

## **REQUEST FOR STANDING OFFER (RFSO)**

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

Electrical Service and Maintenance  
Nanaimo and Nanoose Bay, BC

### **IMPORTANT NOTICE TO OFFERORS**

#### **See recently adopted changes**

Suppliers are required to submit offers electronically using the Canada Post CPC Connect application for the subject RFSO. 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.

Please refer to GI06 Submission of offer for additional details.

Faxed and hard copy (submitted in person or via mail/courier) offers will NOT be accepted for the subject RFSO.

SI09 Security Clearance Requirements has changed

#### **THIS DOCUMENT CONTAINS A SECURITY CLEARANCE REQUIREMENT**

For further instructions please consult "Special Instruction to Offeror", SI09, "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 SC03 Transition to an e-Procurement Solution (EPS).

#### **ENQUIRIES**

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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 (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 **Canada Post Corporation (CPC) Connect service**, see instructions in GI06.2f 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 must 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.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an 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.

#### **GI06 (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 letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile 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).

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

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of 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.

## GI08 (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.

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### **GI09 (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>.

### **GI10 (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.

### **GI11 (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.

### **GI12 (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.

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

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

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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 Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to one Standing Offer, each for a period of three years plus an option to extend by two consecutive one year option periods. The total dollar value of all Standing Offers is estimated to be \$1,102,500.00 (GST included). Individual call-ups will vary up to a maximum of \$100,000.00 (GST 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 [delia.martin@pwgsc.gc.ca](mailto:delia.martin@pwgsc.gc.ca). Enquiries should be received no later than (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the offer being declared non-compliant.

### SI04 QUANTITY

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

### SI05 PWGSC OBLIGATION

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

## SI06 REVISION OF OFFER

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

## SI07 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.

## SI08 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.

## SI09 SECURITY CLEARANCE REQUIREMENTS

1. **Application For Registration (AFR) form for Canadian legal entities or Initial International Security Screening (IISS) form for foreign suppliers.**  
All offerors **must** provide a completed **AFR or IISS form**, as applicable, with their offer. Failure to comply with this requirement may result in the offer being declared non-compliant. The AFR (Appendix 7) and IISS (Appendix 8) forms and instructions are included in Appendices attached to this RFSO.
2. Before issuance of a standing offer, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions.
3. 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.

4. 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.
5. 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.

## SI10 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.

## SI11 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>

## **SI12 BRITISH COLUMBIA PROVINCIAL SALES TAX ACT – REAL PROPERTY CONTRACTORS**

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

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

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

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

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

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

GC1	General Provisions – Construction Services	R2810D	(2017-11-28);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2019-11-28);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D 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 Technical Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

### SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for for three (3) years commencing from the start date identified on the Standing Offer.

The Offeror hereby grants to Canada two (2) irrevocable options to extend the term of the Standing Offer each for an additional consecutive twelve (12) month period, under the same terms and conditions as contained in the Standing Offer. It is to be noted that Canada is not obliged to exercise any of these two (2) options. 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 or the expiry date of an exercised option period.

### 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).

### SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
  - a. Departmental Representative / Technical Authority will establish the work requirements to be provided.
  - b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Technical Authority / 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 Technical Authority / 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 : Delia Martin  
Title : Supply Specialist  
Department : Public Works and Government Services Canada  
Division : Procurement Branch – Real Property Contracting  
Telephone : 778-707-2139  
e-mail : [delia.martin@pwgsc.gc.ca](mailto:delia.martin@pwgsc.gc.ca)

The Technical Authority / 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 Technical Authority / Departmental Representative is:

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

The selected Offeror for the standing offer is :

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

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## SUPPLEMENTARY CONDITIONS (SC)

### SC01 SECURITY CLEARANCE REQUIREMENTS, DOCUMENT SAFEGUARDING

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

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

### 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 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

Electrical Service & Maintenance  
Nanaimo and Nanoose Bay, 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

The prices per unit will govern in establishing the Estimated Total Amount. Any arithmetical errors in this Unit Price Schedules will be corrected by Canada.

1. Each item specified in the Unit Price Schedule in Prices include wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
2. Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in the Unit Price Schedule of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
3. The prices of this Offer include all applicable federal, provincial, and municipal taxes.
  - i. However, they do not include any amount for the Goods and Services Tax Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST 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.
  - ii. 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.
  - iii. The prices requested in the Offer are:
    - a. hourly rates for regular hours;
    - b. hourly rate for each hour outside of regular hours; and
    - c. mark up on allowance for unspecified material, replacement parts, required permits and certificates for purposes of evaluation.
    - d. mark up on allowance for rental equipment

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:

- a. labour including supervision, allowances and liability insurance;
- b. travel time;
- c. transportation/vehicle expenses;
- d. tools and tackle;
- e. overhead and profit;
- f. any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

4. It is considered that regular hours of work fall between 0730 and 1700 hours, Monday to Friday except for Winchelsea Island where regular hours of work are 0700 to 1630 Monday to Friday.

5. Travel and Living Expenses:

Firms are advised that any travel time and travel-related expenses associated with the delivery of services within a 50 km radius of CFMETR Nanoose, 3400 Fairwind Drive, Nanoose, B.C., and Nanaimo Armouries – 703 Nanaimo Lake Road, Nanaimo, B.C are to be calculated as an integral part of the hourly rates. For delivery of services outside of this 50 km radius, travel-related expenses will be paid (with prior approval of the Departmental Representative) in accordance with current National Joint Council Travel Directive.

6. Response Time - During the duration of the SOA

- i. For daily maintenance work and planned maintenance projects, respond to work request from Engineer within four (4) work hours and be on site within two (2) calendar days; and
- ii. For emergency maintenance call ups, respond to request from Engineer within thirty (30) minutes, and be onsite within sixty (60) minutes.
- iii. For High Voltage Emergency call ups, respond to request from Engineer within (30) minutes, and be on site with certified electrical line truck within (60) minutes

**BA04 OFFER VALIDITY PERIOD**

The offer must not be withdrawn for a period of thirty (30) days following the date of solicitation closing.

**BA05 SIGNATURE**

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

Signature

Date

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

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.

**SCHEDULE A – YEARS 1 AND 2**

Item	Class of Labour, material or plant	Unit	Estimated Hours Quantity	Unit Price	Extended price
1	<b>REGULAR HOURS – Monday to Friday 0730 – 1700 (RPopS CFMETR) 0700 – 1630 (Winchelsea Island)</b>				
	Unrestricted Class A Journeyman Electrician	Hourly	100		
	Class B Journeyman Electrician	Hourly	2500		
	Apprentice - 1st year	Hourly	100		
	Apprentice - 2nd year	Hourly	100		
	Apprentice - 3rd year	Hourly	100		
	Apprentice - 4th year	Hourly	100		
2	<b>OUTSIDE REGULAR HOURS Monday to Friday and all day Saturday, Sunday and Holidays M-F 1701 – 0729 (RPopS CFMETR) M-F 1631 – 0659 (Winchelsea Island)</b>				
	Unrestricted Class A Journeyman Electrician	Hourly	40		
	Class B Journeyman Electrician	Hourly	360		
	Apprentice - 1st year	Hourly	25		
	Apprentice - 2nd year	Hourly	25		
	Apprentice - 3rd year	Hourly	25		
	Apprentice - 4th year	Hourly	25		
3	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificate	n/a	\$100,000.00	_____ %	XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX
4	Rental Equipment - laid down cost plus contractor's mark up	n/a	\$10,000.00	_____ %	XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX
				<b>SUBTOTAL SCHEDULE (A)</b>	

**SCHEDULE B – YEAR 3**

Item	Class of Labour, material or plant	Unit	Estimated Hours Quantity	Unit Price	Extended price
1	<b>REGULAR HOURS – Monday to Friday 0730 – 1700 (RPop CFMETR) 0700 – 1630 (Winchelsea Island)</b>				
	Unrestricted Class A Journeyman Electrician	Hourly	50		
	Class B Journeyman Electrician	Hourly	1250		
	Apprentice - 1st year	Hourly	50		
	Apprentice - 2nd year	Hourly	50		
	Apprentice - 3rd year	Hourly	50		
	Apprentice - 4th year	Hourly	50		
2	<b>OUTSIDE REGULAR HOURS Monday to Friday and all day Saturday, Sunday and Holidays M-F 1701 – 0729 (RPop CFMETR) M-F 1631 – 0659 (Winchelsea Island)</b>				
	Unrestricted Class A Journeyman Electrician	Hourly	20		
	Class B Journeyman Electrician	Hourly	180		
	Apprentice - 1st year	Hourly	20		
	Apprentice - 2nd year	Hourly	20		
	Apprentice - 3rd year	Hourly	20		
	Apprentice - 4th year	Hourly	20		
3	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificate	n/a	\$50,000.00	_____ %	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
4	Rental Equipment - laid down cost plus contractor's mark up	n/a	\$5,000.00	_____ %	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
				<b>SUBTOTAL SCHEDULE (B)</b>	

**SCHEDULE C – OPTION YEAR 1**

Item	Class of Labour, material or plant	Unit	Estimated Hours Quantity	Unit Price	Extended price
1	<b>REGULAR HOURS – Monday to Friday 0730 – 1700 (RPop CFMETR) 0700 – 1630 (Winchelsea Island)</b>				
	Unrestricted Class A Journeyman Electrician	Hourly	50		
	Class B Journeyman Electrician	Hourly	1250		
	Apprentice - 1st year	Hourly	50		
	Apprentice - 2nd year	Hourly	50		
	Apprentice - 3rd year	Hourly	50		
	Apprentice - 4th year	Hourly	50		
2	<b>OUTSIDE REGULAR HOURS Monday to Friday and all day Saturday, Sunday and Holidays M-F 1701 – 0729 (RPop CFMETR) M-F 1631 – 0659 (Winchelsea Island)</b>				
	Unrestricted Class A Journeyman Electrician	Hourly	20		
	Class B Journeyman Electrician	Hourly	180		
	Apprentice - 1st year	Hourly	20		
	Apprentice - 2nd year	Hourly	20		
	Apprentice - 3rd year	Hourly	20		
	Apprentice - 4th year	Hourly	20		
3	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificate	n/a	\$50,000.00	_____ %	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
4	Rental Equipment - laid down cost plus contractor's mark up	n/a	\$5,000.00	_____ %	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
				<b>SUBTOTAL SCHEDULE (C)</b>	

**SCHEDULE D – OPTION YEAR 2**

Item	Class of Labour, material or plant	Unit	Estimated Hours Quantity	Unit Price	Extended price
1	<b>REGULAR HOURS – Monday to Friday 0730 – 1700 (RPop CFMETR) 0700 – 1630 (Winchelsea Island)</b>				
	Unrestricted Class A Journeyman Electrician	Hourly	50		
	Class B Journeyman Electrician	Hourly	1250		
	Apprentice - 1st year	Hourly	50		
	Apprentice - 2nd year	Hourly	50		
	Apprentice - 3rd year	Hourly	50		
	Apprentice - 4th year	Hourly	50		
2	<b>OUTSIDE REGULAR HOURS Monday to Friday and all day Saturday, Sunday and Holidays M-F 1701 – 0729 (RPop CFMETR) M-F 1631 – 0659 (Winchelsea Island)</b>				
	Unrestricted Class A Journeyman Electrician	Hourly	20		
	Class B Journeyman Electrician	Hourly	180		
	Apprentice - 1st year	Hourly	20		
	Apprentice - 2nd year	Hourly	20		
	Apprentice - 3rd year	Hourly	20		
	Apprentice - 4th year	Hourly	20		
3	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificate	n/a	\$50,000.00	_____ %	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
4	Rental Equipment - laid down cost plus contractor's mark up	n/a	\$5,000.00	_____ %	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
				<b>SUBTOTAL SCHEDULE (D)</b>	

<b>SUBTOTAL SCHEDULE A:</b>	
<b>SUBTOTAL SCHEDULE B:</b>	
<b>SUBTOTAL SCHEDULE C:</b>	
<b>SUBTOTAL SCHEDULE D:</b>	
<b>TOTAL BID PRICE FOR EVALUATION</b>	



## APPENDIX 3 - SCOPE OF WORK

### REQUIREMENT:

To provide all labour, supervision, material, equipment and transportation for ELECTRICAL SERVICES on an as and when requested basis performed by qualified electricians and indentured apprentices of BC as and when requested by Real Property Operations. This includes electrical repairs and upkeep of buildings, structural cabling systems for telecommunications equipment, jetties / floats, interior and exterior lighting including street and jetty lighting, Fire Alarm, Hirsch Velocity Access Control systems, and various electrical services. To also perform EMERGENCY REPAIRS to primary and secondary overhead and underground distribution systems.

Work will utilize inside and outside electrical trades. Scope of work anticipated requires a MANDATORY "A" contractor's license. All work to take place at various Department of National Defence in the central Vancouver Island Nanaimo area to include, but not limited to:

- CFMETR- 3400 Fairwinds Dr Nanoose Bay
- Nanaimo Military Camp- 703 Nanaimo Lakes Rd. Nanaimo
- Nanaimo Military Rifle Range- Lincoln Rd., Nanaimo
- FIL1- 4872 Fillinger Cres; and
- Winchelsea Island

**Site Visit:** A site visit will not be mandatory. The Contractor is advised, however, to familiarize himself with the locations of the various sites so that he is aware of the distances involved.

Only qualified electricians and indentured apprentices are to be provided for projects. DND and/or PSPC reserve the right to require proof of journeyman status or statement of qualifications from any person performing work under this standing offer. NO SUBCONTRACTING OF THE PRINCIPAL TRADE UNDER THIS AGREEMENT SHALL BE PERMITTED without the express written permission of the Contracting Authority (PSPC). Permission to subcontract the principal work shall only be considered under exceptional circumstances on a case by case basis. The Offeror shall not be authorized to subcontract to any contractor holding any part of the same Standing Offer.

## GENERAL INSTRUCTIONS

### 1. WORKMANSHIP:

All work shall be done on an as and when requested basis in accordance with the Specifications herein during the period specified herein. All work shall be carried out by qualified tradespeople or an indentured apprentice under the direct supervision of a qualified Tradesperson holding an unexpired, unrestricted electrical License in the Province of British Columbia.

2. The worksite shall be left in a neat and clean condition at the end of each work day.

### 3. ACCEPTANCE OF WORK:

Workmanship shall be of the highest calibre and materials, and parts used in the maintenance, repair, or replacement shall be new and equal to, or better than, the original item. Should the availability of a new replacement part of device be delayed through no fault of the Contractor, a used replacement item may be used as a temporary measure in order to ensure the continuing use of the system. All work performed and materials or replacement parts used shall be to the satisfaction of the Engineer.

### 4. CONTRACTOR ACCESS AND USE OF SITE:

Use of the site limited to the work areas indicated for work and storage. Access directly to and from the site as indicated via the Main Gates subject to:

- a. traffic regulations established by DND;
- b. security regulations established by DND.

All Contractors, sub-contractors, and supplier employees will be required to obtain passes or identification (ID) cards from the Commissionaires located at the main gate as directed by the Engineer.

Upon award of the contract, the Contractor shall provide a typewritten list to the Engineer of all employees, sub-contractors and employees, and supplies requiring access to the contract work area. The list shall be updated promptly as changes of employees are made.

All identification cards are to be returned to Commissionaires upon termination of employment, completion of work, or expiry of card.

Military Police and Commissionaires in charge may request interviews with employees and retain the right to deny access to the Base to persons on the basis of security risk.

Do not unreasonably encumber site with materials or equipment

Move products or equipment which interfere with DND operations, other Contractors, or building occupant as directed by Technical Authority.

Use of DND facility is not permitted unless approved in writing by Technical Authority.

Park vehicles where directed by the Technical Authority.

NO SMOKING in DND buildings. Smoking allowed in designated locations only.

#### **5. SCHEDULE OF WORK:**

Work shall be performed between 07:30 and 17:00 hours, Monday through Friday except for Winchelsea Island where regular hours of work are 0700 to 1630 Monday to Friday. While it is anticipated that overtime shall not apply to this Standing Offer, in the event that it may be needed, any overtime on this Request for Standing Offer shall require prior approval by the Real Properties Technical Authority before the Contractor can proceed with the work.

#### **6. RESPONSE TIME:**

During the duration of the SOA, respond to request for work from Technical Authority within four (4) work hours and be on site within two (2) calendar days.

For emergency maintenance call ups, respond to request from Technical Authority within thirty (30) minutes, and be onsite within sixty (60) minutes.

For High Voltage Emergency call ups, respond to request from Engineer within (30) minutes, and be on site with certified electrical line truck within (60) minutes

The Contractor shall notify the Engineer twenty-four (24) hours in advance of his intention to commence work. Emergency call-outs may be instituted by a telephone call from the Technical Authority which will be followed up by a written requisition from the Engineer.

#### **7. CONTROL PROCEDURES:**

The following will be adhered to throughout the duration of this contract:

- a. The Contractor, on award of contract, will be advised by the Technical Authority those who are authorized to request service under this contract.
- b. When service is required, the Technical Authority will advise the Contractor. A site visit will be made to determine the extent of work required. The Contractor shall provide, within 7 days of the initial site visit to the Technical Authority, an estimate of the cost of completing such work in accordance with the pricing provisions of this contract. No work shall commence until such estimate has been accepted by the Technical Authority and express authorization in writing is provided to proceed;
- c. Prior to commencing work the Contractor or his authorized representative will report to the Technical Authority in Bldg RAP7, CFMETR the schedule of work;
- d. Inspections shall be carried out during and at the end of all jobs. Deficiencies noted will be made good immediately after notification by the Engineer;

## **8. SETTING OF WORK:**

Assume full responsibility for and execute complete layout of work to locations.

## **9. REPORTING TO TECHNICAL AUTHORITY:**

The Contractor, prior to commencement of any site work, shall report the schedule of work to the Technical Authority, Mr Tom Hunter or Glen Poppe at CFMETR Site at Tel # (250) 468-5021.

Calls from the Technical Authority shall be answered by the Contractor within two (2) hours.

The Technical Authority is defined as the Real Properties Engineering Officer or his representative.

## **10. SAFETY REQUIREMENTS:**

Observe and enforce construction safety measures required by the Canadian Construction Safety Code, B.C. Provincial Government, Workers' Compensation Board, and Municipal statutes and authorities.

The Contractor must ensure compliance on his part and on the part of all his sub-contractors with the standards of Part II, Canada Labour Code, and the Occupational Health & Safety Regulations, as well as compliance with the Workers' Compensation Act and any regulations thereunder the said Act having to do with the prevention of accidents, the prevention of diseases, and the provision of safe working conditions including proper safety equipment, lighting, and ventilation. In the event of conflict between the Workers' Compensation Act and Regulations and the Canada Labour Code, Part II, and Occupation Health & Safety Regulations, the most stringent provision applies.

The Contractor shall be responsible for safety precautions involving his personnel in their use of ladders, safety belts, or other equipment. All work shall be performed in accordance with local Municipal and Provincial safety regulations.

## **11. FREQUENCY OF INSPECTIONS:**

Maintenance service for street and jetty lighting shall be carried out as requested by Technical Authority

Emergency call-in service shall be provided on an "As and When Requested" basis. Normally, contractor is to be on site within (60) minutes, and repair is to be completed within twenty-four (24) hours.

All work under this contract (except repairs or replacements furnished on an emergency service basis) will be performed during regular working hours, 07:30 AM to 17:00, Monday to Friday except for Winchelsea Island where regular hours or work are 07:00 AM to 16:30, Monday to Friday.

## **12. INVOICES:**

Original copy is required. The Contractor shall prepare and forward one (1) copy of the invoice for each requisition. As-built drawings and a copy of the electrical permit will accompany each invoice. Invoices will be processed only when as-built and electrical permits have been delivered to RP Ops

Invoices shall be addressed:

Attention:

Real Properties and Operations  
Bldg RAP7  
Canadian Forces Maritime Experimental Test Ranges (CFMETR)  
P.O. Box 188, Station Main  
Nanoose Bay, BC V9P 9J9

Invoices should reflect the following items:

- Work Order Number
- Contract Serial number
- Labour Hours Charged
- Allowable mark-up
- Replacement materials charged
- Travel Hours charged
- GST shown separately

### **13. ALTERNATIONS AND REPAIRS TO EXISTING BUILDINGS:**

Execute work with least possible interference or disturbance to occupants, public, and normal use of premises. Arrange with Engineer to facilitate execution of work.

Where security has been reduced by work of contract, provide temporary means to maintain security. Obtain approval of measures by Technical Authority.

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

### **14. POWER AND WATER SUPPLY:**

Technical Authority will determine delivery points and quantitative limits. Technical Authorities written permission is required before any connection is made. Connect to existing power supply in accordance with the Canadian Electrical Code.

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

### **15. MATERIALS AND EQUIPMENT:**

Use new material and equipment unless otherwise specified.

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

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

### **16. CLEAN UP:**

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

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

## **FIRE SAFETY REQUIREMENTS**

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

Contractors and their personnel will be familiar with this Section and its requirements. Contractors must contact the Fire Chief, CFMETR Fire Department, if open flame equipment used.

### **2. REPORTING FIRES:**

Know the location of nearest fire alarm box and telephone including the emergency telephone number.

- a. Report immediately all fire incidents to the Fire Department as follows:
- b. Activate nearest fire alarm box.
- c. Person activating fire alarm box shall remain at the box to direct Fire Department to scene of fire.

### **3. INTERIOR AND EXTERIOR FIRE PROTECTION PLAN:**

Fire protection and alarm systems shall not be:

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

### **4. FIRE EXTINGUISHER:**

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

### **5. BLOCKAGE OF ROADWAYS:**

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

## **6. SMOKING PRECAUTIONS:**

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

## **7. RUBBISH AND WASTE MATERIALS:**

Rubbish and waste materials are to be kept to a minimum.

The burning of rubbish is prohibited unless approved by the Fire Chief.

All rubbish shall be removed from the worksite at the end of the work day or shift, or as directed.

## **8. QUESTIONS AND/OR CLARIFICATIONS:**

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

## **9. FIRE INSPECTIONS:**

The Base Fire Chief shall be allowed unrestricted access to the worksite.

The Contractor shall cooperate with the Fire Chief during routine inspections of the worksite.

The Contractor shall immediately remedy all unsafe fire situations observed by the Fire Chief.

## **ELECTRICAL REQUIREMENTS**

### **1. GENERAL REQUIREMENTS:**

This section covers items common to sections of Division 16. This section supplements requirements of Division 1.

### **2. CODES AND STANDARDS:**

Do complete installation in accordance with CSA C22.1, latest edition, except where specified otherwise.

**ABBREVIATIONS FOR ELECTRICAL TERMS:** to CSA Z85-1983.

### **3. CARE OPERATION AND STARTUP:**

Instruct Engineer in operation, care, and maintenance of equipment.

### **4. VOLTAGE RATINGS:**

Operating voltages: to CAN3-C235-83

Motors, electric heating, control and distribution devices, and equipment to operate satisfactorily at 60 Hz within normal operating limits established by the above standard. Equipment to operate in extreme operating conditions established in the above standard without damage to equipment.

### **5. PERMITS, FEES AND INSPECTION:**

Contractor shall submit to B.C. Safety Engineering Service Division, Electrical Safety Branch, necessary number of drawings and specifications for examination and approval prior to commencement of work.

Contractor shall apply for permits and pay associated fees.

Technical Authority will provide Contract drawings and specifications required by the B.C. Safety Engineering Service Division, Electrical Safety Branch, at no cost.

Contractor shall notify Technical Authority of changes required by B.C. Safety Engineering Service Division, Electrical Safety Branch, prior to making changes.

Furnish Certificates of Acceptance from B.C. Safety Engineering Service Division, Electrical Safety Branch, on completion of work to Engineer.

## 6. MATERIALS AND EQUIPMENT:

Provide materials and equipment in accordance with Section 1005 para 17 - Materials and Equipment.

Equipment and material to be CSA certified. Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from Electrical Inspection Department.

Factory assemble control panels and component assemblies.

## 7. ELECTRICAL MOTORS, EQUIPMENT AND CONTROLS:

Control wiring and conduit is specified in Division 16 except for conduit, wiring, and connections below 50V which are related to control systems specified in Division 15 and shown on Mechanical drawings.

## 8. FINISHES:

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

Paint outdoor electrical equipment "equipment green" finish to EEMAC Y1-1-1955.

Paint indoor switchgear and distribution enclosures light grey to EEMAC 2Y-1-1958.

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

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

## 9. EQUIPMENT IDENTIFICATION:

Identify electrical equipment with nameplates as follows:

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

Size 1	10 x 50 mm	1 line	3 mm high letters
Size 2	12 x 70 mm	1 line	5 mm high letters
Size 3	12 x 70 mm	2 lines	3 mm high letters
Size 4	20 x 90 mm	1 line	8 mm high letters
Size 5	20 x 90 mm	2 lines	5 mm high letters
Size 6	25 x 100 mm	1 line	12 mm high letters
Size 7	15 x 100 mm	2 lines	6 mm high letters

Wording on nameplates to be approved by Engineer prior to manufacture. Allow for average of twenty-five (25) letters per nameplate. Identification to be English. Nameplates for terminal cabinets and junction boxes to indicate system and/or voltage characteristics.

Disconnects, starters, and contactors: Indicate equipment being controlled by voltage.

Terminal cabinets and pull boxes: Indicate system and voltage.

Transformers: Indicate capacity, primary and secondary voltages.

## 10. WIRING IDENTIFICATION:

Identify wiring with permanent indelible identifying markings, either numbered or coloured plastic tapes, on both ends of phase conductors of feeders and branch circuit wiring.

Maintain phase sequence and colour coding throughout. Colour code: to CSA C22.1, latest edition.

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

## 11. WIRING TERMINATIONS:

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

## **12. MANUFACTURERS CSA LABELS:**

Visible and legible after equipment is installed.

## **13. WARNING SIGNS:**

As specified and to meet requirements of Electrical Inspection Department and Engineer.

Decal signs, minimum size 175 x 250 mm.

## **14. LOCATION OF OUTLETS:**

Locate outlets in accordance CSA C22.1

Do not install outlets back-to-back in wall; allow minimum 150 mm horizontal clearance between boxes.

Change location of outlets at no extra cost or credit, providing distance does not exceed 3000 mm and information is given before installation.

Locate light switches on latch side of doors. Locate disconnect devices in mechanical and elevator machine rooms on latch side of door.

Install electrical equipment at following heights unless indicated otherwise:

Local Switches: 1400 mm

Wall Receptacles:

General: 300 mm

Above top of continuous baseboard heater: 200 mm

Above top of counters or counter backsplashes: 200 mm

Telephone and interphone outlets: 300 mm

Wall-mounted telephone and interphone outlets: 1500 mm

Fire alarm stations: 1350 mm

Fire alarm bells: 2100 mm

Television outlets: 300 mm

Wall-mounted speakers: 2100 mm

Clocks: 2100 mm

Doorbell push buttons: 1500 mm.

## **15. CONDUIT AND CABLE INSTALLATION:**

Install conduit and sleeves prior to pouring of concrete. Sleeves through concrete: sized for free passage of conduit and protruding 50 mm.

If plastic sleeves are used in fire-rated walls or floors, remove before conduit installation.

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

## **16. FIELD QUALITY CONTROL:**

Conduct and pay for following tests:

Power distribution system including phasing, voltage, grounding, and load balancing;

Circuits originating from branch distribution panels;

Lighting and its control;

Motors, heaters, and associated control equipment including sequenced operation of systems where applicable;

Systems: fire alarm system, communications, as required.

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

Insulation resistance testing:

Megger circuits, feeders, and equipment up to 350 V with a 500 V instrument;

Megger 350-600 V circuits, feeders and equipment with a 1000 V instrument;

Check resistance to ground before energizing.

Carry out tests in presence of Engineer.

Provide instruments, meters, equipment, and personnel required to conduct tests during and at conclusion of project.

Submit test results for Engineer's review.

#### **17. COORDINATION OF PROTECTION DEVICES**

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

#### **18. LOCKOUT POLICY:**

Ensure all employees adhere to Base Construction Engineering Operating Procedures "Lockout Policy", available on request for the BCEO Engineer.

#### **19. CONFINED SPACE:**

Ensure all employees adhere to Confined Space BCEO Standard Operating Procedure, available on request from the BCEO Engineer, and WCB Regulations.

#### **20. DIG PERMITS:**

DND Real Properties Dig Permits are required before any excavation is started.

### **CONDUITS, CONDUIT FASTENINGS AND CONDUIT FITTINGS GENERAL REQUIREMENTS**

#### **LOCATIONS OF CONDUIT:**

Drawings do not indicate all conduit runs. Those indicated are in diagrammatic form only.

#### **PRODUCT REQUIREMENTS**

##### **1. CONDUITS:**

Rigid hot-dipped galvanized steel-threaded conduit.

Epoxy-coated conduit: with zinc coating and corrosion-resistant epoxy finish inside and outside.

Electrical metallic tubing (EMT): with steel couplings.

Rigid pvc conduit.

Flexible steel conduit and liquid-tight flexible metal conduit.

##### **2. CONDUIT FASTENINGS:**

One-hole steel straps to secure surface conduits 50 mm and smaller. Two-hole steel straps for conduits larger than 50 mm.

Beam clamps to secure conduits to exposed steel work.

Channel-type supports for two or more conduits at 2 M on centre.

6 mm dia. threaded rods to support suspended channels.

##### **3. CONDUIT FITTINGS:**

Fittings: Manufactured for use with conduit specified. Coating same as conduit. Factory "ells" where 90deg bends are required for 1" and larger conduits. Steel connectors and couplings for EMT. Set-screws are acceptable.

##### **4. FISH CORD:**

Polypropylene.

#### **EXECUTION**

##### **1. INSTALLATION:**

Install conduits to conserve headroom in exposed locations and cause minimum interference in spaces through which they pass.

Conceal conduits except in unfinished areas.

Use rigid hot-dipped galvanized steel-threaded conduit where specified.

Use electrical metallic tubing (EMT) except where noted.

Use rigid pvc conduit underground.

Use flexible metal conduit for connection to motors in dry areas and for work in movable metal partitions.

Use liquid-tight flexible metal conduit for connection to motors or vibrating equipment in damp, wet, or corrosive locations.

Use explosion-proof flexible connection for connection to explosion-proof motors.

Install conduit sealing fittings in hazardous areas. Fill with compound.

Bend conduit cold. Replace conduit if kinked or flattened more than 1/10th of its original diameter.

Mechanically bend steel conduit over 3/4" dia.

Field threads on rigid conduit must be of sufficient length to draw conduits up tight.

Install fish card in empty conduits.

Run two 1" spare conduits up to ceiling space and two 1" spare conduits down to ceiling space for each flush panel.

Terminate these conduits in 6" x 6" x 4" junction boxes in ceiling space or in case of an exposed concrete slab; terminate each conduit in surface-type box.

Where conduits become blocked, remove and replace blocked section. Do not use liquids to clean out conduits.

Dry conduits out before installing wire.

## **2. SURFACE CONDUITS:**

Run parallel or perpendicular to building lines.

Locate conduits behind infrared or gas-fired heaters with 1.5 M clearance.

Run conduits in flanged portion of structural steel.

Group conduits wherever possible on surface channels.

Do not pass conduits through structural member except as indicated.

Do not locate conduits less than 75 mm parallel to steam or hot water lines with minimum of 25 mm at crossovers.

## **3. CONCEALED CONDUITS:**

Do not install horizontal runs in masonry walls. Do not install conduits in terrazzo or concrete toppings.

## **4. CONDUITS IN CAST-IN-PLACE CONCRETE:**

Locate to suit reinforcing steel. Install in center one-third of slab.

Protect conduits from damage where they stub out of concrete.

Install sleeves where conduits pass through slab or wall.

Where conduits pass through waterproof membrane, provide oversized sleeve before membrane is installed. Use cold mastic between sleeve and conduit.

Do not place conduits in slabs in which slab thickness is less than four times conduit diameter.

Encase conduits completely in concrete with minimum 25 mm concrete cover.

Organize conduits in slab to minimize cross-overs.

## **5. CONDUITS IN CAST-IN-PLACE SLABS ON GRADE:**

Run conduits 1" and larger below slab and encased in 75 mm concrete envelope. Provide 50 mm of sand over concrete envelope below floor slab.

## **6. CONCRETE UNDERGROUND:**

Slope conduits to provide drainage.

## **WIRES AND CABLES 0-1000 V - GENERAL**

### **PRODUCT DATA:**

Submit product data in accordance with Section 01340 - Shop Drawings, Product Data, samples and mock-up.

### **PRODUCTS**

#### **1. BUILDING WIRES:**

Conductors: Stranded for 8 AWG and larger, minimum size 12 AWG.

#### **2. COPPER CONDUCTORS:**

Size as indicated with 600 V insulation of chemically cross-linked thermosetting polyethylene material rated RW90 for use on 120/208 and lower voltage systems, and 1000 V insulation for use on higher voltage systems.

### **3. TECK Cable**

Conductors: Copper, size as indicated.

Insulation: Chemically cross-linked thermosetting polyethylene rated type RW90 1000 V.

Inner jacket: Polyvinyl chloride material.

Armour: Interlocking galvanized steel.

Overall covering: Thermoplastic polyvinyl chloride material.

Fastenings: One-hole straps to secure surface cables 50 mm and smaller. Two-hole steel straps for cables larger than 50 mm.

Channel-type supports for two or more cables at 2000 mm centers.

6 mm dia. threaded rods to support suspended channels.

Connectors: Watertight, approved for TECK cable.

## **EXECUTION**

### **1. INSTALLATION OF BUILDING WIRES:**

Copper conductors only shall be used.

Drops to lighting fixtures may use Type AC90 armoured cable provided that the maximum length does not exceed 1500 mm. T90 insulation shall be used for installation in lighting fixtures.

Mechanical set-screw connectors and all-weather electrical tape shall be used for joints in conductors sized #8 AG and larger; vibration-proof expanding spring-type wire connectors may be used for #10 AG and smaller wire.

All wiring shall be colour coded.

Lighting circuits shall be separated from appliance and receptacle branch circuits.

## **OUTLET BOXES, CONDUIT BOXES AND FITTINGS**

### **GENERAL**

**REFERENCES:** CSA C22.1 - Canadian Electrical Code, Part 1, most recent edition.

### **PRODUCTS**

#### **1. OUTLET AND CONDUIT BOXES - GENERAL:**

Size boxes in accordance with CSA C22.1.

4" square or larger outlet boxes as required for special devices.

Gang boxes where wiring devices are grouped.

Blank cover plates for boxes without wiring devices.

347 V outlet boxes for 347 V switching devices.

Combination boxes with barriers where outlets for more than one system are grouped.

#### **2. SHEET STEEL OUTLET BOXES:**

Electro-galvanized steel single- and multi-gang flush device boxes for flush installation, minimum 3" x 2" x 1 1/2" square outlet boxes when more than one conduit enters one side with extension and plaster rings as required.

4" square or octagonal outlet boxes for lighting fixture outlets.

4" square outlet boxes with extension and plaster rings for flush mounting devices in finished plaster or tile walls.

#### **3. MASONRY BOXES:**

Electro-galvanized steel masonry single- and multi-gang boxes for devices flush mounted in exposed block walls.

#### **4. CONCRETE BOXES:**

Electro-galvanized sheet steel concrete- type boxes for flush mount in concrete with matching extension and plaster rings as required.

## **5. FLOOR BOXES:**

Concrete tight electro-galvanized sheet steel floor boxes with adjustable finishing rings to suit floor finish with brass face plate. Device mounting plate to accommodate short or long ear duplex receptacles. Minimum depth 28 mm for receptacles, 73 mm for communication equipment.

## **6. CONDUIT BOXES:**

Cast FS boxes with factory-threaded hubs and mounting feet for surface wiring of switches and receptacles.

## **7. OUTLET BOXES FOR NON-METALLIC SHEATHED CABLE:**

Electro-galvanized, sectional, screw ganging steel boxes, minimum 3" x 2" x 2 1/2" with two double clamps to take non-metallic sheathed cables.

## **8. FITTINGS - GENERAL:**

Bushing and connectors with nylon insulated throats.

Knock-out fillers to prevent entry of debris.

Conduit outlet bodies for conduit up to 1 1/4" and pull boxes for larger conduits.

Double locknuts and insulated bushings on sheet metal boxes.

## **EXECUTION**

### **1. INSTALLATION:**

Support boxes independently of connecting conduits.

Fill boxes with paper, sponges, or foam, or similar approved material, to prevent entry of debris during construction. Remove upon completion of work.

For flush installations mount outlets flush with finished wall using plaster rings to permit wall finish to come within 6 mm of opening.

Provide correct size of openings in boxes for conduit, mineral insulated and armoured cable connections. Reducing washers are not allowed.

## **WIRING DEVICES - GENERAL**

### **SHOP DRAWINGS AND PRODUCT DATA:**

15A, 120V, single-pole three-way or four-way switches.

## **PRODUCTS**

### **1. SWITCHES:**

15A, 120V, single-pole three-way or four-way switches.

Manually-operated general purpose AC switches with the following features:

Terminal holes approved for No. 10 AG wire;

Silver alloy contacts;

Urea or melamine mounding for parts subject to carbon tracking;

Suitable for back and side wiring;

Ivory toggle.

Toggle operated fully rated for tungsten filament and fluorescent lamps, and up to 80% of rated capacity of motor loads.

Switches of one manufacturer throughout project.

Acceptable materials: to CMB #16141.

### **2. RECEPTACLES:**

Duplex receptacles, CSA type 5-15 R, 125V, 15A, U ground, with following features:

Ivory urea moulded housing;

Suitable for No. 10 AG for back and side wiring;

Break-off links for use as split receptacles;  
Eight back wired entrances, four side wiring screws;  
Triple wipe contacts and rivetted grounding contacts.

**SINGLE RECEPTACLES CSA TYPE 5-15 R, 125V, 15A, U GROUND WITH FOLLOWING FEATURES:**

White moulded housing;  
Suitable for No. 10 AG for back and side wiring;  
Four back wired entrances, two side wiring screws.

Other receptacles with ampacity and voltage as indicated.  
Receptacles of one manufacturer throughout project.  
Acceptable materials: To CMB #16141.

**3. SPECIAL WIRING DEVICES:**

Clock hanger outlets, 15A, 125V, 3-wire, grounding type, suitable for No. 10 AG for installation in flush outlet box;  
Electric shaver outlets, 15A, 125V, AC with 20 VA isolating transformer with stainless steel marked RAZOR ONLY.  
Pilot lights as indicated with neon type 0.04 W, 125V lamp, and red plastic jewel flush type.

**4. COVER PLATES:**

Cover plates for wiring devices. Cover plates from one manufacturer throughout project.  
Sheet steel utility box cover for wiring devices installed in surface-mounted outlet box.  
Stainless steel, 1 mm thick cover plates for wiring devices mounted in flush-mounted outlet box.  
Cast cover plates for wiring devices mounted in surface-mounted FS type conduit boxes.  
Weatherproof double lift spring-loaded cast aluminum cover plates, complete with gaskets for duplex receptacles as indicated.  
Weatherproof spring-loaded cast aluminum cover plates complete with gaskets for single receptacles or switches.

**EXECUTION**

**1. INSTALLATION**

**SWITCHES:**

Install single throw switches with handle in "UP" position when switch closed.  
Install switches in gang type outlet box when more than one switch is required in one location.  
Mount toggle switches at height specified in Section 16010 - Electrical - General Requirements, or as indicated.

**RECEPTACLES:**

Install receptacles in gang type outlet box when more than one receptacle is required in one location;  
Mount receptacles at height specified in Section 16010 - Electrical General Requirements, or as indicated.  
Where split receptacle has one portion switched, mount vertically and switch upper portion.

**COVER PLATES:**

Protect stainless steel cover plate finish with paper or plastic film until painting and other work is finished.  
Install suitable common cover plates where wiring devices are grouped.  
Do not use cover plates meant for flush outlet boxes on surface-mounted boxes.

**FASTENINGS AND SUPPORTS- GENERAL**

**RELATED WORK:** Fastenings and supports: Section 01600 - Material and Equipment

**PRODUCT:**

Support Channels: U Shape, 41mm x 41mm x 2.5 mm thick, surface-mounted or suspended.

**EXECUTION**

**1. INSTALLATION:**

Secure equipment to hollow or solid masonry, tile, and plaster surfaces with lead anchors.  
Secure equipment to poured concrete with expandable inserts

Secure surface-mounted equipment with twist clip fasteners to inverted T bar ceilings. Ensure that T bars are adequately supported to carry weight of equipment specified before installation.

Support equipment, conduit, or cables using clips, spring-loaded bolts, cable clamps designed as accessories to basic channel members.

Fasten exposed conduit or cables to building construction or support system using straps.

One-hole steel straps to secure surface conduits and cables 50 mm and smaller.

Two-hole steel straps for conduits and cables larger than 50 mm.

Beam clamps to secure conduit to exposed steel work.

Suspended support systems.

Support individual cable or conduit runs with 6 mm dia. threaded rods and spring clips.

Support two or more cables or conduits on channels supported by 6 mm dia. threaded rod hangers where direct fastening to building construction is impractical.

For surface mounting of two or more conduits, use channels at 2M o.c. spacing.

Provide metal brackets, frames, hangers, clamps, and related types of support structures where indicated or as required to support conduit and cable runs.

Ensure adequate support for raceways and cables dropped vertically to equipment where there is no wall support.

Do not use wire lashing or perforated strap to support or secure raceways and cables.

Do not use supports or equipment installed for other trades for conduit or cable support except with permission of other trade and approval of Engineer.

Install fastenings and supports as required for each type of equipment cables and conduits, and in accordance with manufacturer's installation recommendations.

## **EXIT LIGHTS - GENERAL**

### **PRODUCT DATA:**

Submit product data in accordance with Section 01340 - Shop Drawings, Product Data, Samples and Mock-up.

## **PRODUCTS**

### **1. EXIT LIGHTS – GENERAL:**

Housing: Extruded aluminum frame, satin aluminum finish.

Face and back plates: Extruded aluminum face plate with red L.E.D. illuminated letters.

Letters: 150mm high x 19mm wide, red on extruded aluminum face plate, reading EXIT

## **EXECUTION**

### **1. INSTALLATION:**

Install exit lights as indicated in accordance with NBC-1995. Connect fixtures to exit light circuits as indicated.

## **UNIT EQUIPMENT FOR EMERGENCY LIGHTING - GENERAL**

### **1. PRODUCT DATA:**

Submit product data in accordance with Section 01340 - Shop Drawings, Product Data, Samples and Mock-up. Data to indicate system components, mounting method, source of power and special attachments.

### **2. WARRANTY:**

For batteries, the 12 month warranty period is extended to 120 months with a no-charge replacement during the first lustrum and a pro-rate charge on the second lustrum.

## **PRODUCTS**

### **1. EQUIPMENT:**

Supply Voltage: 120v, AC

Output Voltage: 12V, DC

Operating Time: 30 minutes

Battery: Sealed, maintenance free

Charger: Solid state, multi-rate, voltage/current regulated, inverse temperature compensated, short circuit protected.

Solid state transfer.

Low Voltage Disconnect: Solid state, modular, operates at 80% battery output voltage.

Signal Lights: Solid state, life expectancy 100,000 hours minimum, for "AC Power On" and "High Charge".

Lamp Heads: Integral on unit, 360o horizontal and 180o vertical adjustment. Lamp type: Tungsten-halogen, 12W, glare free.

Cabinet: Suitable for direct or shelf mounting to wall and c/w knockouts for conduit. Removable or hinged front panel for easy access to batteries.

## **2. AUXILIARY EQUIPMENT:**

Battery disconnect device.

AC input and DC output terminal blocks inside cabinet.

Cord and single twist-lock plug connection for AC.

## **EXECUTION**

### **1. INSTALLATION:**

Install unit equipment and remove mounted fixtures as indicated.

Direct heads as indicated.

Connect exit lights to unit equipment as indicated.

## **FIRE ALARM SYSTEMS**

### **1. REFERENCES:**

CAN/ULC-S524 M86 installation of Fire Alarm Systems.

ULC-S525-1978 Audible Signal Appliances, Fire Alarm.

CAN/ULC-S527-M87 Control Units, Fire Alarm.

ULC-S528-1978 Manually Actuated Signalling Boxes, Fire Alarm.

CAN/ULC-S529-M87 Smoke Detectors, Fire Alarm.

ULC-S530-1978 Heat Actuated Fire Detectors, Fire Alarm.

CAN/ULC-S531-M87 Smoke Alarms

CAN-ULC-S536-M86 Verification of Fire Alarm Systems.

DFC No. 310(M)-1979 Computer Systems.

DFC No. 410(M)-1979 Fire Alarm Systems.

NBC 1995 National Building Code of Canada.

### **2. DESCRIPTION OF SYSTEM:**

System includes:

Control panel to carry out fire alarm and protection functions including receiving alarm signals, initiating general alarm, supervising system continuously, actuating zone annunciators, and initiating trouble signals and subsequent alarm features.

Trouble signal devices.

Power supply facilities.

Manual alarm stations.

Automatic alarm initiating devices.

Audible signal devices.

End-of-line devices.

Annunciators.

Visual alarm signal devices.

Ancillary devices.

### **3. REQUIREMENTS OF REGULATORY AGENCIES:**

To Canadian Forces Fire Marshal approval.

### **4. SHOP DRAWINGS:**

Submit shop drawings to Technical Authority for incorporation into RP Ops files.

Include: Layout of equipment; Zoning; Complete wiring diagram including schematics of modules.

## **5. OPERATION AND MAINTENANCE DATA:**

Provide operation and maintenance data for Fire Alarm System Technical Authority for incorporation into RP Ops maintenance manual.

Include: Operation and maintenance instructions for complete fire alarm system to permit effective operation and maintenance; Technical data - illustrated parts lists with parts catalogue numbers; Copy of approved shop drawings.

## **6. MAINTENANCE MATERIALS:**

Provide operation and maintenance data for Fire Alarm System to Technical Authority for incorporation into RP Ops maintenance manual.

Include: Six (6) spare glass rods for manual pull box stations if applicable.

## **7. MAINTENANCE:**

Provide one year's free maintenance with two inspections by manufacturer during year. Inspection tests to conform to ULC-S536. Submit inspection report to Engineer.

## **8. TRAINING:**

Arrange and pay for on-site lectures and demonstrations by fire alarm equipment manufacturer to train operational personnel in use and maintenance of fire alarm system.

## **PRODUCTS**

### **1. MATERIALS:**

Equipment and Devices: ULC listed and labelled, and supplied by single manufacturer.

Power Supply: To CAN/ULC-S524.

Audible Signal Devices: To ULC-S525.

Control Unit: To CAN/ULC-S527.

Manual Fire Alarm Stations: To ULC-S528.

Thermal Detectors: To ULC-S530.

Smoke Detectors: To CAN/ULC-S529.

Smoke Alarm: To CAN/ULC-S531.

### **2. SYSTEM OPERATION:**

Single stage operation. Operation of any alarm initiating device to:

Cause audible signal devices to sound throughout building;

Transmit signals to Base Fire Hall via MSC300 Telephone Modem;

Cause zone of alarm device to be indicated on control panel;

Cause air conditioning and ventilating fans to shut down to function so as to provide required control of smoke movement;

Cause fire doors and smoke control doors if normally held open, to close automatically.

Override trouble signal.

Capability to program smoke detector status change confirmation on any or all zones in accordance with CAN/ULC-S527, Appendix C.

### **3. CONTROL PANEL:**

Single stage operation.

Zoned.

Non-coded.

Enclosure: CSA Enclosure 1, c/w lockable, concealed, hinged door, full viewing window, flush lock, and two keys.

Supervised, modular design with plug-in modules:

Alarm received with trouble and alarm indications;

Spare zones. Compatible with smoke detectors and open circuit devices;

Space for future modules.

Latching type supervisory receiver circuits. Discrete indication for both off-normal and trouble.

Components:

Non-coded alarm receiver panel with trouble and alarm indications.

Audible signal control panel with control circuits complete with terminals for wiring and plug-in modules for signals up to 2.0A load with trouble indication.

Common control and power units:

Control panel containing following indications and controls:

"Power ON" LED (green) to monitor primary source of power to system.

"Power trouble" indication.

"Ground trouble" indication.

"Remove annunciator trouble" indication.

"System trouble" indication.

"System trouble" buzzer and silence switch c/w trouble resound feature.

System reset switch.

"LED test" switch if applicable.

"Alarm silence" switch to silence signals manually. If new alarm occurs after signals have been silenced, signals to resound.

Bell disconnect switch to allow for silent testing of system.

Master power supply panel to provide 24V DC to system from 120 V AC, 60 Hz input.

Fire Department connections:

Fire Department relay with N/O alarm contacts and N/C trouble contacts.

Fire Department bypass switch c/w indicator for trouble at panel. NOTE: Trouble signal must transmit when Fire Department bypass switch is initiated.

Auxiliary Relays: Plug-in type, dust cover, supervised against unauthorized removal by common trouble circuit and c/w individual bypass switch.

Contacts: 2.0A, 120V AC, for functions such as release of door holders or initiation of fan shut down.

Contact terminal size: Capable of accepting 22-12 AG wire.

#### **4. POWER SUPPLY:**

120V AC, 60 Hz input, 24V DC output from rectifier to operate alarm and signal circuits with standby power of gell cell batteries minimum expected life of four years, sized in accordance with National Building Code 1995.

#### **5. MANUAL ALARM STATIONS:**

Pull lever, glass rod, wall-mounted type, non-coded single pole normally open contact for single stage, bilingual signage.

#### **6. AUTOMATIC ALARM INITIATING DEVICES:**

Heat detectors, fixed temperature, non-restorable, rated 88°C.

Thermal fire detectors, combination fixed temperature and rate of rise, non-restorable fixed temperature element, self-restoring rate of rise, fixed temperature 57°C, rate of rise 8.3°C per minute.

Smoke Detector: Ionization type.

Twistlock plug-in type with fixed base.

Wire-in base assembly with integral red alarm LED.

#### **7. AUDIBLE SIGNAL DEVICES:**

Bells: Vibrating type, gongs of special alloy steel, 24V DC, 250mm, 98db.

Horns: 114db, weatherproof, mounting, 24V dc.

#### **8. END-OF-LINE DEVICES:**

End-of-line devices to control supervisory current in alarm circuits and signalling circuits, sized to ensure correct supervisory current for each circuit. Open, short, or ground fault in any circuit will alter supervisory current in that circuit, producing audible and visible alarm at main control panel.

#### **9. REMOVE ANNUNCIATOR PANELS:**

LED type with designation cards to indicate zone.

LEDs to annunciate alarm and trouble.

Wired in multiple with main control panel.

Supervised, including trouble signal for open circuit.

LED test button.

#### **10. AS-BUILT DIAGRAM: FIRE ALARM SYSTEM RISER DIAGRAM:**

In glazed frame, minimum size 600mm x 600 mm.

## **EXECUTION**

### **1. INSTALLATION:**

Install systems in accordance with CAN/ULC-S524.

Install main control panel and connect to AC power supply, DC standby power.

Locate and install manual alarm stations and connect to alarm circuit wiring.

Locate and install detectors and connect to alarm circuit wiring. Do not mount detectors within 1M of air outlets. Maintain at least 600 mm radius clear space on ceiling, below and around detectors. Locate duct type detectors in straight portions of ducts.

Connect alarm circuits to main control panel.

Locate and install bells and connect to signalling circuits.

Connect signalling circuits to main control panel.

Install end-of-line devices at end of alarm and signalling circuits.

Install remote annunciator panels and connect to annunciator circuit wiring.

Locate and install door releasing devices.

Locate and install remove relay units to control fan shut-down.

Sprinkler system: Wire alarm and supervisory switches and connect to control panel.

Connect fire suppression systems to control panel.

### **2. FIELD QUALITY CONTROL:**

Perform tests in accordance with Section 16010-Electrical General Requirements and CAN/ULC-S537.

### **FIRE ALARM SYSTEM:**

Test each device and alarm circuit to ensure manual stations, thermal and smoke detectors, sprinkler system, Halon system, transit alarm to control panel and actuate first stage alarm, general alarm, ancillary devices.

Check annunciator panels to ensure zones are shown correctly.

Simulate grounds and breaks on alarm and signalling circuits to ensure proper operation of trouble signals.

### **3. ACTIVE ALARM SYSTEMS:**

The responsibility for the operation of active fire alarm systems in Base buildings lies with the RP Ops Electrical Fire Alarm Maintenance Section.

The policy for any group or individuals who plan to perform work on an active fire alarm system in a Base building is as follows:

The Technical Authority shall be informed of the building to be worked on and scope of work at least twenty-four (24) hours prior to commencing.

The Technical Authority shall at that time determine if their attendance will be required for building or zone deactivation and inform the group or individual of the requirement.

If a building is to have its fire alarm system deactivated, it is the responsibility of the group/individual working on the system to supply and post the required "Out of Service" notices.

If a zone is to be deactivated in a building, it is the responsibility of the group/individual working in that zone to ensure all break-glass stations in that zone are marked unserviceable.

Immediately prior to any work commencing on a Base fire alarm system, CFMETR Firehall - 468-5046 and the CFMETR Commissionaire - 468-5060 shall be informed of the building, account number, and area to be affected by:

Technical Authority if they deactivate the system;

The group/individual working on the system if they have received permission from the Technical Authority to work without assistance

Upon completion of any work on a Base building fire alarm system, the group/individual performing the work shall contact the CFMETR Commissionaire - 468-5060 for testing and reactivation of system;

Immediately preceding reactivation of the fire alarm system, the Technical Authority shall inform the Base Firehall Watch Room of the reactivation;

Upon reactivation of a fire alarm system, the Contractor shall send a single test alarm to the CFMETR Commissionaire to ensure system readiness before leaving building; and

Upon completion of reactivation and resting, the group/individual that performed work on the fire alarm system shall remove all "Out of Service" signs.

## **HIRSCH VELOCITY ACCESS CONTROL SYSTEM**

### **DESCRIPTION OF SYSTEM:**

Server, power supplies, remote stations, sensors, door contacts, door hardware and Model 8 control panels to provide access control functions including identifying door position, door contacts, swipe card readers and keypads, supervising system continuously and provide notification and record of who has accessed Bldgs and when;

### **POWER SUPPLY:**

120V, a/c, 60 Hz input, 12V d/c output from rectifier to operate signal circuits, with stand-by power of gel cell batteries minimum expected life of four (4) years, sized in accordance with NBC.

### **INSTALLATION:**

The Hirsch Velocity Access Control system at DND sites are wholly owned and maintained by DND. CFB Esquimalt, RP ops Alarm Shop is at the local design authority for all supporting structures and cabling installations. All installation and maintenance work to be carried out by licensed tradesperson certified by Hirsch to work on their systems

Install main control panel and connect to a/c power supply, d/c standby power.

Locate and install remote stations and connect to access control circuit wiring.

Locate and install door contacts, swipe card readers, keypads and connect to Model 8 control panel.

Program system, swipe cards, remote stations, card readers.

### **MAINTENANCE:**

Provide maintenance to system on an "as requested" basis

## **MOTOR STARTERS TO 600 V - GENERAL**

### **1. SHOP DRAWINGS AND PRODUCT DATA:**

Submit drawings and product data to Technical Authority.

Indicate:

Mounting method and dimensions;

Starter size and type;

Layout of identified internal and front panel components;

Enclosure types;

Wiring diagram for each type of starter;

Interconnection diagrams.

### **2. OPERATION AND MAINTENANCE DATA:**

Provide data to Technical Authority for incorporation into RP Ops maintenance manual.

Provide listed spare parts for each different size and type of starter:

2 contacts, stationary.

2 contacts, movable.

1 contact, auxiliary.

1 control transformer(s),

1 operating coil.

2 fuses.

4 indicating lamps.

## PRODUCTS

### 1. MATERIALS:

Starters: EEMAC E14-1.

Half-size starters not acceptable.

Manual motor starters of size, type, rating, & enclosure type as indicated with components as follows:

Switching mechanism, quick make and break.

Overload heater(s), manual reset, trip indicating handle.

Accessories:

Toggle switch: Heavy duty, labelled as indicated.

Indicating light: Heavy duty, type and colour as indicated.

Locking tab to permit padlocking in "ON" or "OFF" position.

### 2. FULL VOLTAGE MAGNETIC STARTERS:

Magnetic and combination magnetic starters of size, type, rating, and enclosure type as indicated with components as follows:

Contractor solenoid operated, rapid action type.

Motor overload protective device in each phase, manually reset from outside enclosure.

Power and control terminals.

Wiring and schematic diagram inside starter enclosure in visible location.

Identify each wire and terminal for external connections, within starter, with permanent number marking identical to diagram.

Combination-type starters to include circuit breaker with operating lever on outside of enclosure to control circuit breaker and provision for:

Locking in "OFF" position with up to three (3) padlocks;

Locking in "ON" position;

Independent locking of enclosure door;

Provision for preventing switching to "ON" position while enclosure door open.

Accessories:

Pushbutton or selector switches: Heavy duty, labelled as indicated.

Indicating lights: Heavy duty, type and colour as indicated.

One N/O and one N/O spare auxiliary contacts unless otherwise indicated.

### 3. CONTROL TRANSFORMER:

Single phase, dry type, control transformer with primary voltages indicated and 120V secondary, complete with secondary fuse, installed in with starter as indicated. Size control transformer for control circuit load plus 20% spare capacity.

### 4. FINISHES:

Apply finishes to enclosure in accordance with Section 16010.

### 5. EQUIPMENT IDENTIFICATION:

Provide equipment identification in accordance with Section 16.

Manual starter designation label, white plate, black letters, size 1, engraved as indicated.

Magnetic starter designation label, white plate, black letters, size 1 engraved as indicated.

## EXECUTION

### 1. INSTALLATION:

Install starters, connect power, and control as indicated.

Ensure correct fuses and overload devices elements installed.

Perform tests in accordance with Section 16010 and manufacturer's instructions.

Operate switches; contractors to verify correct functioning.

Perform starting and stopping sequences of contactors and relays.

Check that sequence controls interlocking with other separate related starters, equipment, control devices, operate as indicated.

## **2. DND SAFETY REGULATIONS:**

Entrance to existing high voltage, secondary, and telephone manholes is restricted by DND Safety Regulations.

The Engineer will arrange for DND to open the manholes. Safety of existing cables/conductors and procedures will be discussed, observed, and followed by the Contractor.

The Contractor will decide when to ventilate, for how long, and when it is safe to enter any manhole and proceed with his work.

## APPENDIX 4 – MANDATORY REQUIREMENTS

Using the form provided or a reasonable facsimile, provide a response to each of the mandatory requirements.

Canada reserves the right to verify the information provided and to confirm certifications and experience statements. Failure by the Bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the Bidder being disqualified and no further consideration being given to the Bidder. Any blank responses will result in the bid being disqualified with no further consideration being given to the bidder.

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

### COMPANY EXPERIENCE

We, \_\_\_\_\_ (Company's name), certify that we have a minimum five (5) years of experience providing electrical services. **YES** **NO**

We, \_\_\_\_\_ (Company's name), acknowledge that we must have access to a certified electrical line truck 24/7, 365 days a year for High Voltage emergencies. **YES** **NO**

We, \_\_\_\_\_ (Company's name), acknowledge that we must have a qualified Class A journeyman electrician with a minimum 5 years of experience on site for all high voltage work. **YES** **NO**

We, \_\_\_\_\_ (Company's name), acknowledge that we must have a qualified Class B journeyman on site for all electrical work not relating to high voltage. **YES** **NO**

### PERSONNEL EXPERIENCE

**High Voltage Electrician:** Minimum one personnel. Minimum five years of experience required. Available for work throughout this Standing Offer for high voltage work.

Provide the proposed high voltage electricians full name, trade designation, years of experience and a copy of their Unrestricted Electrical Class A license. A copy of the license should be included with your bid submission or after solicitation closing if requested by Canada.

Name	Trade Designation	Years of Experience

### Attestation

We hereby certify that all the information provided has been verified by us to be true and accurate. We further certify that should we be awarded a Standing Offer the personnel proposed above will be available to perform the tasks described herein, if and when requested, by the Technical Authority. **YES** **NO**

### APPENDIX 5 - PERIODIC REPORTS

The Offeror shall provide to the Technical Authority biannual reports on usage of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports shall be submitted in the format shown below and forwarded to the Technical Authority no later than fifteen (15) days after the designated reporting period.

The Offeror understands that failure to comply may result in the setting aside of the Standing Offer.

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

Return to:

Name	Phone Number	Email
Tom Hunter	(250) 468-5021	Tom.hunter@forces.gc.ca

Department of National Defence  
Base Construction Engineering  
Canadian Forces Maritime Experimental Test Range  
Nanoose Bay, BC, V9P 9J9

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

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

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

Description of Work	Call Up #:	Total Billing

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

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

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

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

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

## APPENDIX 6 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 journeyperson-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

**Voluntary Certification**

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

(page 2 of 2)

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

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

Trades of those apprentices:


## **APPENDIX 7 - APPLICATION FOR REGISTRATION (AFR) FOR CANADIAN LEGAL ENTITIES**

Attached

## **APPENDIX 8 - CONTRACT SECURITY PROGRAM (CSP) INITIAL INTERNATIONAL SECURITY SCREENING FORM**

Attached

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

Attached

## ANNEX B - CERTIFICATE OF INSURANCE

(Not required at solicitation closing)



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

### CERTIFICATE OF INSURANCE

<b>Description and Location of Work</b> Electrical Service and Maintenance Nanaimo and Nanoose Bay, BC	<b>Contract No.</b> W684B-220012/001/PWY
	<b>Project No.</b>

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

Additional Insured

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

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

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.

Use separate page if needed.



### ANNEX D – FORM 2829 SAMPLE



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

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

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

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

Work description - Description des travaux

**SAMPLE ONLY**  
**ÉCHANTILLON SEULEMENT**

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

_____	_____
Signature	Date

Departmental Representative - Représentant du ministère

_____	_____
Signature	Date

L'information contenue dans ce document est classifiée en vertu de la Loi sur l'accès à l'information. Toute réimpression ou diffusion est interdite sans la permission écrite du Service des communications du gouvernement du Canada.



Contract Number / Numéro du contrat W684B-220012/001/VIC
Security Classification / Classification de sécurité unclassified

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

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>	2. Branch or Directorate / Direction générale ou Direction <b>CFB ESQUIMALT</b>
---	--

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

4. Brief Description of Work / Brève description du travail  
 To provide all labour, supervision, material, equipment, transportation and profit required for ELECTRICAL SERVICES  
 Work to take place at various locations at the Department of National Defence facilities consisting of Nanaimo Armouries, 4872 Fillinger Cres, CFMETR Nanouso in accordance with the Specifications herein during the period specified herein.

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 assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
--	--	------------------------------------

5. 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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

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

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

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

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

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

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

Special comments:  
Commentaires spéciaux : Multiple levels of personnel screening required, as per the attached Security Classification Guide

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat W684B-220012/001/VIC
Security Classification / Classification de sécurité unclassified

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

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



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

W684B-220012/001/VIC

Security Classification / Classification de sécurité  
unclassified

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) Tom Hunter	Title - Titre Contracts Manager	Signature 
---	------------------------------------	---------------

Telephone No. - N° de téléphone 250-468-5021	Facsimile No. - N° de télécopieur 250-468-5073	E-mail address - Adresse courriel Tom.Hunter@forces.gc.ca	Date April 7 2022
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**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) Sasa Medjovic	Title - Titre Senior security analyst	Signature MEDJOVIC SASHA 234 <small>Digitally signed by MEDJOVIC, SASHA 234 DN: cn=CA, ou=GC, ou=DND-MDN, ou=PASSIVE, ou=INTERN, cn= MEDJOVIC, SASHA 234 Reason: I am the author of this document Location: your signing location here Date: 2022.04.21 12:51:07-0400 PKIX PDF Editor Version: 11.2.1</small>
--	--	---

Telephone No. - N° de téléphone 613-996-0286	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?  No / Non  Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Delia Martin Supply Specialist, PSPC, Real Property Contracting Ph: 778-707-2139 delia.martin@tpsgc-pwgsc.gc.ca	Title - Titre	Signature Martin, Delia <small>Digitally signed by: Martin, Delia DN: CN = Martin, Delia C = CA O = GC OU = PWGSC-TPS-GC Date: 2022.07.27 13:39:06 -07'00'</small>
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	Télécopieur	E-mail address - Adresse courriel	Date
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**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Stephanie Tompkins Contract Security Officer Stephanie.Tompkins@tpsgc-pwgsc.gc.ca	Title - Titre	Signature Tompkins, Stephanie <small>Digitally signed by Tompkins, Stephanie Date: 2022.04.22 11:35:49 -04'00'</small>
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	Télécopieur	E-mail address - Adresse courriel	Date
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## CONTRACT SECURITY PROGRAM (CSP)

### APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

#### Instructions for completing the Application for Registration (AFR)

##### Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and / or investigation in accordance with the Policy on *Government Security* and *Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the Privacy Act and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 ([Access to information and privacy - PSPC \(tpsgc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca/access-to-information-and-privacy-pspc)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](https://www.tpsgc-pwgsc.gc.ca/standard-personal-information-banks-canada)). Under the *Privacy Act*, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at [TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca). If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

##### General Instructions:

- This form is used for registering Canadian legal entities **ONLY**. The CSP does not register foreign based organizations. **ALL** Foreign based firms must contact the [International Industrial Security Directorate \(IISD\)](#) for more information on the security screening process. Canadian subsidiaries of foreign based firms may be eligible to register with the CSP.
- This form and all supporting documentation requested must be provided in English or French
- In any instance where this form does not allow enough space for a complete answer, please include additional pages or rows to the table as required.

**For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.**

**In the case of already cleared organizations; a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.**



## CONTRACT SECURITY PROGRAM (CSP)

### Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided
  - **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.  
Provide the following information to substantiate this "Type of Organization" selection:
    - Stock exchange identifier (if applicable);
    - Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
    - Ownership structure chart is mandatory
  - **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.  
Provide the following information to substantiate this "Type of Organization" selection:
    - Evidence of legal status, ie. partnership agreement;
    - Provincial partnership name registration (if applicable);
    - Ownership structure chart
  - **Sole proprietor** refers to the owner of a business who acts alone and has no partners.  
Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document
  - **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)  
Provide the following information to substantiate this "Type of Organization" selection:
    - Evidence of legal status such as acts, charters, bands, etc.
    - Ownership structure chart and management structure chart
- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

### Section B - Security Officers

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address (site) the ACSO is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers **must** meet all of the following criteria:
  - an employee of the organization;
  - physically located in Canada;
  - a Canadian citizen\*; and
  - security screened at the same level as the organization (in some cases alternates may require a different level).

\*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractual requirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.



## CONTRACT SECURITY PROGRAM (CSP)

### Section C - Officers

- Your organization must list **all** the names and position titles for its officers, management, leadership team, executives, managing partners, authorized signatories, members, etc. that are responsible for the day to day operations of its business. A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

### Section D - Board of Directors

- List **all** members of your organization's board of directors. Indicate all board titles including the chairperson if there is one. Add additional rows to the section or on a separate page if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

### Section E - Ownership Information

- For the purposes of the CSP, the following interpretations are applicable:
  - **Direct (or registered) ownership** are **all** owners who hold legal title to a property or asset in that owner's name.
  - **Ownership** refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
  - **Parent company** refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

### Section F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

- Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract, etc.), contracting authority or prime contractor and the security level requirement.

### Section G - Certification and Consent

- Only an officer identified in Section C may complete this section.



# CONTRACT SECURITY PROGRAM (CSP)

## APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

**NOTE:**

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form **will not** be processed.

### SECTION A - BUSINESS INFORMATION

1. Legal name of the organization					
2. Business or trade name (if different from legal name)					
3. Type of organization - <b>Indicate the type of organization and provide the required validation documentation (select one only)</b>					
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <table style="margin-left: 20px;"> <tr> <td><input type="checkbox"/></td> <td>Private</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Public</td> </tr> </table> <input type="checkbox"/> Other (specify)		<input type="checkbox"/>	Private	<input type="checkbox"/>	Public
<input type="checkbox"/>	Private				
<input type="checkbox"/>	Public				
4. Provide a brief description of your organization's general business activities.					
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)				
7. Business civic address (head office)					
8. Principal place of business (if not at head office)					
9. Mailing address (if different from business civic address)					
10. Organization website (if applicable)					
11. Telephone number	12. Facsimile number				
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/classified information/assets/sites				



### CONTRACT SECURITY PROGRAM (CSP)

#### SECTION B – SECURITY OFFICERS

Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.

Add additional rows or attachments as needed if there is not enough space allotted

Position title	Site #	Surname	Given name	E-mail (where the CSP will send correspondence)
Company security officer (CSO)				
Alternate company security officer (ACSO)				
ACSO (if applicable)				
ACSO (if applicable)				
ACSO (if applicable)				

#### For Document Safeguarding Capability ONLY:

00 – Address will be principal place of business	
01 – Site address:	
02 – Site address:	

#### SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)

Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

Position title - within your organization	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile



### CONTRACT SECURITY PROGRAM (CSP)

#### SECTION D – LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

Position Title on the Board	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

#### SECTION E - OWNERSHIP INFORMATION - PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP

Please complete for each level of ownership

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada’s Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include **all** levels of ownership from direct to ultimate.

**Note: The organization structure chart with percentages of ownership must be included with your submission**

#### SECTION E-1 - OWNERSHIP LEVEL 1 (direct ownership) if more than three - please provide on additional sheet

Ownership - Level 1 (Direct Parent)				
Name of organization or individual				
Address				
Type of entity (e.g. private or public corporation, state-owned)				
Stock exchange identifier (if applicable)				
Facility security clearance (FSC) yes/no				
Percentage of ownership				
Country of jurisdiction or citizenship				






## CONTRACT SECURITY PROGRAM (CSP)

### SECTION E-2 - OWNERSHIP LEVEL 2

If there is any additional ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

#### Ownership of entries listed in E-1 (Level 2)

Name of direct owner from E-1			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

### SECTION E-3 - OWNERSHIP LEVEL 3

If there is any additional ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

#### Ownership of entries listed in E-2 (Level 3)

Name of intermediary ownership from E-2			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			



### CONTRACT SECURITY PROGRAM (CSP)

#### SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

Add additional rows or attachments as needed

Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.

Contract, lease, SA, SO, etc. number	Client / contracting authority	Security Type & level	Expiry date (dd-mm-yyyy)

#### SECTION G - CERTIFICATION AND CONSENT (ONLY AN OFFICER IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)

I, the undersigned, as the Officer authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of my personal information for the purposes as described above. **I agree to notify the Contract Security Program of any changes to the organization including but not limited to: change of address, phone number, contact information, change in security officers, officers and directors, board members, partners, management / leadership team and ownership.**

Surname	Given name
Position title	Telephone number (include extension number if any)
Facsimile number	Email address
Signature	Date (dd-mm-yyyy)

#### FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations	
Recommended by e-signature	Approved by e-signature



## CONTRACT SECURITY PROGRAM (CSP) INITIAL INTERNATIONAL SECURITY SCREENING FORM

### Purpose

The purpose of this form is to initiate the security screening process for foreign suppliers who will need access to Canadian Protected/Classified information/assets/sites under a Government of Canada contract or Multinational Program processed by the Canadian Contract Security Program (CSP). The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and/or investigation. Additionally, the information may be disclosed to and used by other Government of Canada institutions that may require this information as part of their functions or investigation under Canadian Law or for security assurances from foreign data protection authorities or industrial security programs of foreign governments.

The role of the Designated Security Authority for Canada (Canadian DSA) is performed by the International Industrial Security Directorate under the Contract Security Program and is the Canadian authority for confirming compliance with the Canadian national and international security requirements involving foreign suppliers.

### Instructions for completing this form

#### General

- This form and the additional documentation required must be provided in English or French.
- In any instance where this form does not allow enough space for a complete answer, please include additional pages and/or table rows as required.
- Refusal to provide the information, the provision of false statement, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will result in a denial or revocation of eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites.

#### Section A - Business Information

- You must provide all required documentation (outlined below) in relation to the type of company or corporate entity. Company or corporate entity's organization chart is mandatory for all types of entity.
- **Legal name of the company or corporate entity** refers to the legal name of the company or corporate entity as it is registered with the relevant foreign government authorities.
- **Business or trade name** refers to the name which a business trades under for commercial purposes, although its registered legal name used for contracts and other formal situations, may be another name.
- **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Stock exchange identifier (if applicable); and
  - Certificate of Incorporation, compliance, continuance, etc.
- **Partnership** refers to a voluntary contract between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Evidence of legal status (e.g. partnership documentation).
- **Sole proprietor** refers to the owner of a business who acts alone and has no partners. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Government registration documentation; and
  - Other (e.g. Master Business License).
- **State-owned entity** refers to a state-owned enterprise or government-owned enterprise where the government or state has significant control over this business entity through full, majority, or significant minority ownership. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - National Law, Act or policies defining the entity; and
  - Evidence of legal status.



- **Other** (e.g. letters of patent, universities, financial institutions, unincorporated companies). Provide the following information to substantiate this type of company or corporate entity selection:
  - Evidence of legal status;
  - National laws and Acts; and/or
  - Charters.
- If the company or corporate entity is already registered in an industrial security program from the National Security Authority (NSA) or Designated Security Authority (DSA) of the relevant country, indicate the security level of its facility clearance and its date of validity.
- Indicate the name of the national Data Protection Authority (DPA) responsible for the protection of personal information in the country where the company or corporate entity is located and indicate the title of the legislation defining this authority.

### Section B – Company Security Officer (CSO)

- Identify the individual that will be nominated as the company or corporate entity's Security Officer (hereinafter referred to as Company Security Officer (CSO)) who will be responsible for ensuring compliance with the security requirements of the Government of Canada contract or multinational program.
- The CSO **must** be:
  - an employee of the company or corporate entity; and
  - be security assessed at the same level as the company or corporate entity.
- The CSO must notify the Contract Security Program of any structure changes of the ownership for the company or corporate entity, including changes of the membership of its Board of Directors and the change of the nominated CSO.
- **Citizenship** refers to the status of being a citizen. A citizen is a person who, by either birth or naturalization, is a member of a political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- For the purposes of the Contract Security Program, the term **Country of Primary Residence/National Domicile** refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.

### Section C – List of Board of Directors

- List all members of the company's Board of Directors. Applicants are to add additional rows to the section if required.
- **Citizenship** refers to the status of being a citizen. A citizen is a person who, by either birth or naturalization, is a member of a political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- For the purposes of the Contract Security Program, the term **Country of Primary Residence/National Domicile** refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.

### Section D - Ownership Information

- For the purposes of the Contract Security Program, the following interpretations are applicable:
  - **Direct (or registered)** owners are owners who hold legal title to a property or asset in that owner's name.
  - **Ownership** refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
- **Parent company or corporate entity** refers to a company or corporate entity which owns and/or controls controlling interest (e.g. voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

### Section E - Certification and Consent

- Only an individual identified in Section C may complete this section.



**IMPORTANT NOTE:** The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will prohibit your eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites. An incomplete form will not be processed by the Contract Security Program and will be returned to you.

SECTION A - BUSINESS INFORMATION		
Complete Section A and provide the required documentation identified in the instructions above.		
1. Legal name of the company or corporate entity		
2. Business or trade name (if different from legal name)		
3. Type of company or corporate entity (Indicate the type of organization and provide the required validation documentation) (select one only)		
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (Private or Public) <input type="checkbox"/> State-owned entity <input type="checkbox"/> Other, specify:		
4. Provide a brief description of your company or corporate entity's general business activities		
5. Business (Head office) civic address		
6. Mailing address (if different from business civic address)		
7. Company or corporate website (if applicable)		
8. Business Identifier Number if applicable (e.g. CAGE/NCAGE code)	9. Telephone number (include country code and extension number if any)	10. Facsimile number if applicable (include country code)
11. Number of employees in your company or corporate entity		12. Number of employees who require access to Canadian Protected/Classified information/assets/sites
13. Indicate the valid facility security level of the company or corporate entity granted by the relevant National Security Authority or Designated Security Authority (indicate NIL if none)		14. Provide the date of the validity of the facility clearance (if applicable)
15. Name of the relevant national Data Protection Authority (DPA) responsible for the protection of personal information in the country (indicate NIL if none)		16. Title of the legislation defining the Data Protection Authority (DPA) (if applicable)



SECTION B – COMPANY SECURITY OFFICER				
<b>Complete Section B.</b>				
Position title	Sumame	Given name(s)	Citizenship(s)	Country of primary residence/ National domicile
Email address for the company security officer:				

SECTION C – LIST OF MEMBERS OF THE BOARD OF DIRECTORS (INDICATE N/A IF NOT APPLICABLE)				
<b>Complete Section C. Add additional rows or attachment as required</b>				
Position title	Sumame	Given name(s)	Citizenship(s)	Country of primary residence/ National domicile

SECTION D – OWNERSHIP INFORMATION					
<b>Complete Section D for each level of ownership</b>					
Identify all entities, individuals, public or private corporations that have an ownership stake in the organization listed in Section 1. For publicly traded corporations, identify stock exchange. An ownership relation chart with percentages of ownership must be included.					
<b>SECTION D-1 – OWNERSHIP LEVEL 1 (DIRECT OWNERSHIP)</b>					
Identify all individual owners or direct organizations ownership related to the company or corporate entity identified in Section 1.					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship

SECTION D-2 – OWNERSHIP LEVEL 2					
If there is any additional ownership for the names listed in the previous section (D-1), provide the information below. If none, please indicate N/A (not applicable).					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship

SECTION D-3 – OWNERSHIP LEVEL 3					
If there is any additional ownership for the names listed in the previous section (D-2) please provide the information below. If none, please indicate N/A (not applicable).					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship



**SECTION E – CERTIFICATION AND CONSENT (only an individual identified in Section C may complete this section)**

I, the undersigned, as the individual authorized by the organization identified in Section 1, have read the purpose and instructions of this screening form and do hereby certify that the information contained in this screening form is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of the information provided in this screening form for the purposes as described above. I agree to notify the Contract Security Program of any changes to the organization such as change of address, contact phone numbers, email address, change in company management structure, ownership, company security officer and the members of the Board of Directors.

Surname	Given name(s)
Position title	Telephone number (include country code and extension number if any)
Facsimile number if applicable (include country code)	Email address
Signature	Date

**FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM**

Recommendations

Recommendation by analyst (Name)	Signature	Date
Approval (Name)	Signature	Date