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**RETOURNER LES SOUMISSIONS À:**

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

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

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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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

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

**Comments - Commentaires**

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

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

<b>Title - Sujet</b> RISO-Duct, Canopy and HVAC Cleaning RISO - Duct, Canopy and HVAC Cleaning	
<b>Solicitation No. - N° de l'invitation</b> W6899-220079/A	<b>Date</b> 2022-11-25
<b>Client Reference No. - N° de référence du client</b> W6899-22-0079	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-411-11603
<b>File No. - N° de dossier</b> HAL-1-87097 (411)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Atlantic Standard Time AST <b>on - le 2022-12-15</b> Heure Normale de l'Atlantique HNA	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Surette, Erin	<b>Buyer Id - Id de l'acheteur</b> hal411
<b>Telephone No. - N° de téléphone</b> (902)476-5077 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Real Property Operations 14 Wing Greenwood PO Box 5000 STN Main GREENWOOD Nova Scotia B0P 1N0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

### **1.2 Summary**

Public Services and Procurement Canada, on behalf of the Department of National Defence has a requirement to establish a Regional Individual Standing Offer (RISO) for the furnishing of all labour, materials and equipment required to carry out cleaning of ducts and canopies and HVAC systems at various locations at 14 Wing Greenwood and remote sites as and when requested.

The period of the standing offer is for two years with two additional one-year options.

This RFSO allows offerors to use the CPC Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### **1.3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### **1.5 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2022-03-29) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days  
Insert: 90 days

#### 2.1.1 SACC Manual Clauses

[M0019T](#) (2007-05-25), Firm Prices and/or Rates

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO:

<b>Email for CPC Connect</b>	<a href="mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca">TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca</a> <b>Note:</b> Offers will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Standard Instructions <a href="#">2006</a> , or to send offers through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.
<b>Facsimile number</b>	902-496-5016

### 2.3 Former Public Servant- Competitive- Offer

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information

required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

## Definitions

For the purposes of this clause,

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

### 2.4 Enquiries - Request for Standing Offers

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

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

eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.5 Applicable Laws

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

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

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

Canada requests that the offer be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications  
Section IV: Additional Information

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

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

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

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, Offerors are encouraged to submit offers electronically. If hard copies are required, Offerors should:
  - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment").

### 3.1.1 Electronic Payment of Invoices - Offer

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

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

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

### 3.1.2 Exchange Rate Fluctuation

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

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

### Section IV: Additional Information

#### 3.1.3 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **14 Wing Greenwood located at 578 Ad Astra Way on December 5, 2022**. The site visit will begin at 11:00 AST, in 5 Hanger.

Bidders are requested to communicate with the Contracting Authority by email no later than December 1, 2022 at 14:00 AST to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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

### **4.1 Evaluation Procedures**

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

### **4.1.1 Technical Evaluation**

#### **4.1.1.1 Mandatory Technical Criteria**

Experience – Offerors must possess a minimum of three (3) years related experience in the power cleaning of ductwork, diffusers, louvers, and associated ventilation equipment. List three (3) major projects/contracts in the last three (3) years that show experience with projects similar to what is contained in the statement of work. Only bids that have demonstrated the necessary experience/qualifications as requested in Annex G will be considered responsive.

### **4.1.2 Financial Evaluation**

#### **4.1.2.1 Evaluation of Price - Offer**

*SACC Manual* Clause [M0220T](#) (2016-01-28), Evaluation of Price - Offer

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Mandatory Technical Criteria Only**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Offer**

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

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

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

#### **5.1.2 Additional Certifications Required with the Offer**

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Security Requirements – Required Documentation**

In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Offeror must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

Offerors are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, offerors who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extensions granted by the Contracting Authority in its discretion), or if Canada requires further information from the Offeror in connection with assessing the request for security clearance (i.e., information not required by the AFR), the Offeror will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Offeror fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

### **5.2.3 Federal Contractors Program for Employment Equity - Standing Offer Certification**

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **5.2.4 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.2.4.1 Workers Compensation- Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within five (5) calendar days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  
2. Before access to sensitive information is provided to the Offeror, the following conditions must be met:
  - (a) the Offeror's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.
  - (b) the Offeror's security capabilities must be met as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.
  
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D. If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W6899-220079**

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

#### **7.3 Standard Clauses and Conditions**

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

##### **7.3.1 General Conditions**

2005 (2022-01-28) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **7.3.2 Standing Offers Reporting**

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex F. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 15 days after the end of the reporting period.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is **two years from the date of award**.

### **7.4.2 Extension of Standing Offer**

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

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

### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

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Name: Erin Surette  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Atlantic Region  
Address: 1713 Bedford Row  
Halifax, NS B3J 1T3  
Telephone: (902) 476-5077  
Facsimile: (902) 496-5016  
E-mail: [erin.surette@pwgsc-tpsgc.gc.ca](mailto:erin.surette@pwgsc-tpsgc.gc.ca)

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

### 7.5.2 Project Authority

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

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

### 7.5.3 Offeror's Representative

Name\*: \_\_\_\_\_  
Title\*: \_\_\_\_\_  
Organization\*: \_\_\_\_\_  
Address\*: \_\_\_\_\_  
\_\_\_\_\_  
Telephone\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Facsimile\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail\*: \_\_\_\_\_

**\*OFFEROR TO COMPLETE**

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a **Public Service Superannuation Act** (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with **Contracting Policy Notice: 2019-01** of the Treasury Board Secretariat of Canada.

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence Real Property Operations Unit (Atlantic).

## 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:

PWGSC-TPSGC 942 Call-up Against a Standing Offer

PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$100,000.00** (Applicable Taxes included).

## 7.10 Financial Limitation

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

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

## 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-01-28), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2010C](#) (2022-01-28) General conditions: Services (medium complexity)

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- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment ;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated \_\_\_\_\_

## **7.13 Certifications and Additional Information**

### **7.13.1 Compliance**

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

### **7.14 Applicable Laws**

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

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

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

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

#### **7.2.1 General Conditions**

[2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work is to be performed during the period specified in the call-up against the Standing Offer.

#### **7.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a **Public Service Superannuation Act** (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$ (DETERMINED AT TIME OF CALL-UP). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **7.5.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (DETERMINED AT TIME OF CALL-UP). Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

### 7.5.3 Single Payment

SACC Manual Clause **H1000C** (2008-05-12) Single Payment

### 7.5.5 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### 7.6 Invoicing Instructions

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

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional

insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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

#### **7.8 SACC Manual Clauses**

SACC Manual Clause [A0285C](#) (2007-05-25), Workers Compensation  
SACC Manual Clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
SACC Manual Clause [A1009C](#) (2008-05-12), Work Site Access  
SACC Manual Clause [A9006C](#) (2012-07-16), Defence Contract

#### **7.9 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## **ANNEX "A"**

### **STATEMENT OF WORK**

**See following pages for Statement of Work**

DEPARTMENT OF NATIONAL DEFENCE



14 WING GREENWOOD

SPECIFICATION

CLEAN DUCTS, CANOPIES and  
HVAC SYSTEMS

14 WING GREENWOOD, NS

JOB NO. L-G111-9900/1126

2022-10-26

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01001	SUMMARY OF WORK	2
01005	GENERAL INSTRUCTIONS	3
01500	TEMPORARY FACILITIES	2
01545	SAFETY REQUIREMENTS	1
01546	FIRE SAFETY REQUIREMENTS	4
01547	HAZARDOUS MATERIAL	3
01560	ENVIROMENTAL PROTECTION	1
01710	CLEANING	2
<u>Division 15 - Unknown</u>		
15801	CLEANING DUCTS AND CANOPIES	3
<u>Division 23 - Heating, Ventilating and Air-Conditioning (HVAC)</u>		
23 01 31	<u>AIR DUCT CLEANING FOR HVAC SYSTEMS</u>	10

- 
- 1 Location of Sites
- .1 14 Wing Greenwood is located 150 km west of Halifax in Kingston, Kings County, NS, Camp Aldershot is located 120 km west of Halifax in Kentville, Kings County, NS.
- 2 Description of Work
- .1 Work under this contract comprises the provision of all labour, material and equipment required to complete the work in accordance with this specification.
- .2 Specified work is to be carried out at the following locations:
- .1 As directed by the Engineer.
- .3 Work of this Contract is located in an area where normal working hours are:
- .1 0730 to 1600 hours, Monday to Friday inclusive.
- .2 Work in kitchens to be performed during evening hours commencing not before 1800 hrs.
- .4 In general terms, the work includes the following:
- .1 The furnishing of all labour, materials and equipment required to carry out cleaning of ducts and canopies and HVAC systems at various locations at 14 Wing Greenwood and remote sites as and when requested.
- .2 Replacement of baffle filters.
- .3 Inspection and reports.
- .4 Clean-up.
- .5 Prior to any Work confirm with fire authority that duct systems do not contain detectors that will need protecting during the Work of this contract. Provide protection where necessary.
-

2 Description of .4 (Cont'd)  
Work  
(Cont'd)

1 References

- .1 National Building Code of Canada (NBC) 2020 including all amendments up to tender closing date.
- .2 National Fire Code of Canada (NFC) 2020 including all amendments up to tender closing date.

2 Codes and Standards

- .1 Workmanship to be of high quality and in strict accordance with the best trade practice as interpreted by the Departmental Representative.
- .2 Perform work in accordance with the National Building Code (NBC) and National Fire Code (NFC) and/or any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements will govern.
- .3 Meet or exceed requirements of:
  - .1 Contract documents.
  - .2 Specified standards, codes and referenced documents.
- .4 References made to Domestic, National and International Standards in this specification are to be considered and integral part thereof and to be read in conjunction with these specifications.
- .5 Mediocre or inferior workmanship to be replaced by work of first class quality without cost to DND when so ordered by the Departmental Representative.
- .6 In event of conflict between standards, the most stringent shall apply.

3 Contractor Qualifications

- .1 The Contractor shall satisfy the Engineer that he has adequate and qualified staff to perform the service expected. This includes processing all service calls within an acceptable time and having adequate parts on hand to meet requirements of the job, both during silent and normal working hours.
  - .2 The Contractor shall be prepared to work from formally prepared specifications and drawings when these documents are available.
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|---|----|--|
| <u>3 Contractor Qualifications (Cont'd)</u> | .3 | The Contractor's service representative shall be capable of working from verbal direction and freehand sketches when on smaller projects and quick response work.  |
| <br>  |    |  |
| <u>4 Work Schedule</u>                      | .1 | Prior to work commencement, the Contractor to arrange for an on-site meeting with the Departmental Representative immediately following contract award to program starting dates, work schedules and to receive briefing on contract procedures. |
|   | .2 | When schedule has been approved by the Departmental Representative take necessary measures to complete work within scheduled time.   |
|   | .3 | Do not change schedule without Departmental Representative approval.   |
|   | .4 | The Departmental Representative shall issue a Requisition under this Standing Offer providing a statement of work or service required (DSS 942).   |
| <br>  |    |  |
| <u>5 Briefing Requirements</u>              | .1 | Receive briefing from Wing Fire Chief regarding Wing fire safety regulations and restrictions.   |
|   | .2 | Briefings to be arranged by Departmental Representative.   |
| <br>  |    |  |
| <u>6 Contractor's Use of Site</u>           | .1 | Contractor shall be briefed by the Departmental Representative on use of site.   |
|   | .2 | Do not unreasonably encumber site with material or equipment.  |
|   | .3 | Arrange work in a manner that will cause the least inconvenience to building occupants.  |
| <br>  |    |  |
| <u>7 Project Meetings</u>                   | .1 | A pre-job meeting will be scheduled by the Departmental Representative at the work site prior to commencement of the contract.   |
-

- 7 Project Meetings  
(Cont'd)
- .2 Hold regular meetings at times and locations arranged by the Departmental Representative.
- 8 Hours of Work
- .1 Comply with hours of work at 14 Wing Greenwood.
- .2 Work in kitchens to be performed during evening hours commencing not before 1800 hrs.
- 9 Setting Out of Work
- .1 Assume full responsibility for and execute work with least inconvenience to Base operations.
- 10 Building Smoking Environment
- .1 Comply with smoking regulations and restrictions.

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- |                                  |    |  |
|----------------------------------|----|--|
| <u>1 Access</u>                  | .1 | Provide and maintain adequate access to project site.  |
|                                  |    |  |
| <u>2 Parking</u>                 | .1 | Parking space will be made available on site. Maintain and administer this space as directed   |
|                                  |    |  |
| <u>3 Power and Water Supply</u>  | .1 | DND can provide, free of charge, temporary electric power and water for construction purposes in some locations. Contractor to arrange for and provide sources for power and water where existing facilities do not permit.                                |
|                                  | .2 | Departmental Representative will determine delivery points and quantitative limits. Connect to existing power supply in accordance with Canadian Electrical Code.  |
|                                  | .3 | Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.   |
|                                  | .4 | Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services. |
|                                  |    |  |
| <u>4 Sanitary_ Facilities</u>    | .1 | DND is under no obligation to provide sanitary facilities for contractor's workforce.  |
|                                  |    |  |
| <u>5 Protection</u>              | .1 | Use warning signs and barriers. Maintain in good order until completion of work.   |
|                                  | .2 | At end of each day's work provide protection for completed work and materials out of storage.  |
|                                  |    |  |
| <u>6 Site Signs and_ Notices</u> | .1 | Safety and Instruction Signs and Notices:<br>.1 Signs and notices for safety and instruction shall be in both official languages Graphic symbols shall conform to Z321-96.   |
-

- |   |                                    |    |   |
|---|------------------------------------|----|---|
| 6 | Site Signs and Notices<br>(Cont'd) | .2 | Maintenance and Disposal of Site Signs:<br>.1 Maintain approved signs and notices in good condition for duration of project, and dispose of offsite on completion of project or earlier if directed by Departmental Representative.<br>.3 Provide signs when directed by Departmental Representative. |
| 7 | Removal of Temporary Facilities    | .1 | Remove temporary facilities from site when directed by Departmental Representative.   |

- 
- 1 Construction Safety Measures .1 Observe construction safety measures required by Canadian Labour Code, Provincial Government Regulations, Worker's Compensation Board and municipal statutes and authorities.
- .2 In event of conflict or discrepancy between any provisions of above authorities, Departmental Representative will approve direction as to which requirements shall govern.
- .3 The Contractor to comply with all standing orders or other regulations in force on the site where work is to performed.
- .4 Contractor created hazards to be marked with warning signs and barriers.
- .5 All protective devices, barriers, boarding and the like to be maintained in good order until completion of the work under this contract, or until removal is ordered by the Departmental Representative.
- 2 Protection . Prevent damage to buildings, landscaping, curbs, sidewalks, trees, fences and adjacent property.
- .1 Work areas to be cleaned up daily.
- .2 Removed materials to be disposed of daily.
- 3 Scaffolding .1 Design and construct scaffolding in accordance with CSA S269.2-M87.

PART 1 - GENERAL

- 1.1 Fire Department Briefing .1 Departmental Representative will coordinate arrangements for the contractor to be briefed on Fire Safety at their pre-work conference by Fire Chief before any work is commenced.
- 1.2 Reporting Fires .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:  
.1 activate nearest fire alarm box; or  
.2 telephone.
- .3 Person activating fire alarm box will remain at the box to direct Fire Department to scene of fire.
- .4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- 1.3 Fire Extinguishers .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect, the work in progress and the contractors physical plant on site.
- 1.4 Blockage of Roadways .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by fire chief, erecting of barricades and the digging of trenches.
- 1.5 Smoking Precautions .1 Observe at all times smoking regulations.
- 1.6 Rubbish and Waste Materials .1 Rubbish and waste materials are to be kept to minimum.
- .2 The burning of rubbish is prohibited.
-

1.6 Rubbish and  
Waste Materials  
(Cont'd)

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- .3 Removal:
  - .1 Remove all rubbish from the work site at the end of the work day or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in an approved receptacles and remove as required in 1.6.3.1.

1.7 Flammable and  
Combustible Liquids

- .1 The handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

- 
- 1.8 Hazardous Substances
- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
  - .2 The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
  - .3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution areas for Fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
  - .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.
- 1.9 Questions and/or Clarification
- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief.
- 1.10 Fire Inspection
- .1 Site inspections by Fire Chief will be coordinated through Engineer.
  - .2 Allow Fire Chief unrestricted access to the work site.
  - .3 Co-operate with the Fire Chief during routine fire safety inspection of the work site.
  - .4 Immediately remedy all unsafe fire situations observed by the Fire Chief.
-

1.10 Fire  
Inspection  
(Cont'd)

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N

2 General

- .1 Contractors and their personnel to read and be familiar with this section and its requirements.
- .2 Contractor to post, in a noticeable location on job site, the following names and emergency telephone numbers:
  - .1 14 Wing Greenwood:
    - .1 Wing Fire Chief (WFC) - 911.
    - .2 Engineer - Local 1533.
- .3 Work with hazardous materials to be done by workers who are thoroughly educated to the risks and handling procedures involved with the material and are trained in safe work practices.
- .4 Encounters with material suspected of being hazardous and not previously identified are to be reported to Engineer immediately, and work in this area of project halted until direction is received from Departmental Representative.
- .5 Contractors are to comply with regulations and procedures or Federal, Provincial and local area environmental protection agency when dealing with hazardous materials.
- .6 Enquiries regarding Hazardous Materials can be directed to Departmental Representative.

3 Reference\_ Standards

- .1 NFC-2010 - National Fire Code of Canada 1995.
- .2 CLC-Part IV - Canada Labour Code.
- .3 WHMIS - Workplace Hazardous Materials Information System (Federal Legislation Bill C-70).
- .4 Hazardous Products Act.
- .5 Hazardous Materials Information Review Act.
- .6 Occupational Health and Safety Regulations.
- .7 Regulations and standards currently in force for products not covered under WHMIS legislation, designed for the regulation of specific categories of products such as but not limited to:
  - .1 Explosives Act.
  - .2 Atomic Energy Control Act.

- 3 Reference Standards (Cont'd) .7 (Cont'd)  
.3 Pest Control Products Act.
- 4 Documentation .1 Where Contractor supplied materials or chemicals are of a hazardous nature, provide Engineer with two copies of Material Safety Data Sheet (MSDS) for each hazardous product.  
.1 Hazardous products that do not have a Material Safety Data Sheet are not permitted on DND property.  
.2 Information (MSDS) on known or suspected hazardous materials on site can be obtained through Departmental Representative from the Hazardous Materials Coordinator.
- 5 Signs and Notices .1 Contractor to make available a copy of the Material Safety Data Sheet for each product on site, for the information of site workers and visitors to the site.  
.1 Site workers to familiarize themselves with the Material Safety Data Sheet for each product.  
.2 Signs and/or notices for safety and instruction to be in both official languages, or commonly understood WHMIS symbols, and to be posted in prominent locations around area of work.
- 6 Worker Safety .1 Workers involved with hazardous materials on job site to be equipped with all necessary personal protective equipment (PPE) required by Labour Canada and/or Provincial Labour Department.
- 7 Indemnity .1 Contractor accepts liability and indemnifies the Department of National Defence and its employees in the event of injury or damage resulting from the use of or exposure to hazardous materials.
-

- 8 Compliance .1 In event of conflict between the requirements referred to throughout this section and in paragraph 2 - Reference Standards, the more stringent requirement to govern.
- 9 Delivery and Storage .1 In addition to requirements of Section 01005 - General Instructions, deliver and store hazardous materials to the following:  
.1 Incompatible substances and chemicals to be kept segregated at all times.  
.2 Contractor can obtain clarification and identification of subject substances and chemicals through Departmental Representative from Base Hazardous Materials Coordinator.
- 10 Spills and Leaks .1 Notify Wing Fire Department and Departmental Representative at 14 Wing Greenwood immediately in the event of a spill or leak. Wing Fire Chief will coordinate and direct clean-up.  
.2 Prevent injury to personnel until responsible authorities arrive and implement procedures necessary to contain and secure spill area.  
.3 Spills and leaks resulting from Contractor neglect or mishandling to be cleaned up at Contractor's expense.
- 11 Clean-up .1 Additional requirements to Section 01710 - Cleaning are listed below:  
.1 All hazardous material waste to be stored in containers as recommended by manufacturer of hazardous material and removed from site at end of each work day.  
.2 Disposal of waste material to be in accordance with the Department of the Environment regulations and to be off DND property at approved dump sites for materials to be disposed of.

- 
- 2 Fires .1 Fires and burning of rubbish on site not permitted.
- 3 Disposal of Wastes .1 Do not bury rubbish and waste materials on site.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .3 Disposal of wastes to be at approved dump sites for intended materials.
- 4 Pollution Control .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Cover or wet down dry materials and rubbish to prevent blowing dust.
- .4 Remove rubbish from site daily to prevent blowing debris.
- 5 Equipment & Fueling .1 All Equipment to be used on site to be inspected by Departmental Representative to ascertain condition of equipment in regards to petroleum product leakage. Equipment not in good repair to be refused on site until leaks have been repaired to the satisfaction of Departmental Representative.

- 
- 2 General .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Effect a daily clean-up of debris resulting from work and ensure all hazardous impediments are removed from site or stored or protected at the end of each day's work.
- .3 At all times be extremely cautious to ensure that no debris or other hazardous impediments are left lying in locations that will cause unsafe conditions.
- .4 Disposal of debris to be the Contractor's responsibility and to be off DND property at approved dump site for material to be disposed of.
- 3 Definitions .1 FOD (Foreign Object Damage): any and/or all materials and/or debris that could cause damage to aircraft. This terminology is used in airport environments of which 14 Wing Greenwood is considered as.
- 4 Materials .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- 5 Cleaning During Construction .1 Provide on-site containers for collection of waste materials, and debris.  
.1 On-site containers to be equipped with secure lids to prevent debris from being blown out by wind.
- .2 Contractor to be responsible for preventing FOD (Foreign Object Damage) resulting from work of this contract.
- .3 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- 6 Final Cleaning .1 Broom clean paved surfaces; rake clean other surfaces of grounds.
-

6 Final Cleaning  
(Cont'd)

- .2 Effect a daily clean-up of debris resulting from work and ensure that all hazardous impediments are removed from the site or adequately stored or protected at the end of each day's work.
- .3 On completion of the work under this contract, all materials declared surplus by DND, equipment and debris shall be removed from the job site.
- .4 Disposal of sludge or other waste products shall be off DND property or as otherwise directed by the Departmental Representative and in strict accordance with all provincial, municipal and local regulations.
- .5 Final cleaning of work site to be to the Departmental Representative's approval.

PART 1 - GENERAL

- 1.1 Description .1 The work under this Section comprises the furnishing of all labour, materials and equipment required for cleaning of ducts and canopies at various locations under 14 Wing Greenwood's responsibility in accordance with this specification.
- 1.2 Work Included .1 Intent.  
.2 Cleaning.  
.3 Clean-up.  
.4 Inspection and Report.  
.5 Replace baffle filters.
- 1.3 Invoicing .1 Contractor shall provide one invoice for each DSS 942(call-up) received on satisfactory completion of the work.
- 1.4 Frequency of Work .1 All work of this Standing Offer is to be performed on an as and when required basis, as requested by the Departmental Representative on a Call-Up Against a Standing Offer (DSS 942).  
.2 Quarterly and Semi-annually scheduling will be required.  
.3 Filter cleaning may be required on a more frequent basis.
- 1.5 Schedule of Quantities .1 Exhaust systems shall be cleaned and inspected as requested at various locations at 14 Wing Greenwood and Camp Aldershot.  
.1 B207 - Annapolis Mess  
.2 B15 - Greenwood Gardens (canteen)  
.3 Hangar 10 - Canteen  
.4 B166 - Hornell Centre (canteen)  
.5 Other building locations as requested by the Engineer.
-

PART 2 - PRODUCTS

- 2.1 Equipment .1 The Contractor shall be required to provide all equipment necessary to clean exhaust systems. The following is the minimum requirement for the equipment to be provided:
- .1 Mobile or portable unit, oil or propane fired, vapour or steam washer, capable of developing between 100-125 psi; with a water temperature of 200-225 degrees F c/w all required hoses and cleaning wands. Malzbery 150 unit or equal may be approved.
  - .2 Contractor will provide all cleaning materials, equipment, ladders, extension lights, etc.
- 2.2 Material .1 Replace filters using only those bearing ULC or CSA approval, Baffle Type, stainless steel.
- .2 Filter replacement will be as and when required and as determined by the Departmental Representative.
  - .3 Replace grease trap gaskets after cleaning grease pits.

PART 3 - EXECUTION

- 3.1 Intent .1 To remove all grease from the exhaust systems as a fire prevention and hygiene measure.
- .2 To maintain filters clean and at a high functional capacity.
  - .3 To maintain the best possible appearance of installed equipment.
  - .4 To identify potential problems as early as possible.
- 3.2 Steam Cleaning .1 Protect stoves, grills and associated equipment from damage.
-

- 
- 3.2 Steam Cleaning .2 Pre-treat all areas with a detergent grease  
(Cont'd)
- .3 Clean all canopies, filters, ductwork (inside and out) to roof as well as horizontal surfaces and associated exhaust fans, shrouding and louvres.
- .4 Clean all areas to the satisfaction of the Engineer.
- .5 Wipe dry all areas cleaned.
- 3.3 Inspection\_ .1 Inspect all equipment serviced such as motors,  
and Report
- .2 Submit to the Engineer with regular invoicing, a report in writing, on condition of items in 3.3.1 for all areas inspected.
- .3 Report shall include recommendations for maintenance deemed necessary for continued dependability.
- .4 Submit no invoicing unless inspection report is attached.
- 3.4 Clean-up .1 Clean-up to Section 01005.
- .2 Contractor to provide all and any materials and products to support clean-up operation.



PART 1 - GENERAL

- 1.1 REFERENCE STANDARDS
- .1 National Air Duct Cleaners Association (NADCA)
    - .1 ACR Standard, 2006 edition: Assessment, Cleaning and Restoration of HVAC Systems.
  - .2 North American Insulation Manufacturers Association (NAIMA)
    - .1 NAIMA 2005, Cleaning Fibrous Glass Insulated Duct Systems - Recommended Practices.
  - .3 United States Environmental Protection Agency (US EPA)
    - .1 US EPA 2022, 40 CFR Parts 152 and 156.
- 1.2 DEFINITIONS
- .1 HVAC System: complete air duct system from outside air intake louvres to furthest air supply terminal unit and including:
    - .1 Rigid supply and return ductwork;
    - .2 Flexible ductwork;
    - .3 Mixing plenum boxes;
    - .4 Return air plenum's including ceiling plenum's;
    - .5 Cooling and heating coils and compartments;
    - .6 Condensate drain pans, eliminator blades and humidifiers;
    - .7 Fans, fan blades and fan housing;
    - .8 Filter housing and frames;
    - .9 Acoustically insulated duct linings;
    - .10 Diffusers, registers and terminal units;
    - .11 Dampers and controls;
- 1.3 ADMINISTRATIVE REQUIREMENTS
- .1 Site Evaluation: Before start of work meet with Departmental Representative to determine how areas of facility and HVAC systems will be protected during cleaning operations.
    - .1 Organize and lay out plan for cleaning apparatus insertion points.
    - .2 Ensure plan identifies sequence and schedule of survey and cleaning operations for each individual HVAC system and for complete facility.
      - .1 Take account of elbows, bends, turning vanes, dampers, transitions, take-offs, and other internal features.
-

1.3 ADMINISTRATIVE  
REQUIREMENTS  
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
  - .2 Proceed with survey and cleaning work only after receiving written approval from Departmental Representative.
- .2 Scheduling: Hours of Operation: complete work during business hours as follows:
  - .1 Monday to Friday between 07:30 hours and 16:00 hours.
  - .2 Work outside of regular working hours will be arranged through Departmental Representative.
  - .3 Work may not be carried out during statutory holidays.
  - .4 Hours of operation are subject to change with 12 hours' notice.
- .3 Project Co-ordination: assign Project Co-coordinator to oversee air duct cleaning processes.
  - .1 Provide Departmental Representative with contact information of Project coordinator including: name, telephone number, cell phone number.
- .4 Damaged or broken equipment and components found during initial testing and inspection will be repaired or replaced by Departmental Representative.

1.4 ACTION AND  
INFORMATIONAL\_  
SUBMITTALS

- .1 Product Data:
    - .1 Submit manufacturer's printed product literature and data sheets for antimicrobial agents and include product characteristics, performance criteria and limitations.
    - .2 Provide copies of WHMIS MSDS sheets for antimicrobial agents or coatings.
  - .2 Testing Laboratory Services: submit name and address of laboratory engaged for work of this Section.
    - .1 Submit laboratory analysis report of particulate collection indicating:
      - .1 Location of collection;
      - .2 Particulate grade;
      - .3 Particulate size;
      - .4 Percentage concentration of individual particulates in each sample.
-

1.4 ACTION AND INFORMATIONAL SUBMITTALS (Cont'd)

.2 (Cont'd)

.1 (Cont'd)

.3 Submit verification of delivery of hazardous or toxic waste materials to contaminated waste facility, as described in PART 3 - CLEANING - Waste Management.

1.5 CLOSEOUT SUBMITTALS

.1 Post Cleaning Inspection Report: submit a copy of Final Inspection Report, including data collected, observations and recommendations as well as following information:

.1 Name and address of facility;

.2 Description of HVAC systems with drawings or sketches identifying systems cleaned;

.3 Identification scheme for location points in systems that were inspected with accompanying notes describing methods of inspection or tests used;

.2 Submit verification of delivery of hazardous or toxic waste materials to contaminated waste facility.

1.6 QUALITY ASSURANCE

.1 Contractor: verification of 2 years minimum experience in work similar to or exceeding work of this Section.

.2 Project coordinator: verification of 5 years minimum experience in work similar to or exceeding work of this Section.

## PART 2 - PRODUCTS

2.1 ACCESS DOORS AND PANELS

.1 Equipment Access Doors and Panels: construct from same materials as equipment paneling complete with sealing gasket and positive locking device.

.1 Size access doors and panels in equipment to allow for inspection and cleaning.

.2 Ductwork Access Doors: construct access doors from 1.27 mm minimum galvanized sheet steel or sheet aluminum with gasket'd seal.

.1 Ensure access door is 25 mm greater in every dimension than access opening.

.2 Access door size 200mm x 200 mm minimum.

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- 2.1 ACCESS DOORS AND PANELS  
(Cont'd)
- .2 (Cont'd)  
.3 Secure access doors with sheet metal screws on 75 mm centers minimum. Ensure 3 screws per side minimum.
- .3 Access Doors and Panels Acoustic Lining:  
.1 Install acoustic lining to match existing.  
.2 Self-adhesive glass fiber tape capable of adhering to both acoustic lining and metal access door or panel materials.  
.3 Water-based duct sealer for repairing cut acoustic lining.
- 2.2 ANTIMICROBIAL AGENT
- .1 Use antimicrobial agents registered with US EPA-40 CFR.
- 2.3 SYSTEM FILTERS
- .1 Supply and install new filters for each HVAC System cleaned.
- 2.4 AIR DUCT CLEANING EQUIPMENT
- .1 Manually propelled full contact brushes:  
.1 Ensure brushes are specifically manufactured and shaped to fit individual ducts, equipment and components of HVAC system.  
.1 Ensure brushes are sized to fit various duct sizes in HVAC system.  
.2 Ensure brushes make scrubbing motion and full contact with HVAC system interior surfaces to be cleaned.
- .2 Brushes: manually propelled with Integrally-mounted motor or drive and nylon, polypropylene or other non-metallic material bristles.  
.1 Ensure motor, drive has capacity to continue to push brush after bristles are distorted.  
.2 Replace worn and ineffective brushes when required.
- 2.5 HEPA FILTER EVACUATION FAN
- .1 Evacuation Fan: includes fan, HEPA filter, flexible hose and motor capable of maintaining debris and particulates airborne in air stream until they reach evacuation fan and maintaining system under negative pressure.
-

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2.5 HEPA FILTER  
EVACUATION FAN  
(Cont'd)

.1 (Cont'd)  
.1 Ensure HEPA filters are clean and maintain evacuation fan and HEPA filter to run efficiently.

2.6 HEPA VACUUM\_  
UNIT

.1 Vacuum Unit: includes vacuum fan, integral HEPA filter, suction hose and vacuum head, capable of maintaining HVAC System debris and particulates airborne in air stream until they reach vacuum unit and maintaining system under negative pressure.  
.1 Ensure HEPA filters are clean and maintain vacuum unit and HEPA filter to run efficiently.

### PART 3 - EXECUTION

3.1 PREPARATION

.1 Close down and lock out HVAC system using proper lock out procedures.

.2 Locate and identify externally visible HVAC system features which may affect cleaning process including:  
.1 Control devices;  
.2 Fire and smoke control dampers;  
.3 Balancing dampers: indicate and record positions for resetting;  
.4 Air volume control boxes: indicate and record positions for resetting;  
.5 Fire alarm devices;  
.6 Monitoring devices and controls;

.3 Cut openings in equipment panels and ductwork for access to system interior.  
.1 Square or rectangular opening sizes: 200 mm minimum each side.  
.2 Circular opening sizes: 200 mm minimum diameter.

.4 Installation of Access Doors and Panels: install access doors and panels for equipment where required to facilitate system inspection and cleaning.  
.1 Install access doors and panels for inspection and cleaning of equipment as follows:  
.1 Heating and cooling coils;  
.2 Fan units;  
.3 Filters;

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- 3.1 PREPARATION .4 (Cont'd)  
(Cont'd) .1 (Cont'd)
- 
- .4 Dampers;  
.5 Sensors;
- .5 Installation of Access Doors in Ductwork:  
install access doors in ductwork where  
required to facilitate system inspection and  
cleaning.  
.1 Access door installation is not permitted  
in flexible ductwork.  
.1 Inspect flexible ductwork only by  
disconnecting from main duct and  
inspecting from open end.
- .6 When acoustically lined duct is cut for  
access, repair cut edges of acoustic lining  
using self-adhesive fiber glass tape and water  
based duct sealer.  
.1 Adhere new acoustic lining to match  
existing to inside of access panel or door to  
ensure continuity of acoustic properties of  
system.
- .7 Remove and reinstall ceiling tiles, panels to  
gain access to HVAC system as required.  
.1 Replace ceiling tiles, panels damaged or  
soiled by air duct cleaning procedures.
- 3.2 EXAMINATION / .1 Verification of Conditions:  
PRE-CLEANING\_ .1 Make visual inspection of interior of  
INSPECTION HVAC system using remote controlled robotic  
camera.  
.2 Insert camera at pre-established  
strategic locations to evaluate condition and  
cleanliness of HVAC systems and components.
- .2 Evaluation and Assessment:  
.1 Identify location and type of internal  
components.  
.2 Identify extent of potential problems.  
.3 If toxic or hazardous materials or  
deposits are suspected after initial  
inspection immediately stop work and inform  
Departmental Representative.  
.1 Do not proceed further with  
inspection operations until written  
approval from Departmental  
Representative.
-

3.3 DUCT CLEANING

- .1 Do duct cleaning in accordance with NADCA ACR Standard.
- .2 Isolate and clean sections in zones to ensure that dirt deposits and debris from zone being cleaned does not pass through another zones which has already been cleaned.
  - .1 Isolate zone before cleaning.
- .3 Ensure vacuum units and evacuation fans are securely in place before starting cleaning operation of isolated section of HVAC air duct system.
- .4 Install HEPA filter evacuation fan at one end of zone section and insert full contact brushes at other end.
- .5 Clean HVAC supply air duct system and components where particulate sample collected from surfaces is greater than 75 mg of particulate per 0.01 square meters.
- .6 Clean exhaust, return, transfer ductwork and plenums, equipment and components where particulate sample collected from surfaces is greater than 75 mg of particulate per 0.01 square meters.
- .7 Energize brushes to travel from insertion point to HEPA filter evacuation fan.
  - .1 Pass brushes through sections as often as necessary to achieve required cleanliness.
  - .2 Change brush sizes as required to ensure positive contact with duct and component interiors.
  - .3 Clean corners and pockets where dirt and debris can accumulate.
- .8 Clean equipment, components and other features in isolated zone before moving to next zone of HVAC air duct system.
- .9 Clean diffusers, registers, louvres, and other terminal units.
- .10 Remove perforated supply diffusers from suspended tee-bar ceiling.
  - .1 Dismantle and clean perforated plates and supply diffuser duct collars.
  - .2 Re-assemble perforated plate diffusers and reconnect to HVAC system using supply diffuser duct collar after cleaning.

3.3 DUCT CLEANING  
(Cont'd)

- .11 Advise Departmental Representative 72 hour's minimum before deactivation of fire alarm and smoke detectors duct cleaning operations.
  - .1 Departmental Representative will arrange for deactivation of fire alarm and smoke detector system.

3.4 ACOUSTICALLY  
LINED DUCTWORK  
CLEANING

- .1 Clean glass fiber acoustically insulated ducts to NAIMA recommended practices.
  - .1 Use specifically designed robotic apparatus that has been demonstrated not to damage acoustic glass fiber lining.
  - .2 Monitor cleaning process progress by on board camera when available.

3.5 COMPONENTS AND  
EQUIPMENT CLEANING

- .1 Brush and vacuum coils, humidifiers, air handling unit enclosures, and heat exchanger surfaces to achieve required cleanliness.
  - .2 When cleaning equipment and components by brushing and vacuuming is inappropriate or insufficient, dismantle and remove equipment or component and move to area designated by Departmental Representative for cleaning.
    - .1 Pressure wash with water and cleaning solution until required cleanliness is achieved.
    - .2 Clean equipment and components in place only if there is no hazard to adjacent materials.
  - .3 Proceed to next section in cleaning sequence only after written approval from Departmental Representative.
  - .4 Compressed air and manual cleaning is acceptable only for cleaning individual components and small areas as follows and only after written approval from Departmental Representative:
    - .1 Fan blades;
    - .2 Dampers;
    - .3 Turning vanes;
    - .4 Controls;
    - .5 Sensor bulbs;
    - .6 Fire alarms;
    - .7 Smoke detectors;
-

3.6 ANTI MICROBIAL  
APPLICATION

- .1 Apply antimicrobial agents where unacceptable levels of fungal contamination have been verified through visual inspection and testing.
- .2 Apply antimicrobial agents after removal of surface deposits and debris.
  - .1 Verify air duct interiors are free from deposits and debris by visual inspection and testing.
  - .2 Report findings to Departmental Representative.
  - .3 Proceed with application of antimicrobial agents after written approval from Departmental Representative.
- .3 Apply antimicrobial agents in accordance with manufacturer's written instructions and US EPA 40 CFR registration and listing.
- .4 Manual spray antimicrobial agents directly onto interior surfaces of HVAC air duct system.
  - .1 Do not use fog mist for downstream surfaces.

3.7 FIELD QUALITY  
CONTROL/FINAL\_  
INSPECTIONS

- .1 Post Cleaning Inspection: carry out final inspection using robotic camera and/or other visual inspection methods after final cleaning has been completed.
  - .1 Carry out video survey as/when directed by Departmental Representative.
  - .2 Identify on HVAC system record drawings access points used for inspection and cleaning.
  - .3 Re-collect and analyze particulates collected at same locations where original samples were collected before cleaning.
  - .4 Reset components including dampers and sensors, which have been disturbed during cleaning operations.

3.8 SYSTEM STARTUP

- .1 Install new system filters after cleaning operations are completed.
- .2 Cover each inspection opening with access door or panel and secure in place after inspection and cleaning are completed.
- .3 Restart each HVAC system.

- 3.9 CLEANING
- .1 Clean in accordance with Section 01 71 00 - Cleaning.
  - .2 Waste Management: separate waste materials for reuse and recycling.
    - .1 Dispose of hazardous or toxic waste materials extracted from ductwork system to appropriate contaminated waste facility and provide proof.
    - .2 Dispose of existing HVAC filter materials to landfill or appropriate contaminated waste facility.

**ANNEX "B"**

**BASIS OF PAYMENT**

Regular working hours: Monday to Friday, 0730-1600 hrs. Work in kitchens to be performed during evening hours commencing not before 1800 hours.

Outside regular working hours: Includes all day Saturday, Sunday, and statutory holidays. Outlying areas: includes 14 Wing Greenwood and Camp Aldershot.

Bidders must submit firm unit prices for each item listed below to be given further consideration. A financial bid addressing only a portion of the requirement will be declared non-responsive.

Pricing offered must be in Canadian dollars, Applicable Taxes excluded.

**Table 1  
Pricing Table – Year 1**

Item	Description	Unit of Issue	Rates (A)	Est. Qty (B)	Year 1 Unit Price (AxB)
<b>Labour rates – Regular Working Hours</b>					
<b>A.</b>	Includes travel time to and from the work site within and outside Halifax Regional Municipality.				
1.	Technical on-site supervisor	per hour	\$ _____	2000	\$ _____
2.	Helper	per hour	\$ _____	2000	\$ _____
3.	Vacuum Truck complete with operator	per hour	\$ _____	1000	\$ _____
4.	Kilometric rate for outlying areas detailed in SOW and above	per km	\$ _____	1000	\$ _____
<b>Labour rates – OUTSIDE Regular Working Hours</b>					
<b>B.</b>	Includes travel time to and from the work site within and outside Halifax Regional Municipality.				
1.	Technical on-site supervisor	per hour	\$ _____	800	\$ _____
2.	Helper	per hour	\$ _____	800	\$ _____
3.	Vacuum Truck complete with operator	per hour	\$ _____	500	\$ _____
4.	Kilometric rate for outlying areas detailed in SOW and above	per km	\$ _____	500	\$ _____
<b>Table 1 – Year 1 Total Price</b>					\$ _____
Note: Allowance for materials, specialty equipment at net cost, plus a mark-up of 10%.					

**Table 2**

**Pricing Table - Year 2**

Item	Description	Unit of Issue	Rates (A)	Est. Qty (B)	Year 2 Unit Price (AxB)
<b>Labour rates – Regular Working Hours</b>					
A. Includes travel time to and from the work site within and outside Halifax Regional Municipality.					
1.	Technical on-site supervisor	per hour	\$ _____	2000	\$ _____
2.	Helper	per hour	\$ _____	2000	\$ _____
3.	Vacuum Truck complete with operator	per hour	\$ _____	1000	\$ _____
4.	Kilometric rate for outlying areas detailed in SOW and above	per km	\$ _____	1000	\$ _____
<b>Labour rates – OUTSIDE Regular Working Hours</b>					
B. Includes travel time to and from the work site within and outside Halifax Regional Municipality.					
1.	Technical on-site supervisor	per hour	\$ _____	800	\$ _____
2.	Helper	per hour	\$ _____	800	\$ _____
3.	Vacuum Truck complete with operator	per hour	\$ _____	500	\$ _____
4.	Kilometric rate for outlying areas detailed in SOW and above	per km	\$ _____	500	\$ _____
<b>Table 2 – Year 2 Total Price</b>					\$ _____
Note: Allowance for materials, specialty equipment at net cost, plus a mark-up of 10%.					

**Table 3**  
**Pricing Table - Option Year 1**

Item	Description	Unit of Issue	Rates (A)	Est. Qty (B)	Option Year 1 Unit Price (AxB)
<b>A. Labour rates – Regular Working Hours</b>					
Includes travel time to and from the work site within and outside Halifax Regional Municipality.					
1.	Technical on-site supervisor	per hour	\$ _____	2000	\$ _____
2.	Helper	per hour	\$ _____	2000	\$ _____
3.	Vacuum Truck complete with operator	per hour	\$ _____	1000	\$ _____
4.	Kilometric rate for outlying areas detailed in SOW and above	per km	\$ _____	1000	\$ _____
<b>B. Labour rates – OUTSIDE Regular Working Hours</b>					
Includes travel time to and from the work site within and outside Halifax Regional Municipality.					
1.	Technical on-site supervisor	per hour	\$ _____	800	\$ _____
2.	Helper	per hour	\$ _____	800	\$ _____
3.	Vacuum Truck complete with operator	per hour	\$ _____	500	\$ _____
4.	Kilometric rate for outlying areas detailed in SOW and above	per km	\$ _____	500	\$ _____
Table 3 – <b>Option Year 1</b> Total Price					\$ _____
Note: Allowance for materials, specialty equipment at net cost, plus a mark-up of 10%.					

**Table 4**  
**Pricing Table - Option Year 2**

Item	Description	Unit of Issue	Rates (A)	Est. Qty (B)	Option Year 2 Unit Price (AxB)
<b>Labour rates – Regular Working Hours</b>					
<b>A.</b> Includes travel time to and from the work site within and outside Halifax Regional Municipality.					
1.	Technical on-site supervisor	per hour	\$ _____	2000	\$ _____
2.	Helper	per hour	\$ _____	2000	\$ _____
3.	Vacuum Truck complete with operator	per hour	\$ _____	1000	\$ _____
4.	Kilometric rate for outlying areas detailed in SOW and above	per km	\$ _____	1000	\$ _____
<b>Labour rates – OUTSIDE Regular Working Hours</b>					
<b>B.</b> Includes travel time to and from the work site within and outside Halifax Regional Municipality.					
1.	Technical on-site supervisor	per hour	\$ _____	800	\$ _____
2.	Helper	per hour	\$ _____	800	\$ _____
3.	Vacuum Truck complete with operator	per hour	\$ _____	500	\$ _____
4.	Kilometric rate for outlying areas detailed in SOW and above	per km	\$ _____	500	\$ _____
Table 4 – <b>Option Year 2</b> Total Price					\$ _____
Note: Allowance for materials, specialty equipment at net cost, plus a mark-up of 10%.					

**Total bid pricing = Table 1 + Table 2 + Table 3 + Table 4**

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

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

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

**Table 4 \$ \_\_\_\_\_**

**Total Bid Price: \$ \_\_\_\_\_**

Solicitation No. - N° de l'invitation  
W6899-220079/A  
Client Ref. No. - N° de réf. du client  
W6899-220079

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

Buyer ID - Id de l'acheteur  
HAL411  
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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

***See following page(s) for Security Requirement Checklist.***



Contract Number / Numéro du contrat W6899-220079
Security Classification / Classification de sécurité UNCLAS

**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 RP Ops Det Greenwood
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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  
W6899-220079 - SOA to supply all material, equipment and labour for cleaning of kitchen canopies, air ducts and HVAC systems for 14 Wing Greenwood, 5th Cdn Div Training Centre Aldershot and satellite sites on an as and when required basis. All sites are located within an Operations Zone.

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

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

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

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

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

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

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

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

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

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

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

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



Contract Number / Numéro du contrat W6899-220079
Security Classification / Classification de sécurité UNCLAS

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

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

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

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

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

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

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

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



**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?  No  Yes  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  Non  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?  No  Yes  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non  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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

## ANNEX "D"

### INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. N. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

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

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## **ANNEX "E" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)



## ANNEX "G"

### MANDATORY TECHNICAL CRITERIA

#### Instructions:

The Bidder **must** address each Mandatory Technical Criteria listed below.

The Bidder should include one (1) copy of descriptive literature; if available, for the item(s) offered in sufficient detail to clearly indicate compliance with each of the individual requirements from the Mandatory Technical Criteria detailed herein. References to Internet websites or information that is not included in the bid will not be evaluated.

The Bidder should comment /cross reference the page number and highlight the specification in your technical data sheets or brochure to demonstrate and support your compliance for each of the Mandatory Technical Criteria.

The Bidder must provide as much detail as possible to support their comments and their claims of compliance for each specification.

**NOTE:** The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Failure to meet any of the following will render your proposal non-compliant and will be given no further consideration.

#### 1. Mandatory Technical Evaluation Criteria

Item	Description	Bidder to Reference Page Number/Comments
1	<p>Experience – Offerors must possess a minimum of three (3) years related experience in the power cleaning of ductwork, diffusers, louvers and associated ventilation equipment. List three (3) major projects/contracts in the last five (5) years that show experience with projects similar to what is contained in the statement of work.</p> <p>Bidder to complete <i>item 2. Reference Projects</i> below.</p> <p>Any previous experience listed with a completion date of December 1, 2017 or later, will constitute as 5 years for this evaluation.</p>	

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## 2. Reference Projects

PROJECT/CONTRACT NO. 1	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Description of the reference Project or Contract demonstrating types of relevant work your firm was responsible for:	

PROJECT/CONTRACT NO. 2	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____

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Description of the reference Project or Contract demonstrating types of relevant work your firm was responsible for:

PROJECT/CONTRACT NO. 3	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Description of the reference Project or Contract demonstrating types of relevant work your firm was responsible for:	

## ANNEX "H"

### INTEGRITY VERIFICATION FORM

#### Requirements

Section 17 of the [\*Ineligibility and Suspension Policy\*](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

#### Supplier's Information

<b>Supplier's Legal Name</b>	
<b>Organizational Structure</b>	<input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
<b>Supplier's Address</b>	
<b>Supplier's Procurement Business Number (PBN)</b>	
<b>Solicitation Number</b>	
<b>Date of Offer (yyyy-mm-dd)</b>	

#### List of Names

NAME	TITLE

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**Declaration**

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of (supplier's name) \_\_\_\_\_ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

--

**Signature**

Please include with your offer.

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## **ANNEX "I"**

### **APPLICATION FOR REGISTRATION (AFR) FOR CANADIAN LEGAL ENTITIES**

(See following page)






## 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 <ul style="list-style-type: none"> <li><input type="checkbox"/> Private</li> <li><input type="checkbox"/> Public</li> </ul> <input type="checkbox"/> Other (specify)	
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	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

Solicitation No. - N° de l'invitation  
W6899-220079/A  
Client Ref. No. - N° de réf. du client  
W6899-220079

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

Buyer ID - Id de l'acheteur  
HAL411  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "J"**

### **INITIAL INTERNATIONAL SECURITY SCREEING FORM**

(See following page)



## 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	Surname	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	Surname	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.					
SECTION D-1 – OWNERSHIP LEVEL 1 (DIRECT OWNERSHIP)					
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



<b>SECTION E – CERTIFICATION AND CONSENT (only an individual identified in Section C may complete this section)</b>	
<p>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.</p>	
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

<b>FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM</b>		
Recommendations		
Recommendation by analyst (Name)	Signature	Date
Approval (Name)	Signature	Date