch or water body.
  - .7 For spills occurring, the Contractor is to immediately remove as much or all of the contaminated soils.
  - .8 Contaminated soils/materials to be placed in containers compatible to the contaminants.
  - .9 Any remaining clean-up to be performed at no extra cost to DND. Clean-ups to be completed to the satisfaction of the DND Contract Officer / Inspector.
- .7 In the event of an environmental incident or emergency such as:
    - .1 Chemical spill or petroleum spill,
    - .2 Poisonous or caustic gas emission,
    - .3 Biological or chemical explosion,
    - .4 Hazardous material spill,
    - .5 Sewage spill, and
    - .6 Contaminated water into waterways.
  - .8 The Contractor or his employees shall:
    - .1 Notify the Contractor's job superintendent,
    - .2 Call local Base Fire Hall, Base Engineering, and give type of emergency, and
    - .3 Report the incident using 3DSG Grn Wainwright Environmental Incident Spill Reporting Form.

### **39 WORK ADJACENT TO WATERWAYS**

- .1 A minimum setback distance of 50 m from the high water mark for all construction activities is to be followed (including refueling activities, storage of vehicles and equipment, stockpiling of soils and material, etc.). No construction activities or equipment operation shall occur within the 50 m setback of waterways without per approval for DND.
- .2 Install silt fencing along waterways/ wetlands setback where deemed appropriate by DND Representative. Once the project activities are completed, the materials is to be removed and properly disposed of.

### **40 SOILS AND VEGETATION**

- .1 Ensure that equipment and traffic enter and exit the site off of existing roads. Use the most direct route when possible.
- .2 Movement of equipment and vehicles on vegetated areas should be minimized where possible to reduce soil compaction and rutting. During periods of heavy precipitation or high winds events, activities that cause soil compaction, rutting, or admixing shall be avoided.
- .3 Vegetation removal shall NOT occur within the 1 April to 15 August time frame to protect breeding/ nesting wildlife without approval from DND.

### **41 HISTORICAL/ARCHAEOLOGICAL RESOURCES**

- .1 In the event that historical or archaeological artifacts are encountered during construction, activities shall cease and the DND Representative shall be contracted to provide required direction

**END OF SECTION**

## **TEMPORARY FACILITIES**

### **42 TEMPORARY UTILITIES**

- .1 Provide temporary utilities controls in order to execute work expeditiously.
- .2 Remove from site all such work after use.

### **43 INSTALLATION AND REMOVAL**

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

### **44 SCAFFOLDING**

- .1 Provide and maintain scaffolding, ladders, platforms, Temporary Fall Arrest system and gear and temporary stair required by regulations.

### **45 HOISTING**

- .1 Provide, operate and maintain cranes required for moving of materials and equipment.
- .2 Cranes shall be operated by qualified operator.

### **46 HEATING & HOARDING**

- .1 It is the Contractor's responsibility to protect the work with heating and hoarding as required.
- .2 Construction heaters used inside building must be vented to outside or be flameless type. Solid fuel salamanders are not permitted.
- .3 Methods to be inspected by Base Fire Inspector. Corrective measures to be implemented as required.

### **47 SITE STORAGE/LOADING**

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

### **48 FIRST AID**

- .1 Provide a clearly marked and fully stocked first-aid case in a readily available location.

### **49 EQUIPMENT, TOOL AND MATERIALS STORAGE**

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

### **50 SANITARY FACILITIES**

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

**51 CONSTRUCTION SIGNAGE**

- .1 No site signs are permitted.
- .2 Safety signage is permitted with the approval from Contracts Officer/ Inspector.
- .3 Safety and Instruction Signs and Notices:
  - a) Signs and notices for safety and instruction shall be in both official languages.  
Graphic symbols shall conform to CAN3-Z321-77

**END OF SECTION**

## TEMPORARY BARRIERS AND ENCLOSURES

### 52 Installation and Removal

- .1 Provide temporary controls as needed in order to execute work expeditiously.
- .2 Remove from site all such work after use.

### 53 Protection of Vegetation

- .1 Provide barriers around trees and plants. Protect from damage by equipment and construction procedures.

### 54 Guard Rails and Barricades

- .1 Provide secure, rigid guard rails and barricades around open work areas as required by Alberta Occupational Health & Safety and WCB Regulations.

### 55 Dust Tight Screens and Security Partitions

- .1 Provide dust tight screens or partitions to localize dust generating activities, for protection of workers and occupied building areas.
- .2 Maintain and relocate protection until such work is complete.

### 56 Traffic Flow

- .1 Provide and maintain competent signal flag operators, traffic signals, barricades and flares, lights, or lanterns as required to perform Work and protect public.

### 57 Fire Routes

- .1 Maintain access to property including overhead clearances for use by emergency response vehicles.

### 58 Protection of Property

- .1 Protect surrounding private and public property from damage during performance of Work.
- .2 Be responsible for damage incurred at no cost to the Canadian Armed Forces or Department of National Defense.

### 59 Protection of Building Finishes

- .1 Provide protection for existing finished building surfaces and equipment during performance of Work.
- .2 Provide necessary screens, covers, pads and hoardings.
- .3 Be responsible for damage incurred due to lack of or improper protection, at no cost to the Canadian Armed Forces or Department of National Defense.

**END OF SECTION**

## **Material and Equipment**

### **60 GENERAL**

- .1 Use new material and equipment unless otherwise specified.

### **61 AVAILABILITY**

- .1 Immediately upon receipt of a call-up, review product delivery requirements and anticipate foreseeable supply delays for any items. If delays in supply of products are foreseeable, notify DND Contracts Officer / Inspector of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of work.

### **62 STORAGE, HANDLING AND PROTECTION**

- .1 Handle and store products in manner that will prevent damage, adulteration, deterioration and soiling, and in accordance with manufacturer's instructions when applicable
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work
- .3 Store products subject to weather damage in weatherproof enclosures
- .4 Remove and replace damaged products at own expense and to satisfaction of DND Contracts Officer/Inspector

### **63 MANUFACTURER'S INSTRUCTIONS**

- .1 Unless otherwise indicated in specifications install or erect products in accordance with manufacturer's instructions. Do not rely on labels provided with products. Obtain written instructions directly from manufacturer.
- .2 Notify DND Contracts Officer/Inspector in writing of conflicts between specifications and manufacturer's instructions, so that DND Contracts Officer/Inspector may establish a course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes DND Contracts Officer/Inspector to require removal and re-installation at no increase in Call-up Price or Call-up Time.

### **64 QUALITY OF WORK**

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify DND Contracts Officer / Inspector if required Work is such as to make it impractical to produce required results.
- .2 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with DND Contracts Officer / Inspector, whose decision is final, any concerns by the Contractor must be presented to RPOU for approval.

### **65 REMEDIAL WORK**

- .1 Perform remedial work as required to repair or replace parts or portions of Work identified as effective or unacceptable. All work should be completed within (10) days of notification or an agreed date.

### **66 FASTENINGS**

- .1 Prevent electrolytic action between dissimilar metals and materials.
- .2 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

**END OF SECTION**

## **Safety Requirements**

### **GENERAL**

#### **67 SUBMITTALS**

- .1 Submit to the DND Contracts Officer/Inspector copies of the following documents, including updates issued:
  - a) One copy of the Health and Safety Program prior to commencement of work on the work site, and
  - b) Accident or Incident Reports, within 24 hrs. of occurrence.
- .2 The Contractor is required to fully comply with all Provincial Safety Acts, Codes and Regulations. The Contractor will be acting as the 'Prime Contractor' for this contract and will certify this agreement in writing with the DND Contracts Officer/Inspector.

#### **68 COMPLIANCE REQUIREMENTS**

- .1 Comply with the latest edition of the Alberta 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, and
  - .3 Municipal statutes and ordinances.
- .3 In event of conflict between any provisions of above authorities the most stringent provision will 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, or at any time requested, provide to PSPC or the DND Contract Officer / Inspector a letter of Clearance from the Workers' Compensation Board indicating that the Contractor's account is in good standing:
  - a) Should the Contractor be a sole proprietor, provide documented proof in a form acceptable to the DND Contract Officer / Inspector, of an alternative means of personal coverage that meets or exceeds the requirements set out above for Worker's Compensation Board coverage.

#### **69 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 statues, 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 Contracts Officer/Inspector verbally and in writing of the hazard or condition.

#### **70 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 Alberta 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.

## **71 PERMITS**

- .1 Obtain permits, licenses and compliance certificates at appropriate times and frequencies as required by the authorities having jurisdiction.
- .2 Post all permits, licenses and compliance certificates on work site and provide copies to the DND Contract Officer / Inspector.

## **72 MEETINGS**

- .1 Prior to commencement of work attend a pre-commencement meeting conducted by the DND Contracts Officer/Inspector. Ensure minimum attendance by contractor's site superintendent. The DND Contracts Officer/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 Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act.

## **73 ACCIDENT REPORTING**

- .1 Investigate and report incidents and accidents as required by Alberta 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 Contracts Officer/Inspector on incidents and accidents that involve:
  - a) A resulting injury that may or may not require medical aid but involves lost time at work by the injured person(s),
  - b) Exposure to toxic chemicals or substances,
  - c) Property damage, and
  - d) 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.

## **74 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 Contracts Officer/Inspector.

**END OF SECTION**

## CLEANING

### 75 Project Cleanliness

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris.
- .2 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .3 Provide on-site containers for collection of waste materials and debris. Locate where directed by DND Contract Officer / Inspector.
- .4 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .5 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

### 76 Final Cleaning

- .1 When Work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .3 Prior to final review, remove surplus products, tools, construction machinery and equipment.
- .5 Remove stains, spots, marks and dirt from decorative work, electrical/mechanical fixtures, furniture fitments; walls, floors and ceilings.
- .6 Vacuum, clean, polish, sweep, mop, and dust all work areas.

**END OF SECTION**

## Closeout Submittals

### 77 As-built and Samples

- .1 In addition to requirements in General Conditions, maintain at the site for DND Contract Officer / Inspector one record copy of:
  - a) Contract Drawings;
  - b) Specifications;
  - c) Addenda;
  - d) Change Orders and other modifications to the Contract;
  - e) Reviewed shop drawings, product data, and samples;
  - f) Field test records;
  - g) Inspection certificates; and
  - h) Manufacturer's certificates.
- .2 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- .3 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .4 Submit all record documents and samples available for inspection to the DND Contract Officer / Inspector.

### 78 Recording Actual Site Conditions

- .1 Record information on set of black line opaque drawings, provided by DND Contract Officer / Inspector.
- .2 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- .3 Contract Drawings and shop drawings: legibly mark each item to record actual construction, including:
  - a) Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - b) Field changes of dimension and detail.
  - c) Changes made by change orders.
  - d) Details not on original Contract Drawings.

### 79 Warranties/ Rebates

- .1 List of subcontractors, suppliers and manufacturer with name address and telephone number of responsible principal.
- .2 Obtain warranties/ rebates, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item of work. RPOU will be identified on any warranties/ rebates.
- .3 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
- .4 Verify that documents are in proper form, contain full information, and are notarized.
- .5 Co-execute submittals when required.
- .6 Retain warranties until time specified for submittal.

**END OF SECTION**

## Invoicing and Payment

### 80 Invoicing and Payment

- .1 The Contractor shall submit a separate invoice for each Call-up to the DND Contracts Officer/Inspector in accordance with the job specific Scope of Work and Section 13 Estimating and Call-ups. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification. 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.
- .2 The Contractor's invoice shall provide the following details and must be compliant with the terms of the Scope of Work, Approved Estimate/Quote, and the attached Basis of Payment:
  - .1 Time and Materials Call-up: (Backup invoices must be provided)
    - a) Time and labour rate per trade or item provided by contractor;
    - b) Equipment Charges per item provided by contractor;
    - c) Materials provided by contractor;
    - d) Markup on materials provided by contractor;
    - e) Equipment or Tool Rental provided by contractor or sub-contractor;
    - f) Markup on Equipment or Tool Rental provided by contractor or sub-contractor;
    - g) Time and labour rate per trade or item provided by sub-contractor;
    - h) Markup per trade or item provided by sub-contractor;
    - i) Equipment Charges per item provided by sub-contractor;
    - j) Markup on Equipment provided by sub-contractor;
    - k) Materials provided by sub-contractor;
    - l) Markup on materials provided by sub-contractor;
    - m) The amount of GST calculated in accordance with applicable federal tax legislation; and
    - n) The total amount which shall be the sum of all amounts referred to in (a) to (m) above.
  - .2 Fixed Price Call-up:
    - a) The invoice must summarize the work that was completed according to the Quote/Scope and provide a sub-total for this work;
    - b) The amount of GST calculated in accordance with applicable federal tax legislation; and
    - c) The total amount which shall be the sum of all amounts referred to in (a) to (b) above.
- .3 If, within 15 days of receipt of the invoice, additional information is requested by the Contracts Officer/Inspector 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.
- .4 Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non-payment 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.
- .5 Upon completion of the Work, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the invoice, the Contractor has complied with all lawful obligations with respect to the Delivery of Goods and Services, Labour Conditions and Building Codes are satisfied, 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.

**END OF SECTION**



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**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 <b>Department of national defence</b>	2. Branch or Directorate / Direction générale ou Direction <b>3 CDSB GRN WAINWRIGHT</b>
--	--

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  
Standing Offer to Provide General Contractor Services to all buildings and lands of Garrison Wainwright.

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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)  No / Non  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.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> 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"/>



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**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 / Non  Yes / 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 / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET - SIGINT          | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

Unscreened personnel would only be permitted in public or reception zones

**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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui



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**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 COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).