



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

See herein for bid submission  
instructions/

Voir la présente pour les  
instructions su la présentation  
d'une soumission

**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**

THIS STANDING OFFER CONTAINS A SECURITY  
REQUIREMENT

**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> Roofing SOA COC – Couverture	
<b>Solicitation No. - N° de l'invitation</b> W684Q-220181/A	<b>Date</b> 2022-05-12
<b>Client Reference No. - N° de référence du client</b>	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWY-028-9130
<b>File No. - N° de dossier</b> PWY-1-44200 (028)	<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 2022-06-03</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> Lam (PWY), Tian	<b>Buyer Id - Id de l'acheteur</b> pwy028
<b>Telephone No. - N° de téléphone</b> (604)363-7968 ( )	<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>

## REQUEST FOR STANDING OFFER (RFSO)

Roofing SOA  
Various locations operated by CFB Esquimalt on Vancouver Island, BC

### IMPORTANT NOTICE TO OFFERORS

Suppliers are required to submit bids electronically using the Canada Post Corporation's (CPC) Connect application for the subject bid solicitation. This service allows suppliers to submit bids, offers and arrangements electronically to PWGSC Bid Receiving Units. This online service enables the electronic transfer of large files up to Protected B level.

To use CPC Connect to submit your bid, or to get more information on its use, please send an email to the Pacific Region Bid Receiving Unit's generic address at:

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

Please refer to GI06 Submission of Offer for additional details.

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

Please monitor Buyandsell.gc.ca closely as changes to bid closing dates may be necessary.

### 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 6 - 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 SC05 Transition to an e-Procurement Solution (EPS).

### **LISTING OF SUBCONTRACTORS/SUPPLIERS**

Take note that "Listing of Subcontractors and Suppliers" has been amended. See GI05 of the General Instructions.

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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 GI11, 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 Listing of Subcontractors/Supplier**

(Applicable on call-ups)

The Offeror must submit the names of Subcontractors/Supplier for the part or parts of the Work listed. See ANNEX D.

### **GI06 (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. In the case of submission by CPC Connect, see instructions in GI06.2.f below.

- 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, by electronic CPC Connect submission as follows:

**ELECTRONIC Offer Submission by CPC Connect service**

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

[TPSGC.RPRReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPRReceptiondessoumissions-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 CPC Connect conversation, as detailed in c., or to send offers through an CPC Connect message if the Offeror is using its own licensing agreement for CPC Connect.

- c. To submit an offer using CPC 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 CPC 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 CPC Connect conversation. Requests to open an CPC Connect conversation received after that time may not be answered.
- d. If the Offeror sends an email requesting CPC Connect service to the specified Bid Receiving Unit in the solicitation, an officer of the Bid Receiving Unit will then initiate an CPC Connect conversation. The CPC 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 CPC 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 CPC Connect message field of all electronic transfers.
- g. It should be noted that the use of CPC 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 CPC Connect service.
- h. For offers transmitted by CPC 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 CPC 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 CPC Connect service.
  - i. The Bid Receiving Unit will send an acknowledgement of the receipt of offer document(s) via the CPC 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 CPC Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
  - k. A offer transmitted by CPC 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.

#### **GI07 (2010-01-11) Revision of offer**

1. An offer submitted in accordance with these instructions may be revised by CPC 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 revision 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 revision 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).

#### **GI08 (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 GI11, 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 GI11, 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 GI11, 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 GI11, other than subparagraph 2)(a) of GI11, 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.

#### **GI09 (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.

#### **GI10 (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>.

#### **GI11 (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 GI14, 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 GI14 shall result in disqualification of the offer.

#### **GI12 (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.

#### **GI13 (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.

**GI14 (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.

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

### **SI01 INTRODUCTION**

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for a Regional Master Standing Offer (RMSO). 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 one (1) Standing Offer, each for a period of three (3) years with an additional two (2) option periods of twelve (12) months each. The total dollar value of all Standing Offers is estimated to be \$4,200,000.00 (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 [tian.lam@pwgsc-tpsgc.gc.ca](mailto:tian.lam@pwgsc-tpsgc.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**

There will be no arranged site visit.

## **SI07 REVISION OF OFFER**

An offer may be revised by CPC Connect in accordance with "General Instructions to Offerors – Construction Services to Offerors".

## **SI08 OFFER VALIDITY PERIOD**

1. The offer cannot be withdrawn for the period of 180 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 SI09 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 G108.

## **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. The Offeror's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Supplementary Clauses (SC01);
4. The Offeror must provide the address of proposed location(s) of work performance or document safeguarding as indicated in Supplementary Clauses (SC01).
5. 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.
6. 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.

#### **SI11 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 6), 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.

#### **SI12 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.

#### **SI13 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>

#### **SI14 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  
<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>

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## 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 (2021-12-02);
  - 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 R2850D (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 R2880D (2019-11-28);
  - 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.

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## 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 Departmental Representative 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

The period for placing call-ups against the Standing Offer shall be from YYYY-MM-DD to YYYY-MM-DD  
**(3 years from date of award to be inserted at offer award)**

The Offeror hereby grants to Canada two (2) irrevocable options to extend the term of the Standing Offer for two (2) additional consecutive twelve (12) months periods under the same terms and conditions as contained in the Standing Offer. It is to be noted that Canada is not obliged to exercise the option. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least thirty (30) days prior to the Contract expiry date.

### 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. The 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.
  - b. The offers will be evaluated based on the mandatory technical criteria as indicated in Appendix 4 "Mandatory Evaluation Requirements" and the lowest evaluated price as indicated in Appendix 1 - Price Proposal Form. The compliant offer with the lowest evaluated price will be awarded the standing offer.
  - c. 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 E.

## **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 : Tian Lam  
Title : Supply Specialist  
Department : Public Services and Procurement Canada  
Division : Real Property Contracting, Procurement Branch  
Telephone : 604-363-7968  
e-mail : tian.lam@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: (to be provided at offer issuance)

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Department : \_\_\_\_\_  
Division : \_\_\_\_\_  
Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
e-mail : \_\_\_\_\_

### The selected Offeror for the standing offer is : (to be determined at offer issuance)

Name : \_\_\_\_\_  
Contact : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
e-mail : \_\_\_\_\_

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 SECURITY CLEARANCE REQUIREMENTS**

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W684Q-220181**

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).

### **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.

## APPENDIX 1 - PRICE PROPOSAL FORM

### BA01 IDENTIFICATION

Roofing SOA  
Various locations operated by CFB Esquimalt on Vancouver Island, BC

### 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

#### 1. OFFER

- .1 This Standing Offer, hereinafter called the "Offer", is made by the undersigned Offeror, hereinafter called the "Offeror", to Her Majesty the Queen in right of Canada, hereinafter called "Her Majesty", as represented by the Minister of Public Works and Government Services, hereinafter called the "Minister";
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Technical Authority, hereinafter called the "Technical Authority";
- .4 The individual Call-ups may be issued, from time to time, during the period of (3) three years following the date of this Offer, hereinafter called the "Term", or until the maximum amount as described in subsection 3.1 below is expended, whichever comes first.

#### 2. GENERAL PROVISIONS

- .1 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .2 The Offeror agrees
  - .1 to carry out individual work projects as requisitioned from time to time by the Technical Authority in **Call-ups Against a Standing Offer**, form PWGSC/TPSGC 942, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
  - .2 to provide, on demand from the Technical Authority, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
  - .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Technical Authority.
- .3 This Offer does not constitute a binding contract between Her Majesty and the Offeror.

- .4 A contract is formed between Her Majesty and the Offeror only when a Call-up duly signed is issued by the Technical Authority and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Statement of Work, the Price Proposal referred to in the Unit Price Schedules below, the General Conditions and the Call-up.
- .5 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedules are for the purpose of the evaluation of the offers and do not express an obligation on the part of Her Majesty to order any or all of the work, material or plant listed therein.
- .6 A firm rate must be entered for each item in the Unit Price Schedules.

### 3. FINANCIAL TERMS

- .1 The Offeror shall notify the Technical Authority when 80% of the total estimated standing offer amount is expended or when there are three (3) months left on the term of this Offer.
- .2 Each item specified in the Unit Price Schedule in subsection "4.1 Unit Price Schedules – Rates" includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .3 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in subsection "4.1 Unit Price Schedules – Rates" 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.
- .4 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
  - .1 However, they do not include any amount for the Goods and Services Tax (GST). The appropriate GST amounts will be paid by her Majesty 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.
- .5 Payment by Her Majesty for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .6 The cost of subcontracted work, including special equipment rentals approved by the Technical Authority, shall be reimbursed at actual cost plus Markup as established in subsection "4.1 Unit Price Schedules – Rates" of this Offer. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.
- .7 Pricing
  - .1 The prices requested in the Offer are:
    - .1 Unit prices for specified items;
    - .2 hourly rates for regular hours;
    - .3 hourly rate for each hour outside of regular hours;
    - .4 markup allowance for unspecified material, replacement parts, required permits and certificates;
    - .5 markup allowance for subcontractor work;
    - .6 markup on disposal costs.
  - .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
    - .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.
- .3 It is considered that regular hours of work fall between 0800 and 1630 hours, Monday to Friday.

TIME TYPE	TIME FRAME	CALL BACK WITHIN	ON SITE WITHIN (or time as agreed upon by Site Authority)
REGULAR (REG)	08:00-16:30 M-F	24 Hours	5 business days
OVERTIME (OT)	16:31-07:59 M-F, Sat. Sun & Holidays	24 Hours	36 Hours
EMERGENCY	24/7/365	1 Hour	24 Hours

#### 4. PRICES

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

##### 4.1 Unit Price Schedules – Rates

#### SCHEDULE A) – YEARS 1 and 2

COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6
ITEM	CLASS OF LABOUR, MATERIAL OR PLANT	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL PRICE
<b>1</b>	<b>Asphalt Shingles and Related Work (SQ = 100 SF) Removals, including Disposal and Tipping:</b>				
<b>a)</b>	<b>1st layer</b>				
	up to 6/12 slope	Per Sq.	800	\$	\$
	above 6/12 slope	Per Sq.	800	\$	\$
<b>b)</b>	<b>2nd layer</b>				
	up to 6/12 slope	Per Sq.	800	\$	\$
	above 6/12 slope	Per Sq.	800	\$	\$
<b>2</b>	<b>Supply and Installation of 3/8" Plywood Sheathing:</b>				
	up to 6/12 slope	Per Sq.	800	\$	\$
	above 6/12 slope	Per Sq.	800	\$	\$
<b>3</b>	<b>Supply and Installation of Shingles, including Eaves Protection/Ridge Cap and Starter Strips:</b>				
	up to 6/12 slope	Per Sq.	800	\$	\$
	above 6/12 slope	Per Sq.	800	\$	\$
<b>4</b>	<b>Supply and Installation of Step &amp; Counter Finishing at Chimney and Up Stands:</b>				
	up to 6/12 slope	Per lf	80	\$	\$
	above 6/12 slope	Per lf	80	\$	\$

COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6
ITEM	CLASS OF LABOUR, MATERIAL OR PLANT	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL PRICE
<b>5</b>	<b>Supply and Installation of Metal Valley Flashings</b>				
	up to 6/12 slope	Per lf	80	\$	\$
	above 6/12 slope	Per lf	80	\$	\$
<b>6</b>	<b>Supply and Installation of Aluminum Roof Vents:</b>				
	up to 6/12 slope	Each	30	\$	\$
	above 6/12 slope	Each	30	\$	\$
<b>7</b>	<b>Supply and Installation of Zinc Strips:</b>				
	up to 6/12 slope	Per lf	300	\$	\$
	above 6/12 slope	Per lf	300	\$	\$
<b>8</b>	<b>Ice and Water Shield Barriers Under Asphalt or Cedar Shingles or Metal Roof:</b>				
	up to 6/12 slope	Per sq.	7	\$	\$
	above 6/12 slope	Per sq.	7	\$	\$
<b>9</b>	<b>Supply and Installation of Fascia Board, Primed and Painted (2 coats, first coat prior to installation):</b>				
	1 inch x 6 inch	Per lf	150	\$	\$
	2 inch x 6 inch	Per lf	150	\$	\$
<b>10</b>	<b>Supply and Installation of Lead Roof Jacks c/w Cap:</b>				
	2 inch	Each	15	\$	\$
	3 inch	Each	15	\$	\$
	4 inch	Each	15	\$	\$
	5 inch	Each	7	\$	\$
	6 inch	Each	7	\$	\$
<b>11</b>	<b>Hourly rate, including travel time and all related expenses:</b>				
<b>a)</b>	<b>During Regular Hours: 0800 - 1630 hours, Monday through Friday</b>				
	<b>i)</b> Journeyman Sheet Metal Worker	per hour	200	\$ /hr	\$
	<b>ii)</b> Journeyman Roofer	per hour	1600	\$ /hr	\$
	<b>iii)</b> Construction Labourer	per hour	900	\$ /hr	\$
<b>b)</b>	<b>Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.</b>				
	<b>i)</b> Journeyman Sheet Metal Worker	per hour	20	\$ /hr	\$
	<b>ii)</b> Journeyman Roofer	per hour	75	\$ /hr	\$
	<b>iii)</b> Construction Labourer	per hour	30	\$ /hr	\$
<b>12</b>	Contractor's Markup Allowance for unspecified material, replacement parts, required permits and certificates. (\$200,000.00 + % Markup = )	n/a	\$200,000.00	%	\$

COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6
ITEM	CLASS OF LABOUR, MATERIAL OR PLANT	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL PRICE
13	Contractors Markup Allowance for subcontractor work (\$100,000.00 + % Markup =)	n/a	\$100,000.00	%	\$
14	Disposal Costs (includes bin and tipping fees) plus firm markup allowance, <i>excluding taxes</i> (\$20,000.00 + % Markup =)	n/a	\$20,000.00	%	\$
<b>SUBTOTAL A): ESTIMATED TOTAL AMOUNT YEARS 1 &amp; 2 (GST EXTRA) (SUM OF ITEMS 1 TO 14)</b>					<b>\$</b>

**SCHEDULE B) –YEAR 3**

COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6
ITEM	CLASS OF LABOUR, MATERIAL OR PLANT	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL PRICE
<b>1</b>	<b>Asphalt Shingles and Related Work (SQ = 100 SF) Removals, including Disposal and Tipping:</b>				
<b>a)</b>	<b>1st layer</b>				
	up to 6/12 slope	Per Sq.	400	\$	\$
	above 6/12 slope	Per Sq.	400	\$	\$
<b>b)</b>	<b>2nd layer</b>				
	up to 6/12 slope	Per Sq.	400	\$	\$
	above 6/12 slope	Per Sq.	400	\$	\$
<b>2</b>	<b>Supply and Installation of 3/8" Plywood Sheathing:</b>				
	up to 6/12 slope	Per Sq.	400	\$	\$
	above 6/12 slope	Per Sq.	400	\$	\$
<b>3</b>	<b>Supply and Installation of Shingles, including Eaves Protection/Ridge Cap and Starter Strips:</b>				
	up to 6/12 slope	Per Sq.	400	\$	\$
	above 6/12 slope	Per Sq.	400	\$	\$
<b>4</b>	<b>Supply and Installation of Step &amp; Counter Finishing at Chimney and Up Stands:</b>				
	up to 6/12 slope	Per lf	40	\$	\$
	above 6/12 slope	Per lf	40	\$	\$
<b>5</b>	<b>Supply and Installation of Metal Valley Flashings</b>				
	up to 6/12 slope	Per lf	40	\$	\$
	above 6/12 slope	Per lf	40	\$	\$
<b>6</b>	<b>Supply and Installation of Aluminum Roof Vents:</b>				
	up to 6/12 slope	Each	15	\$	\$
	above 6/12 slope	Each	15	\$	\$

COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6
ITEM	CLASS OF LABOUR, MATERIAL OR PLANT	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL PRICE
<b>7</b>	<b>Supply and Installation of Zinc Strips:</b>				
	up to 6/12 slope	Per lf	150	\$	\$
	above 6/12 slope	Per lf	150	\$	\$
<b>8</b>	<b>Ice and Water Shield Barriers Under Asphalt or Cedar Shingles or Metal Roof:</b>				
	up to 6/12 slope	Per sq.	4	\$	\$
	above 6/12 slope	Per sq.	4	\$	\$
<b>9</b>	<b>Supply and Installation of Fascia Board, Primed and Painted (2 coats, first coat prior to installation):</b>				
	1 inch x 6 inch	Per lf	75	\$	\$
	2 inch x 6 inch	Per lf	75	\$	\$
<b>10</b>	<b>Supply and Installation of Lead Roof Jacks c/w Cap:</b>				
	2 inch	Each	8	\$	\$
	3 inch	Each	8	\$	\$
	4 inch	Each	8	\$	\$
	5 inch	Each	4	\$	\$
	6 inch	Each	4	\$	\$
<b>11</b>	<b>Hourly rate, including travel time and all related expenses:</b>				
<b>a)</b>	<b>During Regular Hours: 0800 - 1630 hours, Monday through Friday</b>				
	<b>i)</b> Journeyman Sheet Metal Worker	per hour	100	\$ /hr	\$
	<b>ii)</b> Journeyman Roofer	per hour	800	\$ /hr	\$
	<b>iii)</b> Construction Labourer	per hour	450	\$ /hr	\$
<b>b)</b>	<b>Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.</b>				
	<b>i)</b> Journeyman Sheet Metal Worker	per hour	10	\$ /hr	\$
	<b>ii)</b> Journeyman Roofer	per hour	40	\$ /hr	\$
	<b>iii)</b> Construction Labourer	per hour	15	\$ /hr	\$
<b>12</b>	Contractor's Markup Allowance for unspecified material, replacement parts, required permits and certificates. (\$100,000.00 + % Markup = )	n/a	\$100,000.00	%	\$
<b>13</b>	Contractors Markup Allowance for subcontractor work, <i>excluding taxes</i> (\$50,000.00 + % Markup = )	n/a	\$50,000.00	%	\$
<b>14</b>	Disposal Costs (includes bin and tipping fees) plus firm markup allowance, <i>excluding taxes</i> (\$10,000.00 + % Markup = )	n/a	\$10,000.00	%	\$
<b>SUBTOTAL B): ESTIMATED TOTAL AMOUNT YEAR 3 (GST EXTRA) (SUM OF ITEMS 1 TO 14)</b>					<b>\$</b>

**SCHEDULE C) – OPTION YEAR 1**

COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6
ITEM	CLASS OF LABOUR, MATERIAL OR PLANT	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL PRICE
<b>1</b>	<b>Asphalt Shingles and Related Work (SQ = 100 SF) Removals, including Disposal and Tipping:</b>				
<b>a)</b>	<b>1st layer</b>				
	up to 6/12 slope	Per Sq.	300	\$	\$
	above 6/12 slope	Per Sq.	300	\$	\$
<b>b)</b>	<b>2nd layer</b>				
	up to 6/12 slope	Per Sq.	300	\$	\$
	above 6/12 slope	Per Sq.	300	\$	\$
<b>2</b>	<b>Supply and Installation of 3/8" Plywood Sheathing:</b>				
	up to 6/12 slope	Per Sq.	300	\$	\$
	above 6/12 slope	Per Sq.	300	\$	\$
<b>3</b>	<b>Supply and Installation of Shingles, including Eaves Protection/Ridge Cap and Starter Strips:</b>				
	up to 6/12 slope	Per Sq.	300	\$	\$
	above 6/12 slope	Per Sq.	300	\$	\$
<b>4</b>	<b>Supply and Installation of Step &amp; Counter Finishing at Chimney and Up Stands:</b>				
	up to 6/12 slope	Per lf	30	\$	\$
	above 6/12 slope	Per lf	30	\$	\$
<b>5</b>	<b>Supply and Installation of Metal Valley Flashings</b>				
	up to 6/12 slope	Per lf	30	\$	\$
	above 6/12 slope	Per lf	30	\$	\$
<b>6</b>	<b>Supply and Installation of Aluminum Roof Vents</b>				
	up to 6/12 slope	Each	15	\$	\$
	above 6/12 slope	Each	15	\$	\$
<b>7</b>	<b>Supply and Installation of Zinc Strips</b>				
	up to 6/12 slope	Per lf	150	\$	\$
	above 6/12 slope	Per lf	150	\$	\$
<b>8</b>	<b>Ice and Water Shield Barriers Under Asphalt or Cedar Shingles or Metal Roof:</b>				
	up to 6/12 slope	Per sq.	3	\$	\$
	above 6/12 slope	Per sq.	3	\$	\$
<b>9</b>	<b>Supply and Installation of Facia Board, Primed and Painted (2 coats, first coat prior to installation):</b>				
	1 inch x 6 inch	Per lf	70	\$	\$
	2 inch x 6 inch	Per lf	70	\$	\$

COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6
ITEM	CLASS OF LABOUR, MATERIAL OR PLANT	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL PRICE
<b>10</b>	<b>Supply and Installation of Lead Roof Jacks c/w Cap:</b>				
	2 inch	Each	5	\$	\$
	3 inch	Each	5	\$	\$
	4 inch	Each	5	\$	\$
	5 inch	Each	3	\$	\$
	6 inch	Each	3	\$	\$
<b>11</b>	<b>Hourly rate, including travel time and all related expenses:</b>				
<b>a)</b>	<b>During Regular Hours: 0800 - 1630 hours, Monday through Friday</b>				
	i) Journeyman Sheet Metal Worker	per hour	100	\$ /hr	\$
	ii) Journeyman Roofer	per hour	800	\$ /hr	\$
	iii) Construction Labourer	per hour	400	\$ /hr	\$
<b>b)</b>	<b>Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays</b>				
	i) Journeyman Sheet Metal Worker	per hour	10	\$ /hr	\$
	ii) Journeyman Roofer	per hour	35	\$ /hr	\$
	iii) Construction Labourer	per hour	15	\$ /hr	\$
<b>12</b>	Contractor's Markup Allowance for unspecified material, replacement parts, required permits and certificates, <i>excluding taxes</i> (\$70,000.00 + % Markup. = )	n/a	\$70,000.00	%	\$
<b>13</b>	Contractors Markup Allowance for subcontractor work, <i>excluding taxes</i> (\$50,000.00 + % Markup. = )	n/a	\$50,000.00	%	\$
<b>14</b>	Disposal Costs (includes bin and tipping fees) plus firm markup allowance, <i>excluding taxes</i> (\$6,000.00 + % Markup = )	n/a	\$6,000.00	%	\$
<b>SUBTOTAL C): ESTIMATED TOTAL AMOUNT OPTION YEAR 1 (GST EXTRA) (SUM OF ITEMS 1 TO 14)</b>					<b>\$</b>

**SCHEDULE D) – OPTION YEAR 2**

COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6
ITEM	CLASS OF LABOUR, MATERIAL OR PLANT	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL PRICE
<b>1</b>	<b>Asphalt Shingles and Related Work (SQ = 100 SF) Removals, including Disposal and Tipping:</b>				
<b>a)</b>	<b>1st layer</b>				
	up to 6/12 slope	Per Sq.	300	\$	\$

COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6
ITEM	CLASS OF LABOUR, MATERIAL OR PLANT	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL PRICE
	above 6/12 slope	Per Sq.	300	\$	\$
<b>b)</b>	<b>2nd layer</b>				
	up to 6/12 slope	Per Sq.	300	\$	\$
	above 6/12 slope	Per Sq.	300	\$	\$
<b>2</b>	<b>Supply and Installation of 3/8" Plywood Sheathing:</b>				
	up to 6/12 slope	Per Sq.	300	\$	\$
	above 6/12 slope	Per Sq.	300	\$	\$
<b>3</b>	<b>Supply and Installation of Shingles, including Eaves Protection/Ridge Cap and Starter Strips:</b>				
	up to 6/12 slope	Per Sq.	300	\$	\$
	above 6/12 slope	Per Sq.	300	\$	\$
<b>4</b>	<b>Supply and Installation of Step &amp; Counter Finishing at Chimney and Up Stands:</b>				
	up to 6/12 slope	Per lf	30	\$	\$
	above 6/12 slope	Per lf	30	\$	\$
<b>5</b>	<b>Supply and Installation of Metal Valley Flashings</b>				
	up to 6/12 slope	Per lf	30	\$	\$
	above 6/12 slope	Per lf	30	\$	\$
<b>6</b>	<b>Supply and Installation of Aluminum Roof Vents</b>				
	up to 6/12 slope	Each	15	\$	\$
	above 6/12 slope	Each	15	\$	\$
<b>7</b>	<b>Supply and Installation of Zinc Strips</b>				
	up to 6/12 slope	Per lf	150	\$	\$
	above 6/12 slope	Per lf	150	\$	\$
<b>8</b>	<b>Ice and Water Shield Barriers Under Asphalt or Cedar Shingles or Metal Roof:</b>				
	up to 6/12 slope	Per sq.	3	\$	\$
	above 6/12 slope	Per sq.	3	\$	\$
<b>9</b>	<b>Supply and Installation of Facia Board, Primed and Painted (2 coats, first coat prior to installation):</b>				
	1 inch x 6 inch	Per lf	70	\$	\$
	2 inch x 6 inch	Per lf	70	\$	\$
<b>10</b>	<b>Supply and Installation of Lead Roof Jacks c/w Cap:</b>				
	2 inch	Each	5	\$	\$
	3 inch	Each	5	\$	\$
	4 inch	Each	5	\$	\$
	5 inch	Each	3	\$	\$
	6 inch	Each	3	\$	\$
<b>11</b>	<b>Hourly rate, including travel time and all related expenses:</b>				

COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6
ITEM	CLASS OF LABOUR, MATERIAL OR PLANT	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED TOTAL PRICE
<b>a)</b>	<b>During Regular Hours: 0800 - 1630 hours, Monday through Friday</b>				
	i) Journeyman Sheet Metal Worker	per hour	100	\$ /hr	\$
	ii) Journeyman Roofer	per hour	800	\$ /hr	\$
	iii) Construction Labourer	per hour	400	\$ /hr	\$
<b>b)</b>	<b>Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays</b>				
	i) Journeyman Sheet Metal Worker	per hour	10	\$ /hr	\$
	ii) Journeyman Roofer	per hour	35	\$ /hr	\$
	iii) Construction Labourer	per hour	15	\$ /hr	\$
<b>12</b>	Contractor's Markup Allowance for unspecified material, replacement parts, required permits and certificates, <i>excluding taxes</i> (\$70,000.00 + % Markup. = )	n/a	\$70,000.00	%	\$
<b>13</b>	Contractors Markup Allowance for subcontractor work, <i>excluding taxes</i> (\$50,000.00 + % Markup. = )	n/a	\$50,000.00	%	\$
<b>14</b>	Disposal Costs (includes bin and tipping fees) plus firm markup allowance, <i>excluding taxes</i> (\$6,000.00 + % Markup =)	n/a	\$6,000.00	%	\$
<b>SUBTOTAL D): ESTIMATED TOTAL AMOUNT OPTION YEAR 2 (GST EXTRA) (SUM OF ITEMS 1 TO 14)</b>					<b>\$</b>

**4.2 TOTAL EVALUATED PRICE** (Years 1, 2, and 3, *plus* Option Year 1 and 2)

A	B	C	D
<b>SUBTOTAL SCHEDULE A) YEARS 1 AND 2</b>	<b>SUBTOTAL SCHEDULE B) YEAR 3</b>	<b>SUBTOTAL SCHEDULE C) OPTION YEAR 1</b>	<b>SUBTOTAL SCHEDULE D) OPTION YEAR 2</b>
\$ _____	\$ _____	\$ _____	\$ _____
<b>Total Evaluated Price (total of A, B, C and D above): \$ _____</b>			

**Cost will be evaluated on the Total Evaluated Price.** The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

**BA04 OFFER VALIDITY PERIOD**

The offer must not be withdrawn for a period of one hundred eighty (180) days following the date of solicitation closing.

Solicitation No. - N° de l'invitation  
W684Q-220181/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
PWY028

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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**BA05 SIGNATURE**

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

Signature

Date

**END OF APPENDIX 1 - PRICE PROPOSAL FORM**



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## APPENDIX 3 - STATEMENT OF WORK

### SECTION 01005 – GENERAL INSTRUCTIONS

#### 1. DESCRIPTION OF WORK

- .1 Work under this Standing Offer covers the repairs/replacement to roofing on various buildings including labour, material and equipment.
- .2 All work to be performed at the following locations:
  - a) CFB Esquimalt including Dockyard, Signal Hill, Naden, Colwood, Rocky Point, Albert Head, Belmont Park, Heals Range, Munroe Head, Mary Hill, Pat Bay, Work Point, and Yarrows.
  - b) Bay St Armoury – 715 Bay St. Victoria, BC
  - c) Ashton Armoury – 724 Vanalman Ave. Victoria, BC
  - d) HMCS Malahat – 20 Huron St. Victoria, BC
  - e) CFMETR (Canadian Forces Maritime Experimental and Test Ranges) & Winchelsea Island – Nanoose, BC
  - f) Nanaimo Armoury – 709 Nanaimo Lakes Rd, Nanaimo, BC
- .3 Exact types of material, quality and location of work as per the Technical Authority instructions with each request for services.

#### 2. DOCUMENTS REQUIRED

- .1 Maintain at job site, one copy for each of following:
  - a) Drawings and Specifications issued for work.
  - b) Fall Protection Plan
  - c) Copy of approved work schedule if applicable.

#### 3. WORK SCHEDULE

- .1 Provide within 72 hours of notice to proceed, prior to commencing work, a schedule showing anticipated progress stages and final completion of work, when requested by the site representative.
- .2 Interim reviews of work in progress, based on work schedule will be conducted as decided by the Technical Authority. Schedule updated by Contractor in conjunction with and to approval of the Technical Authority.
- .3 Work Time: During normal working hours, 8:00 AM through 4:30 PM on working days Monday to Friday except holidays. Outside normal hours only if requested and approved.
- .4 Response Time: The Contractor is to commence work within 5 business days of notification by the Technical Authority. In the event of an emergency, the Contractor is to do expedient repair work within 24 hrs.

#### 4. CONTRACTORS USE OF SITE

- .1 Use of site:
  - a) Access directly to and from site subject to:
    - i. Traffic regulations established by DND.
    - ii. Security regulations established by DND.
    - iii. Provide a list of all employees and suppliers, when requested, to the Base Security Officer.
- .2 Work and storage areas limited to those specified by the Technical Authority. Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment, which interferes with operations of the Technical Authority or other contractors.

- .4 Use of DND facilities not permitted unless otherwise indicated or approved in writing by the Technical Authority.
- .5 NO-SMOKING POLICY: Contractors are to abide by the Treasury Board No-Smoking Policy while working in DND buildings.

## 5. CODES AND STANDARDS

- .1 Perform work in accordance with National Building Code of Canada (NBC) 2005 and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
- .2 Roofing standard to Canadian Roofing Contractors Association (CRCA).
- .3 Contractor must be a member in good standing of the Roofing Contractors Association of B.C. (RCABC)
- .4 Meet or exceed requirements of contract documents, specified standards, codes and referenced documents.

## 6. GUARANTEE & WARRANTY

- .1 WARRANTY: provide a written warranty from the manufacturer of the shingle, BUR, modified bituminous or sheet metal materials signed and issued in the name of Her Majesty the Queen in Right of Canada stating that all roofing and weather-proofing shall be free from manufacturing defects and provide a waterproof surface for a period of XX (number) years for "type of roofing system" from the date of final Certificate of Completion.
  - a) Type of roofing system expected WARRANTY:
    1. Shingle: 40 year
    2. BUR: 10 year
    3. Mod Bit: 10 year
    4. Sheet Metal: 50 year
  - b) Submit Warranty to the Technical Authority upon completion.
- .2 GUARANTEE: Provide a written guarantee from the roofing contractor, signed and issued in the name of Her Majesty the Queen in Right of Canada stating that the roofing system will remain in place and remain leak proof for a period of 5 or 10 years from the date of final Certificate of Completion.
  - a) Type of roofing system expected WARRANTY:
    1. Shingle: 10 year
    2. BUR: 5 year
    3. Mod Bit: 5 year
    4. Sheet Metal: 5 year
  - b) Submit Guarantee to the Technical Authority upon completion.
- .3 Any defective products or workmanship will be corrected or replaced without cost to DND as necessary to enable the roof system to perform to the warranties and guarantees specified.

## 7. SETTING OUT OF WORK

- .1 Assume full responsibility for and execute complete layout to locations, lines and elevations indicated.

## 8. LOCATIONS OF EQUIPMENT AND FIXTURES

- .1 Locations of materials and equipment indicated or specified are to be considered as approximate.
- .2 Inform the Technical Authority of impending installation and obtain his approval for actual location.

## 9. CUTTING, FITTING AND PATCHING

- .1 Execute cutting, fitting and patching required to make-work fit properly.
- .2 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.

- .3 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.

## **10. EXISTING SERVICES**

- .1 Submit request to and obtain approval from the Technical Authority for any shutdown or closure of active service or facility.

## **11. WORK IN EXISTING BUILDING OR ACCESS AREAS**

- .1 Execute work, with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with the Technical Authority to facilitate execution of work.
- .2 Where the work of the contractor reduces security, the contractor will provide temporary means to maintain security.
- .3 Where elevators, dumbwaiters, conveyors or escalators exist in building, only those assigned for Contractor's use may be used for moving men and material within building. Protect walls of passenger elevators, to approval of the Technical Authority before use. Accept liability for damage, safety of equipment and overloading of existing equipment.
- .4 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.
- .5 Provide pedestrian barricade warning tape to mark area as directed by the Technical Authority.

## **12. CONSTRUCTION SAFETY MEASURES**

- .1 Observe and enforce construction safety measures required by National Building Code 2005, Provincial Government, Worker's Compensation Board and municipal statutes and authorities.
- .2 In event of conflict between any provisions of above authorities, the most stringent provision governs.

## **13. OVERLOADING**

- .1 Ensure no part of work is subjected to a load, which will endanger its safety or will cause permanent deformation.

## **14. ASBESTOS DISCOVERY**

- .1 Asbestos can be hazardous to health. Should material resembling asbestos be encountered in course of work, stop work and notify the Technical Authority immediately. Do not proceed until written instructions have been received from the Technical Authority.

## **15. WHIMIS**

- .1 Comply with requirements of Workplace Hazardous Material Information System (WHIMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
- .2 Provide Deliver copies of WHIMIS data sheets to the Technical Authority on delivery of materials.

## **16. THE TECHNICAL AUTHORITY**

- .1 All work is to be done for and to the complete satisfaction of the Technical Authority or his/her authorized representative, herein referred to as "Technical Authority".

## **SECTION 01500 – TEMPORARY FACILITIES**

### **1. SANITARY FACILITIES**

- .1 Permanent facilities may be used on approval of the Technical Authority. Otherwise, contractor will supply temporary facilities located where directed by the Technical Authority.

### **2. PARKING**

- .1 Parking spaces will be made available on site for marked Contractors vehicles only.
- .2 Location and number of spaces as directed by the Technical Authority.

### **3. ENCLOSURE OF STRUCTURE**

- .1 Provide temporary weather tight enclosures and protection to protect building and contents from inclement weather during progress of work until such time that roofing is completed.
- .2 Design enclosures to withstand wind pressure and snow loading as required by the Technical Authority.

### **4. POWER AND WATER SUPPLY**

- .1 DND can provide, free of charge, temporary electric power and water for construction purposes, except at housing units.
- .2 The Technical Authority will determine delivery points and quantitative limits. The Technical Authority's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to work area.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice.
- .5 At DND housing units, all arrangements to obtain power to be made with occupancy including occupant reimbursement. Notify the Technical Authority of arrangements.

### **5. SIGNS AND NOTICES**

- .1 Only signs and notices for hazard, safety or instruction are permitted on site.
- .2 Format, location and quantity of site signs and notices to be approved by the Technical Authority.
- .3 Signs and notices for safety or instruction to be in French and English language or commonly understood graphic symbols.

### **6. SCAFFOLDING**

- .1 Construct and maintain scaffolding in rigid, secure and safe manner independent of walls.

### **7. REMOVAL OF TEMPORARY FACILITIES**

- .1 Remove temporary facilities from site when directed by the Technical Authority.

## **SECTION 01546 – FIRE SAFETY REQUIREMENTS**

### **1. FIRE SAFETY PLAN**

- .1 Contractors and their personnel shall be familiar with this section and its requirements

### **2. FIRE DEPARTMENT BRIEFING**

- .1 When required the Technical Authority shall co-ordinate arrangements for the Contract to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work is commenced.

### **3. REPORTING FIRES**

- .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
  - a) Activate nearest fire alarm box, or
  - b) Telephone (9-911) EMERGENCY ONLY.

- .3 Person activating fire alarm box shall remain at the box to direct Fire Department to scene of fire.
- .4 When reporting a fire by telephone give location of fire, name or number of building and be prepared to verify the location.

#### **4. INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS**

- .1 Fire protection and alarm system 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.
- .2 Fire hydrants, standpipes and hose systems shall not be used for other than firefighting purposes unless authorized by the Fire Chief.

#### **5. FIRE EXTINGUISHERS**

- .1 The Contractor shall supply fire extinguishers, as scaled by the Fire Chief, necessary to protect, in an emergency, the work in progress and the Contractor's physical plant on site.

#### **6. INSTALLATION AND/OR REPAIR OF ROOFS TO INCLUDE CONTRACTORS**

##### Physical Plant on Site

- .1 The Contractor shall notify the Fire Chief of the location of any asphalt kettles or torches and when these will be in use. The Contractor in the course of roofing work, shall ensure that he and/or his personnel use and take the following precautions:
  - a) Use only kettles equipped with thermometers or gauges in good working order.
  - b) Locate kettles in a safe place outside of building as approved by the Technical Authority. Locate to avoid danger of igniting combustible material.
  - c) Maintain continuous supervision while kettles are in operation and provide metal covers for the kettles to smother any flames in case of fire. Fire extinguishers shall be provided as required in 5.1.
  - d) Ensure adequate fire protective measures are taken when using torches.

#### **7. BLOCKAGE OF ROADWAYS AND ACCESS**

- .1 The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, erecting of barricades and the digging of trenches.

#### **8. SMOKING PRECAUTIONS**

- .1 Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non-restricted areas.
  - a) No matches, lighters or smoking materials are permitted within the restricted areas of Rocky Point.

#### **9. RUBBISH AND WASTE MATERIALS**

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 The burning of rubbish is prohibited.
- .3 Removal: All rubbish shall be removed from the work site at the end of the workday or shift.
- .4 Storage:
  - a) Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
  - b) Greasy or oily rags or materials subject to spontaneous combustion shall be deposited and kept in an approved receptacle and removed as required in 20.1.

## 10. FLAMMABLE LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed by the current National Fire code of Canada..2 Flammable liquids such as gasoline, kerosene and naphtha shall be kept within buildings. Quantities not exceeding 45 litres may be stored in approved safety cans bearing the Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
- .3 Transfer of flammable liquids is prohibited within buildings or in the vicinity of open flames or any type of heat-producing devices.
- .4 Flammable liquids having a flashpoint below 38 C such as naphtha or gasoline shall not be used as solvents or cleaning agents.

## 11. HAZARDOUS SUBSTANCES

- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
- .2 The Fire Chief is to be advised and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in/on buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
- .3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, firewatchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

## 12. QUESTIONS AND/OR CLARIFICATION

- .1 Any questions or clarification on Fire Safety in addition to the above requirements shall be directed to and cleared through the Fire Chief.

## SECTION 01600 – MATERIAL AND EQUIPMENT

### 1. GENERAL

- .1 Use new material unless otherwise specified.
- .2 Provide material and equipment of specified quality.
- .3 Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.

### 2. MANUFACTURERS INSTRUCTIONS

- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .2 Notify the Technical Authority in writing of any conflict between these specifications and manufacturer's instructions. the Technical Authority will designate which document is to be followed.

### 3. FASTENINGS – GENERAL

- .1 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spaces for securing exterior work.

- .2 Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood plugs not acceptable.
- .3 Keep exposed fastenings to minimum, space evenly and lay out neatly.
- .4 Fastenings which cause spalling or crackling of material to which anchorage is made are not acceptable.

#### **4. DELIVERY AND STORAGE**

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

#### **5. CONFORMANCE**

- .1 When material is specified by standard or performance specifications, upon request of the Technical Authority, obtain from manufacturer or an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements.

#### **6. CONSTRUCTION EQUIPMENT AND PLANT**

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

### **SECTION 01710 – CLEANING**

#### **1. GENERAL**

- .1 Conduct cleaning and disposal operations to comply with local ordinance and anti-pollution laws.
- .2 Store volatile waste in covered metal containers and remove from premise at end of each working day.
- .3 Prevent accumulation of waste, which creates hazardous conditions.
- .4 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.

#### **2. MATERIALS**

Use only cleaning materials recommended by manufacturer on surfaces to be cleaned and as recommended by cleaning material manufacturers.

#### **3. CLEANING DURING CONSTRUCTION**

- .1 Maintain the work on a daily basis free from accumulation of waste materials and debris.
- .2 When requested by the Technical Authority provide on-site dump containers for collection of waste materials and debris.
- .3 Remove waste materials and debris from DND property.

#### **4. FINAL CLEANING**

- .1 In preparation for acceptance of the project on an interim or final certificate of completion perform final cleaning.

- .2 Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials, from interior and exterior finished surfaces including glass and other polished surfaces.
- .3 Clean lighting reflectors, lenses and other lighting surfaces.
- .4 Broom clean paved surfaces; rake clean other ground surfaces.
- .5 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
- .6 Clean all gutters.

## **SECTION 07311 – ASPHALT SHINGLES AND ALLIED WORK**

### **1. GENERAL**

#### .1 Related Work

Flashing and Valley Metal, Metal Flashing and Trim: Section 07620

#### .2 Description of Work

Work under this contract includes repairs and/or replacement to asphalt shingle roofing on various types of buildings.

#### .3 Reference Standards

Do asphalt shingle work to CRCA Specification SH-1, except where specified.

### **2. PRODUCTS**

#### .1 Materials

##### a) Asphalt shingles: to ASTM D3018 Type 1.

- i. Laminated shingle, 40 yr. Shingles giving coverage of 3m<sup>2</sup> with a minimum 15 yr algae resistant system integral with the shingle. Colour to be determined on site.
- ii. Low slope type, 34.2kg per 18 shingles giving a coverage of 3m<sup>2</sup>. Colour to be determined on site.

##### b) Roll Roofing

- i. Mineral surfaced: to CSA A123.2-M1979, Type M (90lb)
- ii. Smooth surface: to CSA A123.2-M1979, Type S (50lb)

##### c) Underlayment

- i. High performance roll sheet to ASTM 226-97a and CSA A123.98

##### d) Lap cement: to CGSB 37-GP-4Ma.

##### e) Nails: to CSA B111-1974. Table 12, of hot galvanized steel, sufficient length to penetrate deck at least 20 mm with minimum length of 1-1/4". Staples not permitted.

##### f) Roof jack: 24.4kg/m<sup>2</sup> (5lbs/sq ft) lead with a base flange 200 mm (8") beyond the perimeter of the jack. Height to suit height of vent pipes. Counter flash with lead cap turned into vent pipe.

##### g) Roof sheathing: Board, Sheathing and Form Lumber category, "Construction" grade Douglas fir: to NLGA 1991, Standard Grading Rules for Canadian Lumber. Nominal Size: 25 x 200 mm.

##### h) Nails: use common nails, hot dipped galvanized finish steel, conform to CSA B111.

##### i) Lumber: to NLGA, light framing category, "Construction" grade, Douglas fir.

##### j) Sealing compound (flashing): one component silicone base.

##### k) Zinc Strip: 0.41 x 76 mm (0.16" x 3") for moss control.

##### l) Plastic cement: to CGSB 37-GP-5M

##### m) Plywood: Douglas fir to CSA 0121-M1078, select sheathing grade, 9mm (3/8") thick.

##### n) Fascia boards: Douglas fir, NLGA light framing. No. 2 grade, S4S, 15% moisture content. Dimensions as specified.

- o) Roof ventilators: aluminum of thickness not less than 0.65 mm (0.0254") CSA approved screened and providing min. 90 sq. in free air.

### 3. EXECUTION

#### .1 Protection

Supply and maintain temporary covering to protect buildings and contents from inclement weather during progress of work until such time that the new roofing is completed.

#### .2 Removal

- a) Remove all roofing materials down to original roof decks and to original roof decks of dormers and porches.
- b) Remove all metal flashing
- c) Remove all roof jacks.
- d) Remove all roof ventilators.
- e) Remove all saddles at chimneys.
- f) Remove rotted or unserviceable wood sheathing boards.
- g) Remove any redundant pipes.
- h) Remove all projections that would cause damage to new roofing materials.
- i) Dispose of in accordance with local regulations.

#### .3 Preparation

- a) Cover knotholes with galvanized sheet metal nailed in place.
- b) Re-nail loose decking and sheathing.
- c) Keep all roof decks dry.

#### .4 Repair Existing Roof Decks (Unit Price) All Work sites

- a) Remove all rotted or otherwise serviceable roof sheathing as directed by the Technical Authority. Cut sheathing on centre line of a bearing.
- b) Install new fir sheathing where deteriorated wood has been removed. Securely fasten each piece with two nails at each bearing.
- c) Method of Measurement for payment:  
Payment shall be based on the unit price tendered and the actual quantities of material incorporated in the work. The Contractor and the Technical Authority shall measure and agree on the site and quantities incorporated in the work.

#### .5 Roofing System Application (All work sites)

- a) Apply new roofing systems in accordance with CRCA Specifications SH-1.
- b) Install smooth surface roll roofing eaves protection extending a minimum 750 mm (29 – ½") inside the inner face of the exterior wall.
- c) Install mineral surfaced roll roofing starter strip. (Shingles shall overhang at eaves min. 20 mm and max. 32 mm).
- d) Install one row of butt shingles up each gable as edging strip.
- e) Install interlocking type shingles.
- f) Install sheet metal valley flashing at all valleys. All valleys to be "open" type.
- g) Metal flashing around all chimneys, including soakers, corner pieces, aprons, counter flashing and stepped counter flashing.
- h) Install sheet metal flashing at intersection of asphalt shingles and vertical surfaces.
- i) All shingle sheet metal shall be bedded in full continuous coating of plastic cement.

- j) All shingles shall be face nailed at rakes of gables.
  - k) Install hip and ridge capping using strip shingles cut into individual units or individual shingles manufactured for this purpose.
  - l) Install new roof jacks and new roof ventilators etc. and properly flash into new roofing system.
  - m) Make good vertical surfaces of masonry, stucco and cladding after insertion of metal flashing. Use materials of like kind, quality, texture, finish and colour of existing adjacent material.
- .6 Moss Control
- a) At all ridges and hips install continuous zinc strips for moss control.
  - b) Insert 25 mm (1") of zinc strip under the lower edges of all ridge and hip capping, leaving 51 mm (2") of zinc to the weather.
  - c) Bed zinc strips in a continuous 25 x 3 mm thick (1" x 1/8") thick bed of lap cement.
  - d) Lap ends with galvanized roofing nails, intermediate nails at 915 mm (3'-0') oc. Locate nails to be covered by capping. Cover nail heads with lap cement.
- .7 Roof Jacks
- a) Flash new roof jacks into shingle roofing. Bed flanges in a continuous coating of plastic cement. Trim pipe to suit height of new roof jacks.
  - b) Counter flash with lead cap rolled into vent pipe.
  - c) .8 Roof Ventilation
  - d) Replace all existing roof ventilators and install new aluminum. Re-use existing only when requested.
  - e) Flash new ventilators into new shingle roofing. Bed flanges in a continuous coating of plastic cement.

## **SECTION 07535 – MODIFIED BITUMINOUS SHEET ROOFING AND BUILT-UP ROOFING**

### **1. RELATED WORK SPECIFIED ELSEWHERE**

- .1 Metal Flashing: Section 07620
- .2 Description of Work  
This section covers the repair and installation of modified bituminous and built-up roofing on various types of buildings.

### **2. PRODUCTS**

- .1 Materials
  - a) Asphalt: to CSA A123.4-M1979, Type 3.
  - b) Asphalt primer: to CGSB 37-GP-9M.
  - c) Felts: No. 15 asphalt saturated organic roofing felt (perforated) to CSA 123.3-M1979.
  - d) Black neoprene caulking: as supplied by manufacturer of the rubber asphalt membrane Gibson Homans or approved equal.
  - e) Sealing compound: to GCSB 37-GP-29M, rubber asphalt type.
  - f) Sealing compound: clear sealant for exposed fasteners on aluminum flashings, to CGSB-19.13-M82.
  - g) Modified bituminous membranes:
    - Type 2a, Class C, Grade 1 conforming to CGSB 37-GP-56M.
    - Base sheet to have a minimum of 180 g/m<sup>2</sup> of non-woven polyester and be a minimum of 2 mm thick.
  - h) Membrane cap sheet:
    - i. Torchable membrane with non-woven polyester insert.
    - ii. Type 1, Class A, Grade 2 conforming to CGSB 37-GP-56M.

- iii. Cap sheet to have a minimum of 12% SBS, minimum of 250 g/m<sup>2</sup> of non-woven polyester and be a minimum of 4 mm thick. Colour – to be determined by the Technical Authority.
  - i) Membrane flashing sheet:
    - i. A fully torchable membrane, Type 2a, Class C, conforming to CGSB 37-GP-56M.
    - ii. Flashing membrane to have a minimum of 12% SBS, minimum of 180 g/m<sup>2</sup> of non-woven polyester and be a minimum of 3 mm thick.
  - j) The following membranes are approved for this project:
    - i. Soprema:
      - A. Base sheet: Elastophene 180 PS
      - B. Cap sheet: Sopralene 250 Flam.
      - C. Flashing sheet: Sopralene Flam 250 Granular.
    - ii. IKO
      - A. Base sheet: Modiflex MP-180-FS-Base.
      - B. Flashing sheet: Torchflex TP-180-FF-Base.
      - C. Cap sheet: Torchflex TP-250-Cap
    - iii. Bakor
      - A. Base sheet: Vedaflex NP180p/s Base Sheet.
      - B. Flashing sheet: Vedaflex NP180p/p Base Sheet
      - C. Cap sheet: Vedaflex NP250gT4 Cap Sheet.
  - k) Rigid roof insulation: fibreglass insulation board, to CGSB 51-GP-31M; Polyisocyanurate board to CGSB 51.26
  - l) Metal flashing: as per Section 07620.
- .2 Compatibility
- a) Compatibility between components of the roofing system is essential. Bituminous adhesives, membranes and surface coatings, which are to be incorporated into the system, must be compatible with each other.
  - b) The Contractor shall be responsible for ensuring that all items he elects to use are compatible with each other.
  - c) Where all materials are to be supplied by the same manufacturer, written confirmation of compatibility from the manufacturer is acceptable.
  - d) When more than the one manufacturer is involved, the Contractor shall provide proof of compatibility.
- .3 Identification and Delivery
- a) Indicate on containers or wrappings:
    - i. Manufacturer's name and brand.
    - ii. Compliance with applicable standards.
    - iii. Mass, where applicable.
  - b) Deliver material in original containers, sealed with labels intact.
  - c) Deliver fasteners in boxes or kegs and keep in protective storage until used. Do not oil or grease.

### 3. EXECUTION

#### .1 Storage and Handling

- a) Provide and maintain dry, off-ground weatherproof storage.
- b) Store rolls of roofing on end.
- c) Remove only in quantities required for same day use.
- d) Storage of materials or traffic on adjoining roof surfaces will not be permitted.

.2 Cold Weather Precautions

- a) Avoid throwing or dropping rolls of roofing as impact may fracture materials.
- b) When temperature is below 10°C exercise care in unrolling felts as sudden bending may cause cracks.

.3 Weather Limitations

- a) Do roofing work only when temperature is above 5°C and in dry weather.
- b) Use only dry materials.
- c) Protect work and materials from snow and rain.
- d) Undertake only work that can be completed same day prior to precipitation.

.4 Plant and Equipment

- a) Contractor to provide his roofing crew supervisor with a hand-held thermometer such that mopping temperature of asphalt will be checked frequently and as requested by the Technical Authority.
- b) Bobcat size machines for tear-off of roofing are not permitted. Hand spudding only.
- c) Size and type of torch for torching membranes to be as recommended by membrane manufacturer's representative.

.5 Repairs to Built-up and Modified Bituminous Roofing

- a) Repairs to built-up roofing systems will include, but will not be limited to:
  - i. Removal of gravel to expose roof membrane
  - ii. Repairs to felt membrane.
  - iii. Repairs to membrane flashing
  - iv. Repairs to metal flashing.
  - v. Repairs to modified bituminous membranes.
- b) All repairs to built-up roofing and modified bituminous roofing shall be done in strict accordance with the Technical Authority's directions.

## **SECTION 07610 – SHEET METAL ROOFING**

### **1. GENERAL**

.1 Description of Work

This section covers the fabrication and installation of job site manufactured standing seam sheet metal roofing on various types of buildings.

### **2. PRODUCTS**

.1 Materials

- a) Sheet steel: commercial quality, aluminum zinc alloy coated (for roofing) to ASTM A792.
  - i. Base thickness: minimum 0.660 mm (24 ga).
  - ii. Aluminum/zinc coating: 140 g/m<sup>2</sup> single spot.
  - iii. Steel paint system: pre-painted to Dofasco 5000 series specifications. Colour: as selected by the Technical Authority.
- b) Metal roofing shall be manufactured in accordance with the job site manufactured system similar to the product produced by the KR-12 Knudson Portable Panel Equipment.

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- c) Roof panels to be roll formed 508 mm wide with two ribs spaced oc between the standing seams and running the entire length of the panel. The standing seam is to be an integral part of the profile, with a continuous job seamed rib to ensure positive watertight interlocking connection. Standing seam profile shall be 38 mm high.
  - d) Ridge capping and metal flashing: factory or field formed from the same material, gauge and finish as the roof panels.
  - e) Clips to fasten roof cladding to roof deck: factory performed of sheet steel same as roof cladding and slotted to provide the necessary thermal movement.
  - f) Screws to fasten to clips to roof deck: cadmium plated steel sheet metal No. 8 flat pan head 1-1/4" long.
  - g) Touch-up paint: as recommended by the metal roofing manufacturer.
  - h) Sealants: one component polyurethane.
  - i) Standard of Acceptance: sonolastic NP1 by Sonneborn.
    - i. Primer: as recommended by sealant manufacturer.
  - j) Underlay sheet: SBS modified bituminous roll roofing, complete with release paper backing. Self-adhesive sheet to have fiberglass reinforcement and be a minimum 1.5 mm thick. Acceptable product: Vedagard – by Bakor, or Ice and Water Shield – by Iko.
  - k) Pin bolt to secure metal flashing to masonry: ZUMAC pin bolt by Hilti. Die cast zinc and aluminum alloy body, zinc coated steel pin. Anchor size 7 x 25 mm.
  - l) Neoprene caulking: as supplied by Gibson Homans or equal.
- .2 Compatibility
- a) Compatibility between components of the roofing system is essential. Bituminous adhesives, membranes and surface coatings, which are to be incorporated into the system, must be compatible with each other.
  - b) The Contractor shall be responsible for ensuring that all items he elects to use are compatible with each other.
  - c) Where all materials are to be supplied by the same manufacturer, written confirmation of compatibility from the manufacturer is acceptable.
  - d) When more than one manufacturer is involved, the Contractor shall provide proof of compatibility.
- .3 Identification and Delivery
- a) Indicate on containers or wrappings:
    - i. Manufacturer's name and brand.
    - ii. Compliance with applicable standards.
    - iii. Mass, where applicable.
  - b) Deliver material in original containers, sealed with labels intact.
  - c) Deliver fasteners in boxes or kegs and keep in protective storage until used. Do not oil or grease.
- .4 Product Data
- a) Upon request from the Technical Authority, supply 3 copies of purchase orders to the Technical Authority:
    - i. Purchase order number.
    - ii. Suppliers name and address
    - iii. Purchasers name and address
    - iv. Contract number and DND job number.
    - v. Material and governing specification including type, grade, colour, class and quantity.
    - vi. Shipping instructions.
    - vii. Destination.

### 3. EXECUTION

.1 Storage and Handling

- a) Provide and maintain dry, off-ground weatherproof storage.
- b) Store rolls of roofing on end.
- c) Remove only in quantities required for same day use.

.2 Cold Weather Precautions

- a) Avoid throwing or dropping rolls of roofing as impact may fracture materials.
- b) When temperature is below 10 c exercise care in unrolling felts as sudden bending may cause cracks.

.3 Weather Limitations

- a) Do roofing work only when temperature is above 5 C and in dry weather.
- b) Use only dry materials
- c) Protect work and materials from snow and rain.
- d) Undertake only work that can be completed same day or prior to precipitation.
- e) If underlay sheet gets damaged, remove and replace with new material.

.4 Protection

- a) Provide covering for walls and adjacent work and trees, shrubbery and grass, where materials hoisted or used.
- b) Provide warning signs and barriers. Maintain in good order until completion of work.
- c) The contractor, at the request of the Technical Authority, shall be required to provide labour and materials to provide dust cover protection for interior of buildings.
- d) Removal of dust/dirt covers from interior of building following completion of roofing work.
- e) Clean off drips and smears of bituminous material.
- f) Dispose of rainwater off roof and away from face of building.
- g) Prevent traffic over completed roofing except where required by work above roof level. Comply with precautions deemed necessary by the Technical Authority. Repair damage caused by non-compliance with the Technical Authority's requirement.
- h) At end of each day's work or when stoppage occurs due to inclement weather provide protection for completed work and materials out of storage.
- i) Provide and maintain temporary coverings to protect building and contents from precipitation until new roofing and flashing are installed.

.5 Removals

- a) Remove all existing roofing materials down to the wood roof deck. Remove nails and other projections from top surface of wood deck. Inspect and repair deck as required in accordance with Section 07311.
- b) Dispose of all existing roofing in accordance with local regulations.

.6 Installation of Underlay Sheet

- a) Cover entire roof deck with one ply of underlay sheet installed parallel to roof slope. 3 in 12 or less, perpendicular to roof slope greater than 3 in 12.
- b) Nail underlay sheet securely to roof deck with roofing nails spaced at 150 mm oc along seams and end laps.

.7 Install Sheet Metal Roofing

- a) Form roof panel flashing and ridge capping, square, true and accurate to size, free from distortion and other defects.

- b) Form each panel to span from ridge to eaves projection in one piece. The projection beyond the eaves fascia board shall be 25 mm to lead into gutter.
- c) Roof panel side laps to be standing single lock seams. Side laps to have sealant continuously applied.
- d) Secure clips to roof deck using two screws at each clip to provide the necessary strength and rigidity to the satisfaction of the Technical Authority.
- e) Hold down clips shall be mechanically locked in the seam, and shall be located vertically 610 mm oc for the remainder of the panel.
- f) Install metal flashing in complete accordance with the job site manufactured metal roof panel system.
- g) Bend metal roofing at ridge, complete with sealant, to provide waterproof closures.
- h) Install ridge capping complete with mechanical fasteners and sealant. Fasteners to be installed at the rate of one fastener into each roof panel closure along each side of ridge. (508 mm oc).

## **SECTION 07620 – METAL FLASHING AND TRIM**

### **1. GENERAL**

#### **.1 Related Work**

- a) Asphalt Shingles: Section 07311
- b) Modified Bituminous Sheet Roofing and Built-up Roofing: Section 07535

### **2. PRODUCTS**

#### **.1 Sheet Metal Materials**

- a) General flashing and valleys: galvanized steel sheet, commercial quality to ASTM A526-1 (1975) with G90 designation zinc coating to ASTM A525-78, core thickness 0.45 mm and finished with baked-on enamel. (Brown – colour).

#### **.2 Accessories**

- a) Plastic Cement: to CGSB 37-GP-5M.

#### **.3 Fabrication**

- a) Fabricate metal flashings and other sheet metal work in accordance with applicable CRCA 'EL' series specification as indicated.
- b) Fabricate aluminum flashings and other sheet aluminum work in accordance with Aluminum Association "Aluminum Sheet Metal Work in Building Construction – 1971".
- c) Form pieces in 2400 mm maximum lengths. Make allowance for expansion at joints.
- d) Hem exposed edges on underside 12 mm. Miter and seal corners with sealant.
- e) Form sections square, true and accurate to size, free from distortion and other defects detrimental to appearance or performance.
- f) Apply isolation coating to metal surfaces to be embedded in concrete or mortar.

### **3. EXECUTION**

#### **.1 Installation**

- a) Install sheet metal work in accordance with CRCA specifications and Aluminum Sheet Metal Work in Building Construction – 1971 as detailed.
- b) Use concealed fastenings except where approved before installation.
- c) Counter flash metal flashings at inter-sections of roof with vertical surfaces. Flash joints using S-lock forming tight fit over cleats.

- d) Lock end joints and caulk with clear sealant.
- e) Apply caulking over screws or pins securing metal flashing to vertical surfaces.

## ESTIMATES AND INVOICING

- .1 Estimates and invoices are to be broken down and detailed as per the Price Proposal in a line item format specifying the number of squares multiplied by the unit price for each component listed in the Basis of Payment.
- .2 Estimates are to be completed and emailed, or hand delivered to the Technical Authority within 10 business days of the site visit between the Contractor and the Technical Authority.
- .3 Upon completion of work, all warranty paperwork is to be completed by the Contractor and forwarded to the Technical Authority. Work will be deemed incomplete if the warranty paperwork doesn't come with or before the invoice arrives and invoices will not be paid until all work is complete, which includes warranty paperwork.

## CONSTRUCTION SITE HEALTH AND SAFETY

### 1. References

- .1 Canada Labour Code - Part II, Canada Occupational Health and Safety Health Regulations.
- .2 National Building Code of Canada (NBC):
  - a) Part 8, Safety Measures at Construction and Demolition Sites.
- .3 Fire Commissioner of Canada (FCC):
  - a) FCC No. 301-1982, Standard for Construction Operations.
  - b) FCC No. 302-1982, Standard for Welding and Cutting.
- .4 Province of British Columbia:
  - a) Workers Compensation Act (Occupational Health & Safety), Amendment Act, BC. Reg. 185/99, herein referred to as the Workers Compensation Act (WCA).
- .5 Yukon Territory:
  - a) Occupational Health and Safety Act, R.S.Y. 1986.
- .6 Canadian Standards Association (CSA):
  - a) CSA S269.1-1975 (R1998), Falsework for Construction Purposes.
  - b) CSA S269.2-M87 (R1998), Access Scaffolding for Construction Purposes.
  - c) CSA-S350-M1980(R1998), Code of Practice for Safety in Demolition of Structures.
- .7 American National Standards Institute (ANSI):
  - a) ANSI A10.3, Operations – Safety Requirements for Powder- Actuated Fastening Systems.

### 2. Workers' Compensation Board Coverage

- .1 Comply fully with the Workers' Compensation Act, regulations and orders made pursuant thereto, and any amendments up to the completion of the work.
- .2 Maintain Workers' Compensation Board coverage during the term of the Contract, until and including the date that the Certificate of Final Completion is issued.

### 3. Compliance with Regulations

- .1 PWGSC may terminate the Contract without liability to PWGSC where the Contractor, in the opinion of PWGSC, refuses to comply with a requirement of the Workers' Compensation Act or the Occupational Health and Safety Regulations.

- .2 It is the Contractor's responsibility to ensure that all workers are qualified, competent and certified to perform the work as required by the Workers' Compensation Act or the Occupational Health and Safety Regulations.

#### **4. Submittals**

- .1 Make submittals in accordance with instructions or as specified.
- .2 Submit the following:
  - a) Health and Safety Plan.
  - b) Copies of reports or directions issued by federal and provincial health and safety inspectors.
  - c) Copies of incident and accident reports.
  - d) Complete set of Material Safety Data Sheets (MSDS), and all other documentation required by Workplace Hazardous Materials Information System (WHMIS) requirements for products used on project.
  - e) Emergency procedures.
- .3 The Technical authority will review the Contractor's site-specific project Health and Safety Plan and emergency procedures, and provide comments to the Contractor within 5 days after receipt of the plan. Revise the plan as appropriate and resubmit to the Technical authority for review upon request.
- .4 Medical surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of work, and submit additional certifications for any new site personnel to the Technical authority.
- .5 Submission of the Health and Safety Plan, and any revised version, to the Technical Authority is for information and reference purposes only. It shall not:
  - a) Be construed to imply approval by the Technical authority.
  - b) Be interpreted as a warranty of being complete, accurate and legislatively compliant.
  - c) Relieve the Contractor of his legal obligations for the provision of health and safety on the project.

#### **5. Responsibility**

- .1 Be responsible for:
  - a) The safety of persons and property on site; and
  - b) The protection of persons off site, and the environment to the extent that they may be affected by the conduct of the work.

#### **6. General Condition**

- .1 Provide safety barricades and lights around work site as required to provide a safe working environment for workers and protection for pedestrian and vehicular traffic.
- .2 Ensure that non-authorized persons are not allowed to circulate in designated construction areas of the work site.
  - a) Provide appropriate means by use of barricades, fences, warning signs, traffic control personnel, and temporary lighting as required.
  - b) Secure site at night time [or provide security guard] as deemed necessary to protect site against entry.

#### **7. Regulatory Requirements**

- .1 Comply with specified codes, acts, bylaws, standards and regulations to ensure safe operations at site.
- .2 In event of conflict between any provision of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Technical Authority will advise on the course of action to be followed.

#### **8. Work Permits**

- .1 Obtain building permit[s] related to project before start of work.

#### **9. Filing of Notice**

- .1 The General Contractor is to complete and submit a Notice of Project as required by provincial/ territorial authorities.

## 10. Health and Safety Plan

- .1 Conduct a site-specific hazard assessment based on review of Contract documents, required work, and project site. Identify any known and potential health risks and safety hazards.
- .2 Prepare and comply with a site-specific project Health and Safety Plan based on hazard assessment, including, but not limited to, the following:
  - a) Primary requirements:
    - i. Contractor's safety policy.
    - ii. Identification of applicable compliance obligations.
    - iii. Definition of responsibilities for project safety/organization chart for project.
    - iv. General safety rules for project.
    - v. Job-specific safe work, procedures.
    - vi. Inspection policy and procedures.
    - vii. Incident reporting and investigation policy and procedures.
    - viii. Occupational Health and Safety Committee/Representative procedures.
    - ix. Occupational Health and Safety meetings.
    - x. Occupational Health and Safety communications and record keeping procedures.
  - b) Summary of health risks and safety hazards resulting from analysis of hazard assessment, with respect to site tasks and operations which must be performed as part of the work.
  - c) List hazardous materials to be brought on site as required by work.
  - d) Indicate the engineering and administrative control measures to be implemented at the site for managing identified risks and hazards.
  - e) Identify personal protective equipment (PPE) to be used by workers.
  - f) Identify personnel and alternates responsible for site safety and health.
  - g) Identify personnel training requirements and training plan, including site orientation for new workers.
- .3 Develop the plan in collaboration with all subcontractors. Ensure that work/activities of subcontractors are included in the hazard assessment and are reflected in the plan.
- .4 Revise and update Health and Safety Plan as required, and resubmit to the Technical Authority.
- .5 The review of Health and Safety Plan by the Technical Authority shall not relieve the Contractor of responsibility for errors or omissions in final Health and Safety Plan or of responsibility for meeting all requirements of construction and Contract documents.

## 11. Emergency Procedures

- .1 List standard operating procedures and measures to be taken in emergency situations. Include an evacuation plan and emergency contacts (i.e. names/telephone numbers) of:
  - a) Designated personnel from own company.
  - b) Regulatory agencies applicable to work and as per legislated regulations.
  - c) Local emergency resources.
  - d) Technical authority [site staff].
- .2 Include the following provisions in the emergency procedures:
  - a) Notify workers and the first-aid attendant, of the nature and location of the emergency.
  - b) Evacuate all workers safely.
  - c) Check and confirm the safe evacuation of all workers.
  - d) Notify the fire department or other emergency responders.

- e) Notify adjacent workplaces or residences which may be affected if the risk extends beyond the workplace.
- f) Notify the Technical authority [site staff].
- .3 Provide written rescue/evacuation procedures as required for, but not limited to:
  - a) Work at high angles.
  - b) Work in confined spaces or where there is a risk of entrapment.
  - c) Work with hazardous substances.
  - d) Underground work.
  - e) Work on, over, under and adjacent to water.
  - f) Workplaces where there are persons who require physical assistance to be moved.
- .4 Design and mark emergency exit routes to provide quick and unimpeded exit.
- .5 At least once each year, emergency drills must be held to ensure awareness and effectiveness of emergency exit routes and procedures, and a record of the drills must be kept.
- .6 Revise and update emergency procedures as required, and resubmit to the Technical Authority.

## **12. Hazardous Products**

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials, and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to the Technical Authority and in accordance with the Canada Labour Code.

## **13. Electrical Safety Requirements**

- .1 Comply with authorities and ensure that, when installing new facilities or modifying existing facilities, all electrical personnel are completely familiar with existing and new electrical circuits and equipment and their operation.
  - a) Before undertaking any work, coordinate required energizing and de-energizing of new and existing circuits with the Technical Authority.
  - b) Maintain electrical safety procedures and take necessary precautions to ensure safety of all personnel working under this Contract, as well as safety of other personnel on site.

## **14. Electrical Lock-out**

- .1 Develop, implement and enforce use of established procedures to provide electrical lock-out and to ensure the health and safety of workers for every event where work must be done on any electrical circuit or facility.
- .2 Prepare the lock-out procedures in writing, listing step-by-step processes to be followed by workers, including how to prepare and issue the request/authorization form. Have procedures available for review upon request by the Technical Authority.
- .3 Keep the documents and lock-out tags at the site and list in a log book for the full duration of the Contract. Upon request, make such data available for viewing by the Technical Authority or by any authorized safety representative.

## **15. Overloading**

- .1 Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.

## **16. Falsework**

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

## **17. Scaffolding**

- .1 Design, construct and maintain scaffolding in a rigid, secure and safe manner, in accordance with CAN/CSA-S269.2.

## **18. Confined Spaces**

- .1 Carry out work in confined spaces in compliance with provincial/territorial regulations.

## **19. Fire Safety and Hot Work**

- .1 Obtain the Technical Authority's authorization before any welding, cutting or any other hot work operations can be carried out on site.
- .2 Hot work includes cutting/melting with use of torch, flame heating roofing kettles, or other open flame devices and grinding with equipment which produces sparks.

## **20. Fire Safety Requirements**

- .1 Store oily/paint-soaked rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site on a daily basis.
- .2 Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

## **21. Fire Protection and Alarm Systems**

- .1 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.
- .2 Do not use fire hydrants, standpipes and hose systems for purposes other than fire fighting.
- .3 Be responsible/liable for costs incurred from the fire department, the building owner and the tenants, resulting from false alarms.

## **22. Unforeseen Hazards**

- .1 Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of the work, immediately stop work and advise the Technical authority verbally and in writing.

## **23. Correction of Non-Compliance**

- .1 Immediately address health and safety non-compliance issues identified by the Technical authority.
- .2 Provide the Technical Authority with written report of action taken to correct non-compliance with health and safety issues identified.
- .3 The Technical Authority may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time. The General Contractor/subcontractors will be responsible for any costs arising from such a "stop work order".

**END OF APPENDIX 3 - STATEMENT OF WORK**

## APPENDIX 4 - MANDATORY EVALUATION REQUIREMENTS

### GENERAL INFORMATION

Using the form provided or an equivalent form with the same information, provide a response to each of the mandatory requirements. Canada reserves the right to verify the information provided and to confirm the certification. Failure by the Offeror to provide the required evidence or in the event that the evidence cannot be verified shall result in the Offeror being disqualified and no further consideration being given to the Offeror. Any blank responses will result in the offer being disqualified with no further consideration being given to the Offeror.

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

Offers will be evaluated to determine their compliance with the following mandatory submissions:

1. Completion of the Appendix 1 - Price Proposal Form
2. Completion of the Appendix 4 - Mandatory Evaluation Requirements.
3. Completion of the Appendix 6 - Covid-19 Vaccination Requirement Certification

**Failure to meet all the mandatory requirements will render the offer as non-responsive.**

MANDATORY CRITERIA	MET (Check the box below if you have met the requirement)	Where in your proposal can this information be found?
Mandatory Trade Certification: The offeror is required to provide valid certification with the Roofing Contractors Association of British Columbia (RCABC) which attests that they are a member in good standing.		

**END OF APPENDIX 4 - MANDATORY EVALUATION REQUIREMENTS**

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**APPENDIX 5 - 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.*

**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:


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## APPENDIX 6 - 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.

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



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	DND	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 SOA contract required for roofing services. For repairs, replacement and servicing of various roofs of buildings maintained by RPOPS within their AOR at CFB Esquimalt and surrounding areas in the Pacific Region		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont associées aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

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

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

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

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

Special comments:  
Commentaires spéciaux: \_\_\_\_\_

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

10. b) May unsecured 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 unsecured 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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	RESTRICTED	CONFIDENTIAL	SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION / RESTRICTÉE	NATO CONFIDENTIAL	A		B	C					
Information / Assis. Remplissem. / Plans 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 L'ÉVALUÉ 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 L'ÉVALUÉ 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).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres mouillées) Minsik Eum		Title - Titre Contract Supervisor	Signature <i>Minsik Eum</i> MINSIK EUM (CAPT) CONTRACTS SUPERVISOR (514) 967-2677
Telephone No. - N° de téléphone 514-967-2677	Facsimile No. - N° de télécopieur 250-353-5324	E-mail address - Adresse courriel Minsik.Eum@forces.gc.ca	Date DEC 15 2021
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres mouillées) Sasa Medjovic		Title - Titre Senior security analyst	Signature <i>Sasa Medjovic</i> MEDJOVIC, SASHA 234 <small>Digitally signed by MEDJOVIC, SASHA 234 DN: cn=SASHA 234, o=FORCES ARMÉES CANADIENNES, ou=234, email=SASHA234@forces.gc.ca Reason: I am the author of this document Locales: en-gb, fr-fr, en-us, en-ca Date: 2022.01.19 13:49:47 PostPDF Editor Version: 11.02</small>
Telephone No. - N° de téléphone 613-986-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres mouillées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
<div style="border: 1px solid black; padding: 2px;">                 Janette Meinert                  Contract Security Officer                  Janette.Meinert@tpsgc-pwgscc.gc.ca             </div>		Title - Titre	Signature <i>Janette Meinert</i> Meinert, Janette Digitally signed by Meinert, Janette Date: 2022.01.19 13:49:47 -05'00'
		E-mail address - Adresse courriel	Date

**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

<b>Description and Location of Work</b> Roofing SOA Various locations operated by CFB Esquimalt on Vancouver Island, BC	Standing Offer No. W684Q-220181/001/PWY
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured

*Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services*

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

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

## 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.

### Builder's Risk / Installation Floater

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

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

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

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

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

### Contractors Pollution Liability

The policy must have a limit usual for a contract of this nature, but not less than \$1,000,000 per incident or occurrence and in the aggregate.



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**ANNEX D - LISTING OF SUBCONTRACTORS/SUPPLIERS**

**(Could be asked for on individual call-ups)**

On request from the Project Manager, to be submitted on call-ups

**LISTING OF SUBCONTRACTORS AND SUPPLIERS**

The Offeror must submit the list of Subcontractors/Suppliers for any division of the Work as listed in the table below. If "own forces" of the General Contractor are planned to be used to execute certain division(s) of work, it must also be indicated in the table below.

	Subcontractor/Supplier	Division
1		
2		
3		
4		

**ANNEX E - 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. Call-up no. - N° de commande

Dated and the terms and conditions therein, you are requested to carry out the work described below. Conformément à l'OFFRE PERMANENTE N° 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
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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