



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
Halifax  
Nova Scotia  
B3J 1T3  
Bid Fax: (902) 496-5016

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

National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
Halifax  
Nova Scot  
B3J 1T3

<b>Title - Sujet</b> RISO - Repair Kitchen Equipment	
<b>Solicitation No. - N° de l'invitation</b> W6899-220083/A	<b>Date</b> 2021-12-02
<b>Client Reference No. - N° de référence du client</b> W6899-22-0083	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-501-11404
<b>File No. - N° de dossier</b> HAL-1-87114 (501)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Atlantic Standard Time AST <b>on - le 2022-01-06</b> Heure Normale de l'Atlantique HNA	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Beck, Sue	<b>Buyer Id - Id de l'acheteur</b> hal501
<b>Telephone No. - N° de téléphone</b> (902)240-5159 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD GREENWOOD NOVA SCOTIA B0P 1N0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

### **1.2 Summary**

The Department of National Defence (DND), 14 Wing Greenwood, Greenwood, NS has a requirement for a Regional Individual Standing Offer for the supply of labour, materials equipment and transportation required to carry out inspections, maintenance, and repairs of Kitchen Equipment and systems at 14 Wing Greenwood, NS as and when requested.

### **1.3 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.

### **1.4 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

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Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

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

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

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

Delete: 60 days  
Insert: 90 days

### **2.2 Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bid Receiving Public Works and Government Services Canada  
1713 Bedford Row  
Halifax, N.S. B3J 1T3

Note: For bidders choosing to submit using epost Connect, the email address is:  
[TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

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

Facsimile number: 902-496-5016

### **2.3 Former Public Servant**

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

Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

### **Definitions**

For the purposes of this clause,

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

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

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

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

### **Former Public Servant in Receipt of a Pension**

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Offeror must provide the following information:

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

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

#### **2.5 Applicable Laws**

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

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

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

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

(c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications

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

Section I: Technical Offer (1 hard copies)  
Section II: Financial Offer (1 hard copies)  
Section III: Certifications (1 hard copies)

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

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

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The amount of applicable taxes must be shown separately, if applicable.

**3.1.1 Electronic Payment of Invoices - Offer**

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

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

**3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation,

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

Mandatory technical Criteria as detailed in Annex A Statement of Work. Offerors must provide certified, commercial factory-trained Gas Level 2 individuals and must include proof of this certification with their offer.

**4.1.2 Financial Evaluation**

Offerors must submit their financial bid in accordance with Annex B, Basis of Payment. The total cost will be evaluated in Canadian dollars, the goods and services tax or the Harmonized Sales Tax excluded. The price per unit will govern in establishing the extended price.

## 4.2 Basis of Selection

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social](#)

[Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4).

### 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.2.3.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

## PART 6 - INSURANCE REQUIREMENTS

### 6.1 Insurance Requirements

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

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

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

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

#### 7.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "E". 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 fifteen (15) calendar days after the end of the reporting period.

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from February 1, 2022 to January 31 2024 inclusive.

#### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2), one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

### 7.5 Authorities

#### 7.5.1 Standing Offer Authority

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W6899-220083/A  
Client Ref. No. - N° de réf. du client  
W6899-22-0083

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-1-87114

Buyer ID - Id de l'acheteur  
HAL501  
CCC No./N° CCC - FMS No./N° VME

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The Standing Offer Authority for the Contract is:

Name: Sue Beck  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS B3J1T3  
Telephone: (902) 240-5159  
Facsimile: (902) 496-5016

E-mail address: [sue.beck@pwgsc-tpsgc.gc.ca](mailto:sue.beck@pwgsc-tpsgc.gc.ca)

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

### 7.5.2 Project Authority

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

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

### 7.5.3 Offeror's Representative (Submit with Bid)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
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: To be announced upon issuance of a Standing Offer.

### 7.8 Call-up Instrument

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

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

## 7.9 Limitation of Call-ups

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

## 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.11 Priority of Documents

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

- 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) the general conditions [2010C](#) (2021-12-02) General conditions: Services (medium complexity) ;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) the Offeror's offer dated \_\_\_\_\_.

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

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

### **7.13 Applicable Laws**

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

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

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

[2010C](#) (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **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: 2019-01](#) of the Treasury Board Secretariat of Canada.

### **7.5 Payment**

#### **7.5.1 Single Payment**

7.5.1 SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

### 7.5.2 Limitation of Price

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

### 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);

### 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 7.7 Insurance

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

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

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

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## **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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HAL501  
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**ANNEX "A"**

**STATEMENT OF WORK**

(see attached)

DEPARTMENT OF NATIONAL DEFENCE



SPECIFIICATION

Repair Kitchen Equipment

14 Wing Greenwood,  
Greenwood, NS

JOB NO. L-G111-9900/1130  
CCID # V130

13-08-2021

<u>Section</u>	<u>Title</u>	<u>Pages</u>
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Division 01 - General Requirements

01001	Summary of Work	2
01005	General Instructions	6
01340	Shop Drawings, Product Data, Samples and Mock-ups	4
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01600	Material and Equipment	4
01710	Cleaning	1
01720	Project Record Documents	1
01730	Operation and Maintenance Manual	2
01731	Maintenance Materials, Special Tools and Spare Parts	1
01800	Airports in Use	1

Division 16 - Electrical

16010	Electrical General Requirements	7
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- 1 Site Visit .1 Before submitting a Tender, the Contractor may visit the site and acquaint himself with all ascertainable conditions that may affect his work.
- .2 Consult with Engineer or his representative regarding services available, material accommodations the Contractor may require, access to the site and obtain any and all information that may affect the Contractor's Tender.
- 2 Location of Site .1 14 Wing Greenwood is located 150 km west of Halifax and 4 km south of Highway 101 near Kingston, Kings County, NS.
- 3 Invoicing .1 Contractor shall provide one invoice for each DSS 942 (Call-Up Against a Standing Offer) received, on satisfactory completion of the work.
- 4 Frequency of Work .1 Work of this Section to be performed on an as and when required basis, as requested by the Engineer on a DSS 942. Each DSS 942 to provide in writing the scope of Work to be completed.
- .2 Contractor to provide written estimate to Engineer for approval prior to any work commencing.
- .3 Engineer to provide specific material specifications when deemed necessary for inclusion in the scope of work for each DSS 942. Materials not specified to be in accordance with the Canadian Electrical Code.
- 5 Description of Work .1 Work under this contract comprises the provision of all labour, material and equipment and transportation required to complete the work at 14 Wing Greenwood in accordance with the specifications for this project.
- .2 Specified work is to be carried out at the following locations:  
.1 As directed by the Engineer.
- .3 Work of this Contract is located in an area where normal working hours are:
-

- .1 0730 to 1600 hours, Monday to Friday inclusive.
  
- .4 In general terms, the work includes the following:
  - .1 The furnishing of all labour, materials equipment and transportation required to carry out inspections, maintenance, and repairs of Kitchen Equipment and systems at 14 Wing Greenwood, NS as and when requested.
  - .2 The contractor shall provide a 24 hour emergency service for service calls.
  - .3 Testing in presence of Engineer and in accordance with the Canadian Electrical Code.
  - .4 Clean-up.

- 1 References .1 National Building Code of Canada (NBC) 2010 Canadian Electrical Code Part I 2012 including all amendments up to tender closing date.
- 2 Description of Work .1 Work under this Contract covers the supply of all labour, equipment, material, plant and transportation to provide as required repairs, inspections, maintenance, and installation of all kitchen equipment at 14 Wing Greenwood N.S.
- 3 Codes .1 Perform work in accordance with National Building Code of Canada (NBC) Canadian Electrical Code (CEC) and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
- .2 Meet or exceed requirements of:  
.1 contract documents,  
.2 specified standards, codes and referenced documents.
- 4 Briefing .1 The contractor shall attend fire, safety, airfield and security briefing as required by the engineer.
- 5 Documents Required .1 Maintain at job site, one copy each of following:  
.1 Contract drawings.  
.2 Specifications.  
.3 Addenda.  
.4 Reviewed shop drawings.  
.5 Change orders.  
.6 Other modifications to Contract.  
.7 Field test reports.  
.8 Copy of approved work schedule.  
.9 Manufacturers' installation and application instructions.
- 6 Work Schedule .1 Contractor will provide within 24 hours qualified tradesmen.
- .2 Provide in form acceptable to Engineer, within 7 working days after Contract award, schedule showing dates for:
-

.1 Submission of shop drawings, material lists and samples.

.3 Interim reviews of work progress based on work schedule will be conducted as decided by Engineer and schedule updated by Contractor in conjunction with and to approval of Engineer.

.4 Carry out noise generating work Monday to Friday from 07:30 to 16:00 hours.

7 Cost Breakdown

.1 Before submitting first progress claim submit breakdown of Contract price in detail as directed by Engineer and aggregating contract price. After approval by Engineer cost breakdown will be used as basis for progress payment.

8 Measurement for Payment

.1 Labour payment will be based on:  
.1 Straight time: Monday thru Friday 07:30-16:00  
.2 Technicians Per Hour

.2 The following to be paid at invoice cost no mark-up permitted:  
.1 Inspections and verifications required by others including travel and meals.

9 Contractor's Use of Site

.1 Obtain and pay for use of additional storage or work areas.

10 Project Meetings  
11 Setting Out of Work

.1 Engineer will arrange project meetings and assume responsibility for setting times and recording and distributing minutes.

.1 Assume full responsibility for and execute complete layout of work.

.2 Supply such devices and equipment required to facilitate Engineer's inspection of work.

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- 12 Location of Equipment and Fixtures
- .1 Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate.
  - .2 Locate equipment, and systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
  - .3 Inform Engineer of impending installation and obtain his approval for actual location.
  - .4 Submit field drawings to indicate relative position of various services and equipment when required by Engineer.
- 13 Concealment
- .1 Conceal conduit, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.
- 14 Cutting, and Patching
- .1 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.
  - .2 Cut and patch as required to make work fit.
  - .3 Make cuts with clean, true, smooth edges.
  - .4 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.
- 15 Existing Services
- .1 Where Work involves breaking into or connecting to existing services, carry out work at times directed by authorities having jurisdiction, with minimum of disturbance to pedestrian and vehicular traffic.
  - .2 Before commencing work, establish location and extent of service lines in area of Work and notify Engineer of findings.
  - .3 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
  - .4 Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.
-

- .5 Remove abandoned service lines within 2 m of structures. Cap or otherwise seal lines at cut-off points as directed by Engineer.
- .6 Record locations of maintained, re-routed and abandoned service lines.

16 Alterations, Additions or Repairs to Existing Building

- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Where elevators, dumbwaiters, conveyors or escalators exist in building, only those assigned for Contractor's use may be used for moving personnel and material within building. Protect walls of passenger elevators, to approval of Engineer before use. Accept liability for damage, safety of equipment and overloading of existing equipment.
- .4 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.

17 Additional Drawings

- .1 Engineer may furnish additional drawings for clarification. These additional drawings have same meaning and intent as original drawings.

18 Relics and Antiquities

- .1 Protect relics, antiquities, items of historical or scientific interest such as cornerstones and contents, commemorative plaques, inscribed tablets, and similar objects found during course of work.
- .2 Give immediate notice to Engineer and await Engineer's written instructions before proceeding with work in this area.
- .3 Relics, antiquities and items of historical or scientific interest remain Her Majesty's property.

19 Building Smoking Environment .1 Comply with smoking restrictions.

20 Workmanship .1 All Technicians shall be qualified and shall be certified factory trained or by the Provincial Department of labour. Apprentices shall work only under the direct supervision of a journeyperson. A copy of a Tradespersons Certificate shall be supplied to the Engineer upon request.

.2 The contractor shall employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters and shall be named at time of pre job meeting be Engineer.

21 Asbestos\_ Discovery .1 Demolition of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of demolition work stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.



1 General

- .1 This section specifies general requirements and procedures for contractors submissions of shop drawings, product data, samples and mock-ups to Engineer for review. Additional specific requirements for submissions are specified in individual sections of Divisions 2 to 16.
- .2 Do not proceed with work until relevant submissions are reviewed by Engineer.
- .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4 Where items or information is not produced in SI Metric units converted values are acceptable.
- .5 Contractor's responsibility for errors and omissions in submission is not relieved by Engineer's review of submissions.
- .6 Notify Engineer, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Engineer's review of submission, unless Engineer gives written acceptance of specific deviations.
- .8 Make any changes in submissions which Engineer may require consistent with Contract Documents and resubmit as directed by Engineer.
- .9 Notify Engineer, in writing, when resubmitting, of any revisions other than those requested by Engineer.

2 Submission Requirements

- .1 Coordinate each submission with requirements of work and Contract Documents. Individual submissions will not be reviewed until all related information is available.
  - .2 Allow 4 days for Engineers review of each submission.
  - .3 Accompany submissions with transmittal letter, in duplicate, containing:
    - .1 Date.
    - .2 Project title and number.
    - .3 Contractor's name and address.
-

- .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
  - .4 Submissions shall include:
    - .1 Date and revision dates.
    - .2 Project title and number.
    - .3 Name and address of:
      - .1 Subcontractor.
      - .2 Supplier.
      - .3 Manufacturer.
    - .4 Contractor's stamp, signed by Contractors authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
    - .5 Details of appropriate portions of Work as applicable:
      - .1 Fabrication
      - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
      - .3 Setting or erection details.
      - .4 Capacities.
      - .5 Performance characteristics.
      - .6 Standards.
      - .7 Operating weight.
      - .8 Wiring diagrams.
      - .9 Single line and schematic diagrams.
      - .10 Relationship to adjacent work.
  - .5 After Engineer's review, distribute copies.
  - .6 Shop drawings: original drawings, or modified standard drawings provided by Contractor, to illustrate details of portions of Work, which are specific to project requirements.
  - .7 Maximum sheet size: 850 x 1050 mm.
  - .8 Submit shop drawings as follows:
    - .1 opaque diazo prints 4 copies
  - .9 Cross-reference shop drawing information to applicable portions of Contract Documents.
- 3 Product Data
- .1 Product data: manufacturers catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
  - .2 Submit 4 copies of product data.
  - .3 Sheet size: 215 x 280 mm, maximum of 3 modules.

- .4 Delete information not applicable to project.
- .5 Supplement standard information to provide details applicable to project.
- .6 Cross-reference product data information to applicable portions of Contract Documents.

#### 4 Samples

- .1 Samples: examples of materials, equipment, quality, finishes, workmanship.
- .2 Where colour, pattern or texture is criterion, submit full range of samples.
- .3 Reviewed and accepted samples will become standard of workmanship and material against which installed work will be verified.

#### 5 Mock-ups

- .1 Mock-ups: field-erected example of work complete with specified materials and workmanship.
- .2 Erect mock-ups at locations acceptable to Engineer.
- .3 Reviewed and accepted mock-ups will become standards of workmanship and material against which installed work will be verified.

#### 6 Shop Drawings\_ Review

- .1 The review of shop drawings by the Department of National Defence is for the sole purpose of ascertaining conformance with the general concept. This review shall not mean that the Department of National Defence approves the detail design inherent in the shop drawings, responsibility for which shall remain with the Contractor submitting same, and such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of responsibility for meeting all requirements of the construction and contract documents. Without restricting the generality of the foregoing, the Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of the work of all sub-trades.

- 1 References
- .1 CSA S269.1-1975 Falsework for Construction Purposes.
  - .2 CAN/CSA-S269.2-M87 Access Scaffolding for Construction Purposes.
  - .3 FCC No. 301-1982 Standard for Construction Operations.
- 2 Construction Safety Measures
- .1 Observe construction safety measures of National Building Code 2010 Part 8, Provincial Government, Workers'/Workmen's Compensation Board and municipal authority provided that in any case of conflict or discrepancy more stringent requirements shall apply.
  - .2 Comply with requirements of FCC No. 301.
- 3 Overloading
- .1 Ensure no part of Work is subjected to loading that will endanger its safety or will cause permanent deformation.
- 4 Falsework
- .1 Design and construct falsework in accordance with CSA S269.1.
- 5 Scaffolding
- .1 Design and construct scaffolding in accordance with CSA S269.2
- 6 Minimum Work Practice: Asbestos-Containing Products
- .1 In view of fact that inhalation of asbestos fibers may be hazardous to health, but without in any way guaranteeing their effectiveness as protection against health hazards, the following practices shall apply.
  - .2 When working with asbestos-containing materials workers shall wear respirators acceptable to Labour Canada or Provincial Labour Department as suitable for asbestos exposure in work area. Workers shall also be educated as to risks, and be trained in safe work practices. Power tools shall be equipped with high efficiency particulate air-filtered vacuum equipment.
-

- .3 When working in an enclosed area separate work area from rest of project by barrier capable of preventing spread of asbestos fibers outside of work area.
- .4 When working with asbestos-cement pipe comply with recommendations of Asbestos-Cement Pipe Producers Association "Recommended Work Practices for A/C Pipe" subject to more stringent requirements of 6.2 above.
- .5 Upon completion of work, clean work areas using wet methods or high efficiency particulate air-filtered vacuum equipment. Remove waste asbestos-containing material in sealed containers labelled as to contents to disposal area acceptable to authorities having jurisdiction.
- .6 In event of conflict between these requirements and those of Provincial Governments, Labour Canada, or Health and Welfare Canada, more stringent requirements shall apply.

7 WHMIS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
- .2 Deliver copies of WHMIS data sheets to Engineer on delivery of materials.



PART 1 - GENERAL

- 1.1 Fire Department Briefing .1 Engineer will coordinate arrangements for the contractor to be briefed on Fire Safety at their pre-work conference by Fire Chief before any work is commenced.
- 1.2 Reporting Fires .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
- .1 activate nearest fire alarm box; or
- .2 telephone.
- .3 Person activating fire alarm box will remain at the box to direct Fire Department to scene of fire.
- .4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- 1.3 Interior and Exterior Fire Protection and Alarm Systems .1 Fire protection and alarm system will not be:
- .1 obstructed;
- .2 shut-off; and
- .3 left inactive at the end of a working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.
- 1.4 Fire Extinguishers .1 Supply fire extinguishers, as scaled by fire Chief, necessary to protect, the work in progress and the contractors physical plant on site.
- 1.5 Blockage of Roadways .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by fire chief, erecting of barricades and the digging of trenches.
-

- 1.6 Smoking Precautions .1 Observe at all times smoking regulations.
- 1.7 Rubbish and Waste Materials .1 Rubbish and waste materials are to be kept to minimum.
- .2 The burning of rubbish is prohibited.
- .3 Removal:  
.1 Remove all rubbish from the work site at the end of the 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 an approved receptacles and remove as required in 1.7.3.1.
- 1.8 Flammable and Combustible Liquids .1 The handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline will not be used as solvents or cleaning agents.
-

- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

1.9 Hazardous Substances

- .1 Work entailing the use of toxic or hazardous materials, chemicals and/or explosives, otherwise creates a hazard to life, safety or health, will be in accordance with the National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or the use of blow torches and salamanders, in buildings or facilities.
- .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 the level of protection necessary for Fire Watch is at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

1.10 Questions and/or Clarification

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

1.11 Fire Inspection

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
  - .2 Allow Fire Chief unrestricted access to the work site.
  - .3 Co-operate with the Fire Chief during routine fire safety inspection of the work site.
-

- .4 Immediately remedy all unsafe fire situations observed by the Fire Chief.

1 General

- .1 Contractors and their personnel to read and be familiar with this section and its requirements.
- .2 Contractor to post, in a noticeable location on job site, the following names and emergency telephone numbers:
  - .1 14 Wing Greenwood:
    - .1 Wing Fire Chief (WFC) - Local 5473.
    - .2 Engineer - 902-765-1494 Ext 5857.
    - .3 911.
- .3 Work with hazardous materials to be done by workers who are thoroughly educated to the risks and handling procedures involved with the material and are trained in safe work practices.
- .4 Encounters with material suspected of being hazardous and not previously identified are to be reported to Engineer immediately, and work in this area of project halted until direction is received from Engineer.
- .5 Contractors are to comply with regulations and procedures or Federal, Provincial and local area environmental protection agency when dealing with hazardous materials.
- .6 Inquiries regarding Hazardous Materials can be directed to Engineer.

2 Reference Stand

- .1 NFC-1995 - National Fire Code of Canada 1995.
- .2 CLC-Part IV - Canada Labour Code.
- .3 WHMIS - Workplace Hazardous Materials Information System (Federal Legislation Bill C-70).
- .4 Hazardous Products Act.
- .5 Hazardous Materials Information Review Act.
- .6 Occupational Health and Safety Regulations.
- .7 Regulations and standards currently in force for products not covered under WHMIS legislation, designed for the regulation of specific categories of products such as but not limited to:
  - .1 Explosives Act.
  - .2 Atomic Energy Control Act.
  - .3 Pest Control Products Act.

- 3 Documentation .1 Where Contractor supplied materials or chemicals are of a hazardous nature, provide Engineer with two copies of Material Safety Data Sheet (MSDS) for each hazardous product.
- .1 Hazardous products that do not have a Material Safety Data Sheet are not permitted on DND property.
- .2 Information (MSDS) on known or suspected hazardous materials on site can be obtained through Engineer from the Hazardous Materials Coordinator.
- 4 Signs and Notices .1 Contractor to make available a copy of the Material Safety Data Sheet for each product on site, for the information of site workers and visitors to the site.
- .1 Site workers to familiarize themselves with the Material Safety Data Sheet for each product.
- .2 Signs and/or notices for safety and instruction to be in both official languages, or commonly understood WHMIS symbols, and to be posted in prominent locations around area of work.
- 5 Worker Safety .1 Workers involved with hazardous materials on jobsite to be equipped with all necessary personal protective equipment (PPE) required by Labour Canada and/or Provincial Labour Department.
- 6 Indemnity .1 Contractor accepts liability and indemnifies the Department of National Defence and its employees in the event of injury or damage resulting from the use of or exposure to hazardous materials.
- 7 Compliance .1 In event of conflict between the requirements referred to throughout this section and in paragraph 2 - Reference Standards, the more stringent requirement to govern.
- 8 Delivery and Storage .1 In addition to requirements of Section 01005 General Instructions, deliver and store hazardous materials to the following:
- .1 Incompatible substances and chemicals to be kept segregated at all times.
-

.2 Contractor can obtain clarification and identification of subject substances and chemicals through Engineer from Base Hazardous Materials Coordinator.

9 Spills and Leaks .1 Notify Wing Fire Department and Engineer at 14 Wing CFB Greenwood immediately in the event of a spill or leak. Wing Fire Chief will coordinate and direct clean-up.

.2 Prevent injury to personnel until responsible authorities arrive and implement procedures necessary to contain and secure spill area.

.3 Spills and leaks resulting from Contractor neglect or mishandling to be cleaned up at Contractor's expense.

10 Clean-up .1 Additional requirements to Section 01710 - Cleaning are listed below:  
.1 All hazardous material waste to be stored in containers as recommended by manufacturer of hazardous material and removed from site at end of each work day.  
.2 Disposal of waste material to be in accordance with the Department of the Environment regulations and to be off DND property at approved dump sites for materials to be disposed of.

11 WHMIS .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.  
.2 Deliver copies of WHMIS data sheets to Engineer on delivery of materials.

- 1 Fires .1 Fires and burning of rubbish on site not permitted.
- 2 Disposal of Wastes .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- 3 Drainage .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- .2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.
- 4 Site Clearing and Plant Protection .1 Protect trees and plants on site and adjacent properties where indicated.
- .2 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- .3 Protect roots of designated trees to dripline during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .4 Minimize stripping of topsoil and vegetation.
- .5 Restrict tree removal to areas indicated or designated by Engineer.
- 5 Work Adjacent to Waterways .1 Do not operate construction equipment in waterways.
- .2 Do not use waterway beds for borrow material without Engineer's approval.
-

- .3 Do not dump excavated fill, waste material or debris in waterways.
- .4 Design and construct temporary crossings to minimize erosion to waterways.
- .5 Do not skid logs or construction materials across waterways.
- .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.
- .7 Do not blast under water or within 100 m of indicated spawning beds.

6 Pollution Control

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



- 1.1 General
- .1 Use new material and equipment unless otherwise specified.
  - .2 Within four (4) days of written request by Engineer, submit following information for materials and equipment proposed for supply:
    - .1 name and address of manufacturer,
    - .2 trade name, model and catalogue number,
    - .3 performance, descriptive and test data,
    - .4 manufacturer's installation or application instructions,
    - .5 evidence of arrangements to procure.
  - .3 Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.
- 1.2 Manufacturers Instructions
- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
  - .2 Notify Engineer in writing of any conflict between these specifications and manufacturers instructions. Engineer will designate which document is to be followed.
- 1.3 General
- .1 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work.
  - .2 Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood plugs not acceptable.
  - .3 Fastenings which cause spalling or cracking are not acceptable.
  - .4 Obtain Engineer's approval before using explosive actuated fastening devices. If approval is obtained comply with CSA Z166-1975.
- 1.4 Fastenings - Equipment
- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.

- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

1.5 Delivery and Storage

- .1 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- .2 Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.
- .3 Store material and equipment in accordance with suppliers instructions.
- .4 Touch-up damaged factory finished surfaces to Engineer's satisfaction. Use primer or enamel to match original. Do not paint over name plates.

1.6 Contractor's Options for Selection of Materials for Tendering

- .1 Materials specified by referenced standard, select any material that meets or exceeds the specified standard.
- .2 Where materials are required to be listed on the "Canadian General Standards Board, Qualified Products List" select any manufacturer so listed.
- .3 Materials specified by "Prescriptive" or "Performance" specification, select any material meeting or exceeding specification.
- .4 Materials specified by naming one or more materials, select any material named. For the purpose of these specifications, the term "Acceptable Material" is deemed to be a complete and working commodity as described by a manufacturer's name, catalogue number, trade name or any combination thereof.

- .5 When materials are specified by a Standard, Prescriptive or Performance specifications, upon request of the Engineer, obtain from manufacturer an independent testing laboratory reporting, showing that the material or equipment meets or exceeds the specified requirements.

1.7 Substitution

- .1 No substitutions will be permitted without prior written approval of Engineer.
- .2 Proposals for substitution may only be submitted after award of contract. Such request must include statements of respective costs of items originally specified and the proposed substitution.
- .3 Proposals will be considered by Engineer if:
  - .1 materials selected by tenderer from those specified, are not available;
  - .2 delivery date of materials selected from those materials specified would unduly delay completion of contract, or
  - .3 alternative material to those specified, which are brought to the attention of and considered by Engineer as equivalent to the material specified and will result in a credit to the Contract amount.
- .4 Should proposed substitution be accepted either in part or in whole, assume full responsibility and costs when substitution affects other work on project. Pay for design or drawing changes required as result of substitution.
- .5 Amounts of all credits arising from approval of substitutions will be determined by Engineer and Contract Price will be reduced accordingly.

1.8 Construction Equipment and Plant

- .1 On request, prove to the satisfaction of Engineer that the construction equipment and plant are adequate to manufacture, transport, place and finish work to quality and production rates specified. If inadequate, replace or provide additional equipment or plant as directed.
- .2 Maintain construction equipment and plant in good operating order.

- 
- 1 General
- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
  - .2 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
  - .3 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- 2 Materials
- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- 3 Cleaning During Construction
- .1 Provide on-site containers for collection of waste materials, and debris.
  - .2 Dispose of waste materials, and debris off site.
  - .3 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- 4 Final Cleaning
- .1 Remove grease, dust dirt, stains, labels, fingerprints, and other foreign materials, from interior and exterior finished surfaces including glass and other polished surfaces.
  - .2 Clean lighting reflectors, lenses, and other lighting surfaces.
  - .3 Broom clean paved surfaces; rake clean other surfaces of grounds.
  - .4 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
  - .5 Remove snow and ice from access to building.

- 
- 1 Record Drawings
- .1 Engineer will provide two sets of white prints for record drawing purposes.
  - .2 Maintain project record drawings and record accurately deviations from Contract documents.
  - .3 Record changes in red. Mark on one set of prints and at completion of project and prior to final inspection, neatly transfer notations to second set and submit both sets to Engineer.
  - .4 Record following information:
    - .1 Depths of various elements of foundation in relation to first floor level.
    - .2 Horizontal and vertical lines of underground utilities and appurtenances referenced to permanent surface improvement.
    - .3 Location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure.
    - .4 Field changes of dimension and detail.
    - .5 Changes made by Change Order or Field Order.

- 1 Manual .1 An organized compilation of operating and maintenance data including detailed technical information, documents and records describing operation and maintenance of individual products or systems as specified in individual sections of Divisions 02 - 16.
- 2 General .1 Assemble, coordinate, bind and index required data into Operation and Maintenance Manual.
- .2 Submit complete operation and maintenance manual to Engineer two (2) weeks prior to application for payment.
- .3 Submit four (4) copies in English.
- .4 Organize data into same numerical order as contract specifications.
- .5 Material: label each section with tabs protected with celluloid covers fastened to hard paper dividing sheets.
- .6 Type lists and notes.
- .7 Drawings, diagrams and manufacturers literature must be legible.
- 3 Binders .1 Binders: vinyl, hard covered, 3 "D" ring, loose leaf, sized for 215 x 280 mm paper, with spine pocket.
- .2 Identify contents of each binder on spline.
- 4 Contents .1 Binder 1:
- .1 Cover sheet containing:
- .1 Date submitted.
- .2 Project title, location and project number.
- .3 Names and addresses of Contractor, and all Sub-contractors.
- .2 Table of Contents of all binders.
- .3 List of maintenance materials as specified in Section 01731 - Maintenance Materials, Special Tools and Spare Parts.
- .4 List of special tools as specified in Section 01731 - Maintenance Materials, Special Tools and Spare Parts.
- .5 List of spare parts as specified in Section 01731 - Maintenance Materials, Special Tools and Spare Parts.

- .6 Warranties, guarantees.
- .7 Copies of approvals, and certificates.
- .2 Shop drawings:
  - .1 Bind separately one complete set of reviewed final shop drawings and product data.

- 1 General
- .1 Specific requirements for maintenance materials, tools and spare parts are specified in individual sections of Divisions 02 to 16.
  - .2 Deliver maintenance materials, special tools and spare parts to Engineer.
  - .3 Prepare lists of maintenance materials special tools and spare parts for inclusion in Manual specified Section 01731.
- 2 Maintenance Materials
- .1 Deliver specified items packaged to prevent damage.
  - .2 Identify, on carton or package, colour, room No., system or area as applicable where item is used.
- 3 Special Tools
- .1 Assemble special tools as specified.
  - .2 Include following:
    - .1 Identification tag reference.
    - .2 Identification of equipment or system for which tools are applicable.
    - .3 Instruction on intended use of tool.
  - .3 Identify special tools to indicate equipment or system for which tools are intended.
- 4 Spare Parts
- .1 Assemble spare parts as specified.
  - .2 Include the following:
    - .1 Part number.
    - .2 Identification of equipment or system for which parts are applicable.
    - .3 Installation instructions as applicable.
    - .4 Name and address of nearest supplier.
  - .3 Identify spare parts to indicate equipment or system for which parts are applicable.

- 1 General Protection
- .1 Do not disrupt airport business except as permitted by Engineer.
  - .2 Provide temporary protection for safe handling of personnel, pedestrians and vehicular traffic.
  - .3 Provide barricades and lights where directed.
- 2 Movement of Equipment and Personnel
- .1 In areas of airport not closed to aircraft traffic:
    - .1 Obtain Engineer's approval on scheduling of work.
    - .2 Control movements of equipment and personnel as directed by Engineer.
    - .3 Provide competent flagmen at locations designated by Engineer to relay signals from airport traffic control tower to equipment and personnel wishing to cross live traffic areas.
    - .4 Signals from airport traffic control tower to be obeyed instantly.
- 3 Unserviceable Areas
- .1 Mark off areas made unserviceable for aircraft by work of this Contract by providing plainly visible danger markings by day and red lights by night. Open flames and inflammable fuels not permitted.
  - .2 Park equipment not in use and stockpile materials so that their tops are below a 50 to 1 ratio from ends of useable landing strip and below 20 to 1 ratio from sides of aircraft traffic areas. Where directed, mark tops with red lights.
- 4 Trenching
- .1 On pavements open to aircraft traffic, obtain Engineer's written permission to undertake trenching which cannot be completed, backfilled and sealed within one working day.
- 5 Airport Facilities
- .1 Engineer will stake or inform as to the location of underground facilities such as cables, pipes and ducts. Notify Engineer of work areas sufficiently in advance of operations so that underground facilities can be located.
-



- 1 General .1 This Section covers items common to Sections of Division 16. This section supplements requirements of Division 1.
- 2 Codes and Standards .1 Do complete installation in accordance with CSA C22.1-1998 except where specified otherwise.
- .2 Do overhead and underground systems in accordance with CSA C22.3No.1-M1979 except where specified otherwise.
- .3 Abbreviations for electrical terms: to CSA Z85-1983.
- 3 Care, Operation and Start-up .1 Instruct Engineer and operating personnel in the operation, care and maintenance of equipment.
- .2 Arrange and pay for services of manufacturer's factory service engineer to supervise start-up of installation, check, adjust, balance and calibrate components.
- .3 Arrange and pay for services of manufacturer's personnel for verification of alarm systems.
- .4 Provide these services for such period, and for as many visits as necessary to put equipment in operation, and ensure that operating personnel are conversant with all aspects of its care and operation.
- 4 Voltage Ratings .1 Operating voltages: to CAN3-C235-83.
- .2 Motors, electric heating, control and distribution devices and equipment to operate satisfactorily at 60 Hz within normal operating limits established by above standard. Equipment to operate in extreme operating conditions established in above standard without damage to equipment.
- 5 Permits, Fees and Inspection .1 Submit to Electrical Inspection Department and Supply Authority necessary number of drawings and specifications for examination and approval prior to commencement of work.
-

- .2 Pay associated fees.
- .3 Engineer will provide drawings and specifications required by Electrical Inspection Department and Supply Authority at no cost.
- .4 Notify Engineer of changes required by Electrical Inspection Department prior to making changes.
- .5 Furnish Certificates of Acceptance from Electrical Inspection Department on completion of work to Engineer.

6 Materials and Equipment

- .1 Provide materials and equipment in accordance with Section 01600 - Material and Equipment.
- .2 Equipment and material to be CSA certified. Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from Electrical Inspection Department.
- .3 Factory assemble control panels and component assemblies.

7 Electric Motors, Equipment and Controls

- .1 Supplier and installer responsibility is indicated in Motor, Control and Equipment Schedule on electrical drawings and related mechanical responsibility is indicated on Mechanical Equipment Schedule on mechanical drawings.
- .2 Control wiring and conduit is specified in Division 16 except for conduit, wiring and connections below 50 V which are related to control systems specified in Division 15 and shown on mechanical drawings.

8 Finishes

- .1 Shop finish metal enclosure surfaces by application of rust resistant primer inside and outside, and at least two coats of finish enamel.
  - .1 Paint outdoor electrical equipment "equipment green" finish to EEMAC Y1-1-1955.
  - .2 Paint indoor switchgear and distribution enclosures light grey to EEMAC 2Y-1-1958.

- .2 Clean and touch up surfaces of shop-painted equipment scratched or marred during shipment or installation, to match original paint.
- .3 Clean and prime exposed non-galvanized hangers, racks and fastenings to prevent rusting.

9 Equipment Identification .1 Identify electrical equipment with nameplates and labels as follows:

NAMEPLATE SIZES

Size 1	10 x 5	2	Nameplates:
Size 2	12 x 7	.1	Lamicoid 3 mm thick plastic engraving sheet, black white face, black white core, mechanically attached with self tapping screws.
Size 3	12 x 7		high letters
Size 4	20 x 9		high letters
Size 5	20 x 9		high letters
Size 6	25 x 1		high letters
Size 7	25 x 1		high letters
	00 mm	1 line	12 mm high letters
	00 mm	2 lines	6 mm high letters

- .3 Labels:
  - .1 Embossed plastic labels with 6 mm high letters unless specified otherwise.
- .4 Wording on nameplates and labels to be approved by Engineer prior to manufacture.
- .5 Allow for average of twenty-five (25) letters per nameplate and label.
- .6 Identification to be English.
- .7 Nameplates for terminal cabinets and junction boxes to indicate system and/or voltage characteristics.
- .8 Disconnects, starters and contactors: indicate equipment being controlled and voltage.
- .9 Terminal cabinets and pull boxes: indicate system and voltage.
- .10 Transformers: indicate capacity, primary and secondary voltages.

10 Wiring Identification

- .1 Identify wiring with permanent indelible identifying markings, either numbered or coloured plastic tapes, on both ends of phase conductors of feeders and branch circuit wiring.
- .2 Maintain phase sequence and colour coding throughout.
- .3 Colour code: to CSA C22.1.
- .4 Use colour coded wires in communication cables, matched throughout system.

11 Conduit and Cable Identification

- .1 Colour code conduits, boxes and metallic sheathed cables.
- .2 Code with plastic tape or paint at points where conduit or cable enters wall, ceiling, or floor, and at 15 m intervals.
- .3 Colours: 25 mm wide prime colour and 20 mm wide auxiliary colour.

	<u>Prime</u>	<u>Auxiliary</u>
up to 250 V	yellow	
up to 600 V	yellow	green
up to 5 kV	yellow	blue
up to 15 kV	yellow	red
Telephone	green	
Other communication systems	green	blue
Fire alarm	red	
Emergency voice	red	blue
Other security systems	red	yellow

12 Wiring Terminations

- .1 Lugs, terminals, screws used for termination of wiring to be suitable for either copper or aluminum conductors.

13 Manufacturers and CSA Labels

- .1 Visible and legible after equipment is installed.

14 Warning Signs

- .1 To meet requirements of Electrical Inspection Department and Engineer.

- 15 Location of Outlets
- .1 Locate outlets in accordance with Section 01005 - General Instructions.
  - .2 Do not install outlets back-to-back in wall; allow minimum 150 mm horizontal clearance between boxes.
  - .3 Change location of outlets at no extra cost or credit, providing distance does not exceed 3000 mm, and information is given before installation.
  - .4 Locate light switches on latch side of doors. Locate disconnect devices in mechanical and elevator machine rooms on latch side of floor.

- 16 Mounting Heights
- .1 Mounting height of equipment is from finished floor to centerline of equipment unless specified or indicated otherwise.
  - .2 If mounting height of equipment is not specified or indicated, verify before proceeding with installation.
  - .3 Install electrical equipment at following heights unless indicated otherwise.
    - .1 Local switches: 1400 mm.
    - .2 Wall receptacles:
      - .1 General: 300 mm.
      - .2 Above top of continuous baseboard heater: 200 mm.
      - .3 Above top of counters or counter splash backs: 175 mm.
      - .4 In mechanical rooms: 1400 mm.
    - .3 Panelboards: as required by Code or as indicated.
    - .4 Telephone and interphone outlets: 300 mm.
    - .5 Wall mounted telephone and interphone outlets: 1500 mm.
    - .6 Fire alarm stations: 1500 mm.
    - .7 Fire alarm bells: 2100 mm.
    - .8 Television outlets: 300 mm.
    - .9 Wall mounted speakers: 2100 mm.
    - .10 Clocks: 2100 mm.
    - .11 Door bell pushbuttons: 1500 mm.

- 17 Load Balance
- .1 Measure phase current to panelboards with normal loads (lighting) operating at time of acceptance. Adjust branch circuit connections as required to obtain best balance of current between phases and record changes.
-

- .2 Measure phase voltages at loads and adjust transformer taps to within 2% of rated voltage of equipment.
- .3 Submit, at completion of work, report listing phase and neutral currents on panelboards, dry-core transformers and motor control centers, operating under normal load. State hour and date on which each load was measured, and voltage at time of test.

18 Conduit and  
Cable Installation

- .1 Install conduit and sleeves prior to pouring of concrete. Sleeves through concrete: schedule 40 steel pipe, sized for free passage of conduit, and protruding 50 mm.
- .2 Install cables, conduits and fittings to be embedded or plastered over, neatly and close to building structure so furring can be kept to minimum.

19 Field Quality\_  
Control

- .1 Conduct and pay for following tests:
    - .1 Power generation and distribution system including phasing, voltage, grounding and load balancing.
    - .2 Circuits originating from branch distribution panels.
    - .3 Lighting and its control.
    - .4 Motors, heaters and associated control equipment including sequenced operation of systems where applicable.
    - .5 Systems: fire alarm system, communications.
  - .2 Furnish manufacturer's certificate or letter confirming that entire installation as it pertains to each system has been installed to manufacturer's instructions.
  - .3 Insulation resistance testing.
    - .1 Megger circuits, feeders and equipment up to 350 V with a 500 V instrument.
    - .2 Megger 350-600 V circuits, feeders and equipment with a 1000 V instrument.
    - .3 Check resistance to ground before energizing.
  - .4 Carry out tests in presence of Engineer.
  - .5 Provide instruments, meters, equipment and personnel required to conduct tests during and at conclusion of project.
-

.6 Submit test results for Engineer's review.

20 Co-ordination  
of Protective  
Devices

.1 Ensure circuit protective devices such as overcurrent trips, relays and fuses are installed to required values and settings.

**ANNEX "B"**

**BASIS OF PAYMENT**

1. Regular working hours: Monday to Friday 07:30 – 16:00 hrs.
2. Outside regular working hours: Call out to the Contractor that occurs between 16:00 and 07:30 Monday to Friday, and between 16:00 Friday and 07:30 Monday, including holidays.
3. The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. The estimated usage is for evaluation purposes only.
4. The estimated usage figures are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

**TABLE 1 – Contract Period January 2, 2022 to January 1, 2024 (2 year period)**

Item	Description	Unit of Measure	Unit Price (A)	Estimated Usage (B)	Extended Price (C) = A x B = C
For the provision of all labour, materials, equipment and transportation for the inspection, service and repair of kitchen equipment at the Department of National Defence's 14 Wing Greenwood location in Greenwood, Nova Scotia in accordance with Annex A, Statement of Work.					
1	Service Call Rate (including travel and first hour of productive labour) During Regular working Hours (Monday-Friday 07:30 to16:00)	Per Call	\$	50	\$
2	Service Call Rate (including travel and first hour of productive labour) Outside Regular working Hours (Monday-Friday)	Per Call	\$	10	\$
3	Labour-Technician- During Regular working hours (Monday-Friday 07:30 - 16:00)	Per Hour	\$	200	\$
4	Labour-Technician- Outside of Regular working hours	Per Hour	\$	40	\$
5	Material and replacement parts at laid down cost plus a mark-up of 10%				
Table 1 – Standing Offer Agreement 2 year Period, Evaluated Price (Items 1 -5)					\$

**TABLE 2 – Contract Period January 2, 2024 to January 1, 2025 (1 year period)**

Item	Description	Unit of Measure	Unit Price (A)	Estimated Usage (B)	Extended Price (C) = A x B = C
For the provision of all labour, materials, equipment and transportation for the inspection, service and repair of kitchen equipment at the Department of National Defence's 14 Wing Greenwood location in Greenwood, Nova Scotia in accordance with Annex A, Statement of Work.					
1	Service Call Rate (including travel and first hour of productive labour) During Regular working Hours (Monday-Friday 07:30 to16:00)	Per Call	\$	50	\$
2	Service Call Rate (including travel and first hour of productive labour) Outside Regular working Hours (Monday-Friday)	Per Call	\$	10	\$
3	Labour-Technician- During Regular working hours (Monday-Friday 07:30 - 16:00)	Per Hour	\$	200	\$
4	Labour-Technician- Outside of Regular working hours	Per Hour	\$	40	\$
5	Material and replacement parts at laid down cost plus a mark-up of 10%				
Table 2 – Option Year 1 - Evaluated Price (Items 1 -5)					\$

**TABLE 3 – Contract Period January 2, 2025 to January 1, 2026 (1 year period)**

Item	Description	Unit of Measure	Unit Price (A)	Estimated Usage (B)	Extended Price (C) = A x B = C
For the provision of all labour, materials, equipment and transportation for the inspection, service and repair of kitchen equipment at the Department of National Defence's 14 Wing Greenwood location in Greenwood, Nova Scotia in accordance with Annex A, Statement of Work.					
1	Service Call Rate (including travel and first hour of productive labour) During Regular working Hours (Monday-Friday 07:30 to16:00)	Per Call	\$		\$
2	Service Call Rate (including travel and first hour of productive labour) Outside Regular working Hours (Monday-Friday)	Per Call	\$		\$
3	Labour-Technician- During Regular working hours (Monday-Friday 07:30 - 16:00)	Per Hour	\$		\$
4	Labour-Technician- Outside of Regular working hours	Per Hour	\$		\$
5	Material and replacement parts at laid down cost plus a mark-up of 10%				
Table 3 – Option Year 2 - Evaluated Price (Items 1 -5)					\$

Total Evaluated Cost

Table 1 \$ \_\_\_\_\_

Table 2 \$ \_\_\_\_\_

Table 3 \$ \_\_\_\_\_

Total Evaluated Price \$ \_\_\_\_\_

**End of Basis of Payment**

Solicitation No. - N° de l'invitation  
W6899-220083/A  
Client Ref. No. - N° de réf. du client  
W6899-22-0083

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-1-87114

Buyer ID - Id de l'acheteur  
HAL501  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C" 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);

## ANNEX "D"

### INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

Solicitation No. - N° de l'invitation  
W6899-220083/A  
Client Ref. No. - N° de réf. du client  
W6899-22-0083

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-1-87114

Buyer ID - Id de l'acheteur  
HAL501  
CCC No./N° CCC - FMS No./N° VME

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**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**ANNEX E**

**STANDING OFFER REPORTING FORM**

Submit the following usage reports in accordance with Part 7A, para 67.3.2.

**REPORT A – Call-up Report**

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The start date and the end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer No.		Client Department	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Call-up Number	PO Number	Work Description	Date of Order	Date of Delivery	Value of Call-up (without HST)

Solicitation No. - N° de l'invitation  
W6899-220083/A  
Client Ref. No. - N° de réf. du client  
W6899-22-0083

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-1-87114

Buyer ID - Id de l'acheteur  
HAL501  
CCC No./N° CCC - FMS No./N° VME

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**REPORT B – Product Usage Report**

Standing Offer No.	Client Department	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Part Number	Description	Period Quantity	YTD Quantity	

***End Annex E***

**ANNEX F**

**INTEGRITY PROVISIONS – LIST OF DIRECTORS**

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

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3. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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4. In the case of a joint venture - For a Joint Venture - the names of all current members of the Joint venture;

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5. For an individual - the full name of the person

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