



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

<b>Title - Sujet</b> Electrical Repair & Maintenance SOA	
<b>Solicitation No. - N° de l'invitation</b> W684Q-220177/A	<b>Date</b> 2022-03-01
<b>Client Reference No. - N° de référence du client</b> W684Q-220177	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWY-036-9108
<b>File No. - N° de dossier</b> PWY-1-44149 (036)	<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> Pacific Daylight Saving Time PDT <b>on - le 2022-03-23</b> Heure Avancée du Pacifique HAP	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Sezginalp (PWY), Kipp	<b>Buyer Id - Id de l'acheteur</b> pwy036
<b>Telephone No. - N° de téléphone</b> (604)367-5341 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DND – CFB Esquimalt – Victoria, BC	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

Buyer ID - Id de l'acheteur  
pwy041

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

**REQUEST FOR STANDING OFFER (RFSO)**

This RFSO is for call-ups below \$100,000  
No contract security is asked for

RISO – Underground and Overhead Electrical Repair and Maintenance  
Victoria, British Columbia

**IMPORTANT NOTICE TO OFFERORS**

**See recently adopted changes**

SI10 Security Clearance Requirements has changed

SI11 COVID-19 Vaccination Requirement and Certification has been added

SC03 COVID-19 Vaccination Requirement Certification Compliance

APPENDIX 8 - COVID-19 Vaccination Requirement Certification has been added

**THIS DOCUMENT CONTAINS A SECURITY CLEARANCE REQUIREMENT**

For further instructions please consult “Special Instruction to Offeror”, SI10, “Security clearance requirements” and “Supplementary Conditions” SC01 Security clearance requirements, document safeguarding location.

**ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to SC04 Transition to an e-Procurement Solution (EPS).

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## GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

### GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
  - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

### GI02 (2014-03-01) Completion of offer

1. The offer shall be
  - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
  - b. based on the Offer Documents listed in the Special Instructions to Offerors;
  - c. correctly completed in all respects;
  - d. signed by a duly authorized representative of the Offeror; and

e. accompanied by

- i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI10, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
  3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
  4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

### **GI03 (2015-02-25) Identity or legal capacity of the Offeror**

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

### **GI04 (2015-02-25) Applicable Taxes**

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

### **GI05 (2014-03-01) Submission of offer**

1. Canada requires that each offer, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Offeror or by an authorized representative of the Offeror.
2. It is the Offeror's responsibility to:
  - a. submit an offer, duly completed, in the format requested, on or before the solicitation closing date and time set;
  - b. submit by epost Connect, see instructions in GI05.2.i
  - c. obtain clarification of the requirements contained in the RFSO, if necessary, before submitting an offer;
  - d. ensure that the Offeror's name, return address, the solicitation number and description, and solicitation closing date and time are clearly visible on the submission containing the Offer; and

- e. provide a comprehensive and sufficiently detailed Offer that will permit a complete evaluation in accordance with the criteria set out in this RFSO.
- f. send its Offer only to the Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified below, by the date and time indicated on page 1 of the offer solicitation, either by delivering a hard copy or electronic ePost Connect submission as follows:

**i. ELECTRONIC Offer Submission by epost Connect service**

- a. Unless specified otherwise in the solicitation, offers may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
- b. The only acceptable email address to use with epost Connect for responses to solicitation issued by PWGSC is:

[TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

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

- c. To submit an offer using epost Connect service, the Offeror must either:
  - i. send directly its offer only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the offer solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- d. If the Offeror sends an email requesting epost Connect service to the specified Bid Receiving Unit in the solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Offeror order to access and action the message within the conversation. The Offeror will then be able to transmit its offer afterward at any time prior to the solicitation closing date and time.
- e. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least thirty (30) business days after the solicitation closing date and time.
- f. The solicitation number should be identified in the epost Connect message field of all electronic transfers.
- g. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should an Offeror not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- h. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete offer;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the offer;
  - v. failure of the Offeror to properly identify the offer;
  - vi. illegibility of the offer;
  - vii. security of offer data; or,
  - viii. inability to create an electronic conversation through the epost Connect service.

- i. The Bid Receiving Unit will send an acknowledgement of the receipt of offer document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the Offeror using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of offer document(s) and will not confirm if the attachments may be opened nor if the content is readable.
  - j. Offerors must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
  - k. A offer transmitted by epost Connect service constitutes the formal offer of the Offeror.
3. The technical and price components of the offer must be submitted in separate sections as follows:
  - a. The offer should be submitted following a "two-section" procedure of which is to include a technical and financial offer.
  - b. The Technical Offer, and any associated document(s), should be provided in a separate section with the following information clearly provided:
    - Section One - Technical Offer;
    - Solicitation Number; and
    - Name of Offeror.
  - c. The Price Proposal Form and associated document(s), the Financial Offer, should be provided in a separate section with the following information clearly provided:
    - Section Two - Financial Offer;
    - Solicitation Number; and
    - Name of Offeror.
4. Timely and correct delivery of offers to the office designated for receipt of offers is the sole responsibility of the Offeror. PWGSC will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of offers are the responsibility of the Offeror.
5. Offers and supporting information may be submitted in either English or French.
6. Unless otherwise specified in the Special Instructions to Offerors:
  - a. the offer shall be in Canadian currency; and
  - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.

#### **GI06 (2010-01-11) Revision of offer**

1. An offer submitted in accordance with these instructions may be revised by epost Connect provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A message submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

## **GI07 (2014-09-25) Rejection of offer**

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI10, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
  - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with Canada
    - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
    - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI10, Canada may consider, but not be limited to, such matters as:
  - a. the quality of workmanship in performing the Work;
  - b. the timeliness of completion of the Work;
  - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI10, Canada may reject any offer based on a unfavorable assessment of the;
  - a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
  - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI10, other than subparagraph 2)(a) of GI10, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

### **G108 (2015-02-25) Offer costs**

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

### **G109 (2020-05-28) Procurement Business Number**

1. Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information system on Web site: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>.

### **G110 (2013-04-25) Compliance with applicable laws**

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licenses, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of G113, a Offeror shall, if requested, provide a copy of every valid license, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of G113 shall result in disqualification of the offer.

### **G111 (2010-01-11) Performance evaluation**

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Offeror's performance be considered unsatisfactory, the Offeror's offering privileges on future work may be suspended indefinitely.
2. The form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

### **G112 (2011-05-16) Conflict of interest—unfair advantage**

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
  - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

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### **GI13 (2016-04-04) Code of Conduct for Procurement—offer**

The *Code of Conduct for Procurement* provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.

## **SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)**

### **SI01 INTRODUCTION**

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to 2 Standing Offers, each for a period of 3 years. The total dollar value of all Standing Offers is estimated to be \$2,100,000.00 (GST or HST included). Individual call-ups will vary up to a maximum of \$100,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

### **SI02 OFFER DOCUMENTS**

1. The following are the Offer Documents:
  - a. Request for Standing Offer - Page 1;
  - b. General Instructions to Offeror's- Construction Services
  - c. Special Instructions to Offerors;
  - d. Clauses & Conditions identified in "Call-up Clauses or Resulting Contract Documents;
  - e. Drawings and Specifications;
  - f. Price Proposal form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

Submission of an Offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

### **SI03 ENQUIRIES DURING THE SOLICITATION PERIOD**

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 at e-mail address [kipp.sezginalp@tpsgc-pwgsc.gc.ca](mailto:kipp.sezginalp@tpsgc-pwgsc.gc.ca). Enquiries should be received no later than (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the offer being declared non-compliant.

### **SI04 QUANTITY**

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

### **SI05 PWGSC OBLIGATION**

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

## **SI06 SITE VISIT**

1. There will be no site visit.

## **SI07 REVISION OF OFFER**

1. An offer submitted in accordance with these instructions may be revised by epost Connect provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A message submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

## **SI08 OFFER VALIDITY PERIOD**

1. The offer cannot be withdrawn for the period of 90 days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI08 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI08 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
  - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI08.

## **SI09 RIGHTS OF CANADA**

1. Canada reserves the right to:
  - a. Reject any or all bids received in response to the bid solicitation;
  - b. Enter into negotiations with bidders on any or all aspects of their bids;
  - c. Accept any bid in whole or in part without negotiations;
  - d. Cancel the bid solicitation at any time;
  - e. Reissue the bid solicitation;
  - f. If no compliant bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and
  - g. Negotiate with the sole compliant Bidder to ensure best value to Canada.

## **SI10 SECURITY CLEARANCE REQUIREMENTS**

1. Before issuance of a standing offer, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions.

2. The successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.
3. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
4. For additional information on security requirements, offerors should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **S111 COVID-19 VACCINATION REQUIREMENT AND CERTIFICATION**

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. All offerors must provide with their offer, the COVID-19 Vaccination Requirement Certification attached to this RFSO (Appendix 8), to be given further consideration in this procurement process. This Certification is incorporated into, and forms a binding part of any resulting Contract. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the offer will render the offer non-responsive.

### **S112 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.

### **S113 WEB SITES**

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy041

Client Ref. No. - N° de réf. du client

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<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form  
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Performance Bond (form PWGSC-TPSGC 505)  
[http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505\\_eng.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf)

Trade agreements  
<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

#### **SI14 BRITISH COLUMBIA PROVINCIAL SALES TAX ACT - REAL PROPERTY CONTRACTORS**

Real property contractors in the Province of British Columbia who have contracts with the Federal Government may make purchases for use in real property contracts exempt of Provincial Sales Tax (PST) by providing their suppliers with a completed Certificate of Exemption – Contractors (FIN 491) and, if necessary a completed Certification of Exemption – Subcontractor (FIN 493).

Upon request, Canada will provide the General Contractor with a duly signed exemption form, FIN 491 and if applicable FIN 493.

For additional information, please refer to the link noted below:

<http://www2.gov.bc.ca/assets/gov/taxes/sales-taxes/publications/pst-501-real-property-contractors.pdf>

**CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)**

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

GC1	General Provisions – Construction Services	R2810D	(2017-11-28);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2019-11-28);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2019-11-28);
GC6	Delays and Changes in the Work	R2860D	(2019-05-30);
GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8	Dispute Resolution	R2884D	(2016-01-28);
GC9	Contract Security	R2890D	(2018-06-21);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
	Supplementary Conditions		
  - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

## STANDING OFFER PARTICULARS (SOP)

### SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Technical Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

### SOP02 Period of the Standing Offer

1. The period for placing call-ups against the Standing Offer shall be for three (3) years commencing from the start date identified on the standing offer.
2. 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### SOP03 Call-up Limitation

Each call-up against the Standing Offer will have a maximum limitation of expenditure of (\$100,000.00) (Applicable Taxes included). Canada will keep track of expenditures and ensure that they do not exceed the maximal allocated total percentage of each retained Offeror.

### SOP04 Call-up Procedure

1. Services will be called-up as follows:
  - a. Departmental Representative will establish the work requirements to be provided. For each individual call-up a proportional distribution process will be used to consider the Offeror's ranking.
  - a. Total lowest pricing received in the Proposals as indicated in Appendix 5 "Evaluation procedures and basis of selection" will determine retained Offeror's. Lowest pricing will qualify as first ranked Offeror, second lowest will qualify as second and so on. The work distribution will be of 60% of the business for the top ranked offeror and 40% for the 2nd ranked offeror. In the event fewer than 2 offerors are successful or that one withdraws following the Standing Offer's attribution, the undistributed % of business will be redistributed amongst the offerors being recommended using the following formula:

The retained Offeror's percentage divided by the percentage of the not-retained.  
Example if the 2th initial Offeror of 40% is not used.

$$1 = 60\% / (100\% - 40\%) = 100\%$$

- c. The Offeror who is furthest under their respective work distribution percentage in relation to the other Offerors will be selected for the next call-up.
  - d. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Offeror's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Departmental Representative to proceed with the work by issuance of a Call-up against the Standing Offer using form [2829](#). See Annex D.

#### **SOP05 STANDING OFFER RESPONSIBLES**

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Contracting Authority is:

Name : Kipp Sezginalp

Title : Supply Specialist

Department : Public Services and Procurement Canada

Division : Real Property Contracting

Telephone : 604-367-5341

e-mail : kipp.sezginalp@pwgsc-tpsgc.gc.ca

The Departmental Representative represents the Department or Organisation for which the works are executed within a call-up. The Departmental Representative is responsible for all technical related questions regarding call-ups.

Standing Offer Departmental Representative is:

TBA

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 SECURITY CLEARANCE REQUIREMENTS, DOCUMENT SAFEGUARDING**

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

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

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

### **SC02 INSURANCE TERMS**

- 1) Insurance Contracts
  - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
  - (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- 2) Period of Insurance
  - (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
  - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
- 3) Proof of Insurance
  - (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
  - (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.
- 4) Insurance Proceeds

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

5) Deductible

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

**SC03 COVID-19 VACCINATION REQUIREMENT CERTIFICATION COMPLIANCE**

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the COVID-19 Vaccination Requirement Certification is or becomes untrue or if the Offeror fails to comply with such Certification during the period of any resulting Contract (call-up).

Canada will also have the right to terminate any resulting Call-up for default if the COVID-19 Vaccination Requirement Certification is or becomes untrue or if the Contractor fails to comply with such Certification during the period of the Contract (call-up).

**SC04 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.

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W684Q-220177/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy041

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

## APPENDIX 1 - PRICE PROPOSAL FORM

### BA01 IDENTIFICATION

RISO – Underground and Overhead Electrical Repair and Maintenance  
Victoria, British Columbia

### BA02 BUSINESS NAME AND ADDRESS OF OFFEROR

Name:					
Address:					
Telephone:		Fax:		PBN:	
E-mail address:					
Contract Security Program Organisation Number (when required)					

### BA03 THE OFFER

The Offeror agrees that the work will be performed in accordance with the scope of work in Appendix 3 and rates identified in Appendix 4B.

### BA04 OFFER VALIDITY PERIOD

The offer must not be withdrawn for a period of ninety (90) days following the date of solicitation closing.

### BA05 SIGNATURE

--

Name and title of person authorized to sign on behalf of Bidder (Type or print)

--

Signature

--

Date



### APPENDIX 3 - SCOPE OF WORK

Regional Individual Standing Offer to provide all labour, materials, tools, equipment, supervision, and transportation required for minor construction, repair and upkeep of PRIMARY AND SECONDARY UNDERGROUND & OVERHEAD DISTRIBUTION on an as and when requested basis for Dept. of National Defence (RP Ops), for all areas of CFB Esquimalt, Victoria B.C. for a period of 3 years with two 1 year options.

**TRADE:** The principal trade required to perform the work specified in this agreement is:

#### **JOURNEYMEN LINESMEN AND APPRENTICES**

No subcontracting of the principal trade under this agreement shall be permitted without the express written permission of the Contracting Authority (PWGSC). Permission to subcontract the principal work shall only be considered under exceptional circumstances on a case by case basis.

The Offeror shall not be authorized to subcontract to any contractor holding any part of the same Standing Offer.

Work will utilize inside and outside electrical trades.

**LOCATION OF WORK:** Projects will be located in 06 areas in the lower Vancouver Island areas. This includes, but is not limited to:

(AREA #1) ESQUIMALT Dockyard, Naden, Work Point Barracks

(AREA #2) METCHOSIN: Albert Head, Rocky Point

(AREA #3) COLWOOD: Belmont Park, Colwood

(AREA #4) SAANICH: Heals Range, Patricia Bay, Vanalman

(AREA #5) VICTORIA: Bay Street Armoury

(AREA #6) MASSET

**HOURS OF WORK:** Work will be between 08:00 and 16:00, Monday to Friday inclusive. Bidder shall make provisions for emergency callouts and overtime. A returned submission by any Bidder shall be interpreted as compliance and capability by the Supplier to perform emergency and overtime work. All such arrangements to work other than normal hours shall be arranged in advance through the Site Authority or his representative.

**PERSONNEL QUALIFICATIONS:** Only qualified Powerline Technicians or Linemen and indentured apprentices are to be provided for projects. DND and/or PWGSC reserve the right to require proof of journeyman status or statement of qualifications from any person performing work under this standing offer.

## GENERAL INSTRUCTIONS

**Workmanship:** All work shall be done by qualified trades people or an indentured apprentice under the direct supervision of a qualified tradesperson.

The work site shall be left in a neat and clean condition each night.

**Contractor's Access to and Use of Site:** Use of the site is limited to the work areas indicated for work and storage.

Access directly to and from the site as indicated, via the Dockyard Main Gate, subject to:

- a. Traffic regulations established by DND
- b. Security regulations established by DND.

Passes may be obtained at the main gate of each location listed herein.

All Contractors and supplier employees will be required to obtain passes or identification (I D) cards from the Base Identification Unit located at the main Dockyard gate based on the following:

- a. Persons requiring access not exceeding three (3) days duration: Obtain a daily pass each time of access and hand in to Commissionaire at the end of the day. Time duration to obtain: 30 minutes.
- b. Persons requiring access not exceeding two (2) weeks duration: Obtain a temporary identification card from the Identification Unit. Time duration to obtain: 30 minutes.
- c. Persons requiring access for a period exceeding two (2) weeks: Applications to be completed by individuals and submitted through the Contractor to the Person in Charge (P.I.C.) Allow one (1) week processing time. Contractor/employee will be contacted to arrange time for photographic session and signature. Time duration: 30 minutes per person.
- d. Upon award of the Standing Offer, the Contractor shall provide a typewritten list to RP Ops Representative of all employees and suppliers requiring access to the contract work area. The list shall be updated promptly as changes of employees are made.
- e. All identification cards are to be returned to Commissionaires upon termination of employment, completion of work, or expiry of card.
- f. The Base Security Officer may request interviews with employees and retains the right to deny access to the Base to persons on the basis of security risk.

Do not unreasonably encumber site with materials or equipment.

Move products or equipment which interfere with operations of RP Ops, other Contractors, or building occupant as directed by Site Authority P.I.C.

Use of DND facility is not permitted unless approved in writing by Site authority P.I.C. Park vehicles where directed by the Site Authority P.I.C.

**Reporting to Site Authority P .I.C:** The Contractor prior to commencement of any site work shall report the schedule of work to the P.I.C., Building 575, Dockyard, at 250-363-2227.

Call Outs from Site Authority P.I.C. shall be answered by the Contractor immediately for Emergency Requirements and three (3) hours for Standard Requirements.

Safety Requirements: Observe and enforce constructions safety measures required by Canadian Construction.

Safety Code, Provincial Government, Workers' Compensation Board, and municipal statutes and authorities.

- a. The Contractor must ensure compliance on his part and on the part of all his subcontractors with the standards of part II, Canada Labour Code and the current Occupational Health and Safety Regulations, as well as compliance with the Workers' Compensation Act and any regulations thereunder the said Act having to do with the prevention of accidents, the prevention of diseases, and the provision of safe working conditions including proper safety equipment, lighting and ventilation. In the event of conflict between the Workers' Compensation Act and regulations, and the Canada Labour Code, Part II, and current Occupational Health and Safety Regulations, the most stringent provision applies.
- b. Contractor shall have experience with the issuing and accepting of guarantee of isolations (GOI) with minimum power systems safety procedures level 5 (PSSP5)

c. Contractor to have a confined space policy in place. Contractors confined space policy to be reviewed by the RP Ops Unit General Safety Officer (UGSO).

**Schedule of Work:** Work on UNDERGROUND & OVERHEAD primary or secondary distribution will commence immediately for Emergency requirements and three (3) hours for Standard Requirements, of notification by the Site Authority P.I.C. (24 hours a day, 7 days per week) call in and shall be completed no later than seven (7) working days after commencement of work unless otherwise specified by requisition.

Prior to commencement of work, the Contractor or his authorized representative will report to the Site Authority P.I.C. And will be responsible to pick up keys. Inspections shall be carried out during and at the end of all jobs. Deficiencies noted will be made good immediately after notification by the Site Authority P.I.C.

**Setting Out of Work:** Assume full responsibility for and execute complete layout of work to locations.

**Alterations, Repairs to Existing Primary or Secondary Electrical UNDERGROUND & OVERHEAD**

**Distribution:** Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with RP Ops Representative to facilitate execution of work.

Where security has been reduced by work of contract, provide temporary means to maintain security. Obtain approval of measures by RP Ops Representative.

Provide barriers and/or warning to protect public and occupants in accordance with safety requirements.

**Power and Water Supply:** DND can provide, free of charge, temporary electric power for construction purposes.

Engineer will determine delivery points and quantitative limits. Site Authority P.I.C. written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.

Provide at no cost to the DND Crown all equipment and temporary lines to bring these services to project site.

Supply of temporary services by the DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice.

**Material and Equipment:** Use new material and equipment unless otherwise specified.

Provide material and equipment of specified design and quality, performing to the published ratings and for which replacement parts are readily available.

Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.

**Clean Up:** The Contractor shall clean and tidy up daily. All debris and the like shall be removed from the site at completion of each day's work. On completion of the job, the site shall be left clean and tidy to the complete satisfaction of the P.I.C.

On completion of the work in each area, removed all surplus materials, tools and equipment and leave the site in a clean and tidy condition to the complete satisfaction of the P.I.C.

The Site Authority or his representative will direct disposal of all surplus material and equipment.

## **FIRE SAFETY REQUIREMENTS**

**Fire Safety Plan:** Contractors and their personnel will be familiar with this section and its requirements.

**1. Reporting Fires:** Know the location of nearest fire alarm box and telephone, including the emergency phone number.

Report immediately all fire incidents to the Fire Department as follows:

a. Activate nearest fire alarm box orb. Telephone 9-911 on Base.

**2. Interior and Exterior Fire Protection and Alarm Systems:** Shall not be:

- a. Obstructed.
- b. Shut-off.
- c. Left inactive at the end of a working day or shift without notification and authorization from the fire Chief or his Representative.

**4. Fire Extinguisher:** The Contractor shall supply a fire extinguisher to protect, in an emergency, the work in progress and the Contractor's physical plant on site.

**5. Blockage of Roadways :** The Fire Chief shall be advised of any work that would impede fire Apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

**6. Smoking Precautions:** Although smoking is not permitted in hazardous areas, or in buildings, care must still be exercised in the use of smoking materials in non-restricted areas.

**7. Rubbish and Waste Materials:** Rubbish and waste materials are to be kept to a minimum. The burning of rubbish is prohibited unless approved by the fire Chief.

Removal: All rubbish shall be removed from the worksite at the end of the workday or shift as directed.

**8. Questions and/or Clarification:** Any questions or clarification on Fire Safety in addition to the above requirements shall be directed to and cleared through the Fire Chief.

**9. Fire Inspections:** The Base/Station Fire Chief shall be allowed unrestricted access to the worksite. The Contractor shall co-operate with the Fire Chief during routine inspections of the work site. The Contractor shall immediately remedy all fire situations observed by the Fire Chief.

## ELECTRICAL GENERAL REQUIREMENTS

**1. General:** This Section covers items common to Sections of division 16. This Section supplements Requirements of Division 1.

**2. Codes and Standards :** Do complete installation in accordance with CSA C22.1 Latest Edition or BC Hydro Overhead Standards, except where specified otherwise.  
Abbreviations for electrical terms: to CSA , latest edition

**3. Care, Operation and Start-Up:** Instruct the Site Authority P.I.C. in the operation, care and maintenance of equipment.

**4. Voltage Ratings :** Operating Voltages: to CAN3-C235-83.  
Motors, electrical 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:** Submit to BC Safety Engineering Service Division Electrical Safety Branch necessary number of drawings and specifications for examination and approval prior to commencement of Work.

Apply for Permits and pay associated fees.

Site Authority shall provide Contract drawings and specifications required by BC Safety Engineering Safety Branch Division Electrical Safety Branch at no cost.

Notify Site Authority P.I.C. of changes required by BC Safety Engineering Service Division Electrical Safety Branch prior to making changes,

Furnish Certificates of Acceptance from BC Safety Engineering Service Division Electrical Safety Branch on completion of work to Site Authority.

**6. Materials and Equipment** Provide materials and equipment in accordance with Section 01600-Material and Equipment. 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.

Factory assemble control panels and component assemblies.

**7. Finishes:** Shop finish metal enclosure surfaces by application of rust resistant primer inside and outside, and at least two coats of finish enamel.

- a. Paint outdoor electrical equipment "electrical green" finish to EEMAC Y1-1-1955.
- b. Paint indoor switchgear and distribution enclosures light grey to EEMAC 2Y -1-1958.

Clean and touch up surfaces of shop-painted equipment scratched or marred during shipment or installation, to match original paint.

Clean and prime exposed non-galvanized hangars, racks and fastenings to prevent rusting.

**8. Equipment Identification** Identify electrical equipment with nameplates as follows:

Nameplates: a. Lamicoid 3 mm thick plastic engraving sheet, black face, white core, mechanically attached with self-tapping screws.

Nameplate Sizes

Size 1	10x50 mm	1 line	3 mm high letters
Size 2	12x70 mm	1 line	5 mm high letters
Size 3	12x70 mm	2 lines	3 mm high letters
Size 4	20x90 mm	1 line	8 mm high letters
Size 5	20x90 mm	2 lines	5 mm high letters
Size 6	25x100 mm	1 line	12 mm high letters
Size 7	15x100 mm	2 lines	6 mm high letters

Wording on nameplates to be approved by RP Ops P.I.C. prior to manufacture.

Allow for average of twenty-five (25) letters per nameplate.  
Identification to be in English.

Nameplates for terminal cabinets and junction boxes to indicate system and/or voltage characteristics.  
Disconnects, starters and contractors; indicate equipment being controlled by voltage.

Terminal cabinets and pull boxes; indicate system and voltage. Transformers; indicate capacity, primary and secondary voltages.

**9. Wiring Identification:** 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.

Maintain phase sequence and colour coding throughout.

Colour code: to CSA C22.1 Latest Edition.

Use colour coded wires in communication cables, matched throughout system.

**10. Wiring Terminations:** Lugs, terminals, screws used for termination of wiring to be suitable for either copper or aluminum conductors.

**11. Manufacturers CSA Labels:** Visible and legible after equipment is installed.

**12. Warning Signs:** As specified and to meet requirements of Electrical Inspection Department and RP Ops Representative P.I.C. Decal signs, minimum size 175 x 250 mm.

**13. Mounting Heights** Mounting height of equipment is from finished floor or grade to centreline of equipment unless specified or indicated otherwise. If mounting height of equipment is not specified or indicated, verify before proceeding with installation.

**14. Conduit and Cable Installation:** Install conduit and sleeves prior to pouring of concrete. Sleeves through concrete: sized for free passage of conduit and protruding 50 mm. If plastic sleeves are used in fire rated walls or floors, remove before conduit installation.

Install cables, conduits and fittings to be embedded or plastered over, neatly and close to building structure so furring can be kept to a minimum.

**15. Field Quality Control:** Conduct and pay for following tests:

- a. Power distribution system including phasing, voltage, grounding and load balancing.
- b. Circuits originating from branch distribution panels.
- c. Lighting and its control.
- d. Systems: fire alarm system, communications, as required.

Furnish manufacturer's certificate or letter confirming that entire installation as it pertains to each system has been installed to manufacturer's instructions.

Insulation resistance testing.

- a. Megger circuits, feeders and equipment up to 350 V with a 500 V instrument.
- b. Megger 350-600 V circuits, feeders and equipment with a 1000 V instrument.
- c. Check resistance to ground before energizing.
- d. Carry out tests in presence of Site Authority P.I.C.
- e. Provide instruments, meters, equipment and personnel required to conduct tests during and at conclusion of project
- f. Submit test results for Site Authority P.I.C.'s review.

**15. Co-ordination of Protection Devices:** Ensure circuit protective devices such as over current trips, relays and fuses are installed to required values and settings.

**16. Lockout Policy:** Ensure all employees adhere to Real Property Operations Section Esquimalt (RP Ops) Operating Procedures "Lockout Policy" available on request from (P.I.C.)

**17. Confined Space:** Ensure all employees adhere to Confined Space RP Ops Standing Operating Procedure available on request from P.I.C. and WCB Regulations.

**18. Dig Permits:** RP Ops Dig Permits are required before any excavation is started.

**APPENDIX 4A - TECHNICAL OFFER**

MANDATORY REQUIREMENT

Offers which do not meet the mandatory requirement(s) specified herein will be deemed NONRESPONSIVE, and will NOT be given further considerations.

I/We \_\_\_\_\_ (name of company) certify that we have had a minimum of five (5) years experience in providing Primary and Secondary Underground and Overhead Distribution Services.

I/We have in the past completed the following works which are similar to the work for which the present offer is made:

Identify (3) three projects undertaken in the last (5) five years:

1.

Provide Name & Address of Facility:  
Brief Description of Work Performed:

Contract Dollar Amount:  
Name & Phone Number of Project Contact:

2.

Provide Name & Address of Facility:  
Brief Description of Work Performed:

Contract Dollar Amount:  
Name & Phone Number of Project Contact:

3.

Provide Name & Address of Facility:  
Brief Description of Work Performed:

Contract Dollar Amount:  
Name & Phone Number of Project Contact:

**APPENDIX 4B – FINANCIAL OFFER**

**EVALUATION OF PRICE:** The price of bids will be evaluated in Canadian dollars, the Goods and Services Tax (GST) excluded, FOB destination for goods, shipping charges included, Customs duties and Excise taxes included.

1. Each item specified in the Price Schedules includes wages, allowances, supervision, liabilities as employer, insurance, and the use of all tools, etc., overhead, profit and all other liabilities whatsoever.
2. Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in the Price Schedule of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
3. The prices inserted in the Price Schedules of this Offer include all applicable federal, provincial, and municipal taxes.
  1. However, they do not include any amount for the Goods and Services Tax Goods and Services Tax (GST). The appropriate GST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
  2. Payment by Canada for the Offeror's own special equipment not covered by the Price Schedules and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower. Equipment that are common for a tradesperson to have are not to be marked-up. (ie. Basic power tools, power cords, ladders, etc.)
  3. Pricing

The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- .1 labour including supervision, allowances and liability insurance;
- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

4. **PRICES**

The Offeror agrees that the following are the prices referred to above:

**REGULAR FIRM LABOUR RATES 08:00-16:00 Monday – Friday. Direct productive labour used exclusively in work. (tradesperson, tools, supervision included in the rate)**

Category	Year 1, 2, & 3				Option Year 1			Option Year 2		
	Trade	Est Hrs	Firm \$/hr	Extension	Est Hrs	Firm \$/hr	Extension	Est. Hrs	Firm \$/hr	Extension
Foreman		600	\$ _____	\$ _____	200	\$ _____	\$ _____	200	\$ _____	\$ _____
Journeymen		1500	\$ _____	\$ _____	500	\$ _____	\$ _____	500	\$ _____	\$ _____
Apprentice		600	\$ _____	\$ _____	200	\$ _____	\$ _____	200	\$ _____	\$ _____
Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates.			\$60,000 + _____%	\$ _____		\$20,000 + _____%	\$ _____		\$20,000 + _____%	\$ _____
Supplier Owned / Rental Equipment										
Bucket or Line Truck. Reach, ground to underside platform. Up to 60 feet / 18.3 meters.		750	\$ _____	\$ _____	250	\$ _____	\$ _____	250	\$ _____	\$ _____
		<b>Total Year 1, 2 &amp; 3 (A)</b>			<b>Option Year 1 (B)</b>			<b>Option Year 2 (C)</b>		
			\$ _____	\$ _____		\$ _____	\$ _____		\$ _____	\$ _____

**OVERTIME FIRM LABOUR RATES 16:01-07:59 Monday – Friday and firm rates for Saturdays, Sundays and Holidays**

Category	Year 1, 2, & 3				Option Year 1			Option Year 2		
	Est Hrs	Firm \$/hr	Extension	Est Hrs	Firm \$/hr	Extension	Est. Hrs	Firm \$/hr	Extension	
Foreman	150	\$ _____	\$ _____	50	\$ _____	\$ _____	50	\$ _____	\$ _____	
Journeymen	300	\$ _____	\$ _____	100	\$ _____	\$ _____	100	\$ _____	\$ _____	
Apprentice	150	\$ _____	\$ _____	50	\$ _____	\$ _____	50	\$ _____	\$ _____	
Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates.	\$ 15,000 + _____%	\$ _____	\$ _____	_____ + _____%	\$ 5,000 + _____%	\$ _____	_____ + _____%	\$ 5,000 + _____%	\$ _____	
Supplier Owned / Rental Equipment										
Bucket or Line Truck. Reach, ground to underside platform. Up to 60 feet / 18.3 meters.	150	\$ _____	\$ _____	50	\$ _____	\$ _____	50	\$ _____	\$ _____	
<b>Total Year 1, 2 &amp; 3 (D)</b>		\$ _____	\$ _____	<b>Option Year 1 (E)</b>	\$ _____	\$ _____	<b>Option Year 2 (F)</b>	\$ _____	\$ _____	

**EMERGENCY FIRM LABOUR RATES** Anytime as requested

Category	Year 1, 2, & 3				Option Year 1			Option Year 2		
	Trade	Est Hrs	Firm \$/hr	Extension	Est Hrs	Firm \$/hr	Extension	Est. Hrs	Firm \$/hr	Extension
Foreman		60	\$ _____	\$ _____	20	\$ _____	\$ _____	20	\$ _____	\$ _____
Journeymen		150	\$ _____	\$ _____	50	\$ _____	\$ _____	50	\$ _____	\$ _____
Apprentice		60	\$ _____	\$ _____	20	\$ _____	\$ _____	20	\$ _____	\$ _____
Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates.			\$6,000 + _____%	\$ _____		\$2,000 + _____%	\$ _____		\$2,000 + _____%	\$ _____
Supplier Owned / Rental Equipment										
Bucket or Line Truck. Reach, ground to underside platform. Up to 60 feet / 18.3 meters.		60	\$ _____	\$ _____	50	\$ _____	\$ _____	50	\$ _____	\$ _____
		<b>Total Year 1, 2 &amp; 3 (G)</b>	\$ _____	\$ _____	<b>Option Year 1 (H)</b>	\$ _____	\$ _____	<b>Option Year 2 (I)</b>	\$ _____	\$ _____

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## 5.SUB – TOTALS

**(J) Regular Firm Rates Total – (A) + (B) + (C) =**

**(K) Overtime Firm Rates Total – (D) + (E) + (F) =**

**(L) Emergency Firm Rates Total – (G) + (H) + (I) =**

<b>Total Evaluated Bid Price – (J) + (K) + (L) =</b>
--

**\*Estimated usages are for the purpose of comparative evaluation of the offers only, and do not express or imply any obligation on the part of Her Majesty to order any or all of the work or materials listed herein.\***

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## **APPENDIX 5 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **EVALUATION CRITERIA:**

1. The offer will be assessed in accordance with the entire requirement of the request for standing offer.
2. An evaluation team composed of representatives of Canada will evaluate the offers.
3. Offers will be examined to determine their compliance with the following Mandatory Criteria:
  1. Completion of Appendix 1, Appendix 4A and Appendix 4B.

### **BASIS OF SELECTION:**

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

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**APPENDIX 6 - PERIODIC REPORTS**

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Name	Phone Number	E-mail

at:

Dept. Of National Defence  
Real Property Operations Section (Esquimalt)  
Postal Box 17000 Station Forces  
Victoria, B.C. V9A 7N2

**BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS**

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

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

Description of Work	Call up #	Total Billing

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

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

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

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

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

**APPENDIX 7 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES**  
(page 1 of 2)

**PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE**

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

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

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

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

If you accept fill out and sign page 2 of 2.

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

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**Voluntary Certification**

(To be filled out and returned with offer on a voluntary basis)

(page 2 of 2)

*Note: The Offeror will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C*

Name:	
Signature:	
Company Name:	
Company Legal Name:	
Standing Offer Solicitation Number:	
Number of company employees:	
Number of apprentices planned to be working on this contract:	

Trades of those apprentices:


### APPENDIX 8 - COVID-19 VACCINATION REQUIREMENT CERTIFICATION

I, \_\_\_\_\_ (first and last name), as the representative of  
\_\_\_\_\_ (name of business) pursuant to  
\_\_\_\_\_ (insert solicitation number), warrant and certify that all personnel that  
\_\_\_\_\_ (name of business) will provide on call-up(s) issued against the Standing  
Offer resulting from this Request for Standing Offers who access federal government workplaces where they may come  
into contact with public servants will be:

- (a) fully vaccinated against COVID-19;
  - (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
  - (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;
- until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Standing Offer and any resulting call-ups (contracts). I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare an Offeror or contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the period of the Standing Offer or call-up (contract). Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Standing Offer and call-up (contract).

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

Date: \_\_\_\_\_

Optional  
For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for any resulting Contract and who require access to federal government workplaces where they may come into contact with public servants.

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## **ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)**



Contract Number / Numéro du contrat W684Q-220177
Security Classification / Classification de sécurité Unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>	2. Branch or Directorate / Direction générale ou Direction Real Properties Operations Section (Esquimalt)
---	--

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail  
Use a Public Works contract to provide electrical technician and engineering support, maintaining Canadian Forces Base Esquimalt's overhead and underground electrical distribution system.

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

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?  
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?  
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  
(Specify the level of access using the chart in Question 7. c)  
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.  
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET - SIGINT          | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |  |  |

Special comments:  
Commentaires spéciaux : Annex 'A' security classification guide attached

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat W684Q-220177
Security Classification / Classification de sécurité Unclassified

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

Solicitation No. - N° de l'invitation  
W684Q-220177/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy041

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

**ANNEX B - CERTIFICATE OF INSURANCE (NOT REQUIRED AT SOLICITATION CLOSING)  
CERTIFICATE OF INSURANCE**



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

Description and Location of Work RISO – Underground and Overhead Electrical Repair and Maintenance Victoria, British Columbia	Contract No. W684Q- 220177/001/PWY
	Project No.

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

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

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

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

Telephone number

Signature

Date D / M / Y

Solicitation No. - N° de l'invitation  
W684Q-220177/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy041

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

## CERTIFICATE OF INSURANCE Page 2 of 2

### General

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

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

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

**WITHOUT INCREASING THE LIMIT OF LIABILITY, THE POLICIES MUST PROTECT ALL INSURED PARTIES TO THE FULL EXTENT OF COVERAGE PROVIDED. FURTHER, THE POLICIES MUST APPLY TO EACH INSURED IN THE SAME MANNER AND TO THE SAME EXTENT AS IF A SEPARATE POLICY HAD BEEN ISSUED TO EACH.**

### COMMERCIAL GENERAL LIABILITY

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

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

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

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

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



Solicitation No. - N° de l'invitation  
W684Q-220177/A

Amd. No. - N° de la modif.

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pwy041

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CCC No./N° CCC - FMS No./N° VME

**ANNEX D – FORM 2829 SAMPLE**



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

**CALL-UP AGAINST A STANDING OFFER  
COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE**

In accordance with STANDING OFFER NO.	Conformément à l'OFFRE PERMANENTE N°	Call-up no. - N° de commande
Dated and the terms and conditions therein, you are requested to carry out the work described below.	en date du et les modalités qui y sont énumérées, vous êtes prié d'exécuter les travaux décrits ci-après.	

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à
Project no. - N° du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux	Call-up cost, GST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux

**SAMPLE ONLY  
ÉCHANTILLON SEULEMENT**

Certified pursuant to subsection 32 (1) of the Financial Administration Act  
Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques

_____	_____
Signature	Date

Departmental Representative - Représentant du ministère

_____	_____
Signature	Date

PWGSC-TPSGC 2829 (03/2008)