

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT
"CE DOCUMENT COMPORTE DES EXIGENCES
RELATIVES À LA SÉCURITÉ"

Title - Sujet Interior Plant Maintenance	
Solicitation No. - N° de l'invitation EJ196-123014/A	Date 2012-07-26
Client Reference No. - N° de référence du client R.025874.016	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-280-60926	
File No. - N° de dossier fk280.EJ196-123014	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-05	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Grogan, Lynn	Buyer Id - Id de l'acheteur fk280
Telephone No. - N° de téléphone (819) 956-2796 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC, NCA, (Ottawa), Ottawa, Ontario, K1A-0S5	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services Division
(FK)
11 Laurier St./ 11, rue Laurier
3C2, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

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

Solicitation No. - N° de l'invitation

EJ196-123014/A

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

R.025874.016

Amd. No. - N° de la modif.

File No. - N° du dossier

fk280EJ196-123014

Buyer ID - Id de l'acheteur

fk280

CCC No./N° CCC - FMS No/ N° VME

IMPORTANT NOTICE TO BIDDERS

IMPORTANT CHANGES HAVE BEEN BROUGHT TO CLAUSE 2003 (2012-07-11) STANDARD INSTRUCTIONS - GOODS OR SERVICES - COMPETITIVE REQUIREMENTS, SECTION 01 "CODE OF CONDUCT AND CERTIFICATIONS - BID".

CONSEQUENTLY, EFFECTIVE IMMEDIATELY, BIDDERS MUST SUBMIT WITH THEIR BID, BY THE BID SOLICITATION CLOSING DATE:

(A) A COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER (AS ANNEX C); AND

(B) A PROPERLY COMPLETED AND SIGNED FORM CONSENT TO A CRIMINAL RECORD VERIFICATION (PWGSC-TPSGC 229), FOR EACH INDIVIDUAL NAMED IN THE LIST. (SEE SAMPLE FORM AT ANNEX D).

CANADA WILL DECLARE NON-RESPONSIVE ANY BID IN RESPECT OF WHICH THE INFORMATION REQUESTED IS MISSING OR INACCURATE, OR IN RESPECT OF WHICH THE INFORMATION CONTAINED IN THE CERTIFICATIONS SPECIFIED IS FOUND TO BE UNTRUE, IN ANY RESPECT, BY CANADA.

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Mandatory Site Visit

PART 3 - BID PREPARATION INSTRUCTIONS

Section I: Technical Bid

1. Bid Preparation Instructions
2. Submission of Evidence

Section II: Financial Bid

Section III: Financial Security

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Mandatory Requirements
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. CODE OF CONDUCT CERTIFICATIONS - CONSENT TO A CRIMINAL RECORD VERIFICATION
2. Certifications Precedent to Contract Award

PART 6 - SECURITY REQUIREMENT

1. Security Requirement
2. Mandatory Security Clearance

PART 7 - RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance Requirements
12. Site Regulations
13. Inventory Confirmation
14. Cellular Phones and/or Pagers
15. Contract Financial Security
16. Pre-Commencement Meeting

Solicitation No. - N° de l'invitation

EJ196-123014/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.025874.016

fk280EJ196-123014

List of Annexes:

Annex "A" Interior Plant Maintenance Statement of Work
Annex "B" Weekly Maintenance Schedule
Annex "C" Security Requirements Check List (SRCL)
Annex "D" Complete List of names of all individuals who are currently directors of the Bidder
Annex "E" SAMPLE of the Consent to a Criminal Record Verification Form (PWGSC-TPSGC 229)

PART 1 - GENERAL INFORMATION

1. INTRODUCTION

The bid solicitation is divided into seven parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirement; includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, Weekly Maintenance Schedule, the Security Requirement Check List, the Complete List of names of all individuals who are currently directors of the Bidder and the SAMPLE of the Consent to a Criminal Record Verification Form (PWGSC-TPSGC 229).

2. SUMMARY

2.1 Requirement

To provide labour, transportation, equipment and materials required to maintain, supply and install interior plants for Public Works and Government Services Canada (PWGSC), at Place de Ville A, 320 Queen Street; Place de Ville B, 112 Kent Street; Place de Ville C, 330 Sparks Street; Place de Ville Podium, 330 Sparks Street; Canada Building, 344 Slater Street; 180 Kent Street, 150 Metcalfe Street, 110 O'Connor and Manulife Building, 220 Laurier Street, Ottawa, Ontario, Canada. The services must be provided in accordance with Annex "A".

2.2 Period of Contract

This Contract is valid during the period of (estimated commencement date) 1 October, 2012 to 30 September, 2013 with four (4) options to extend the contract each for an additional consecutive twelve (12) month period.

2.3 Option to Extend Contract

The Contractor hereby grants to Canada four (4) irrevocable options to extend the term of the Contract each for an ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIOD, under the same terms and conditions as contained in the Contract. It is to be noted that Canada is not obliged to exercise any of these four (4) options. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least sixty (60) days prior to the Contract expiry date or the expiry date of an exercised option period.

Solicitation No. - N° de l'invitation

EJ196-123014/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

R.025874.016

File No. - N° du dossier

fk280EJ196-123014

CCC No./N° CCC - FMS No/ N° VME

2.4 Security Requirement

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7 - Resulting Contract Clauses. Bidders should consult the " Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2.5 Trade Agreement

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."; the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Colombia Free Trade Agreement (CCFTA), and the Canada-Peru Free Trade Agreement, (CPFTA).

2.6 Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract 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>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003, (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: **one hundred and twenty (120) days**

2. SUBMISSION OF BIDS

2.1 Submission of Bids

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

3. ENQUIRIES - BID SOLICITATION

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Solicitation No. - N° de l'invitation

EJ196-123014/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

R.025874.016

File No. - N° du dossier

fk280EJ196-123014

CCC No./N° CCC - FMS No/ N° VME

5. **Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **August 15, 2012 at 9:30 am**, will begin at the front entrance of Place de Ville C, 330 Sparks Street, Ottawa, Ontario, Canada. Bidders should communicate with the Contracting Authority no later than 5 day(s) before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

A maximum of two (2) representatives per bidder will be permitted to examine the sites.

PART 3 - BID PREPARATION INSTRUCTIONS

1. BID PREPARATION INSTRUCTIONS

1.1 Bid Preparation Instructions

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

SECTION I: TECHNICAL BID

1.2 Submission of Evidence

It is mandatory that the submission of Evidence as described in 1.3 and 1.4 below be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

The evidence provided by the bidder may be verified. PWGSC has the right to verify information for completeness and accuracy and to confirm reference client satisfaction with the services provided. In the event where the information cannot be reasonably verified or the services found to be unsatisfactory this will result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

1.3 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its recent experience and past performance by referencing three (3) projects or contracts satisfactorily rendered for at least twelve (12) consecutive months for each project or contract within the past five (5) years, the services provided must be of comparable size, scope and complexity to those described in this Request for Proposal (RFP).

REFERENCE CHARTS

It is mandatory that the bidder must complete the following chart in order to demonstrate that it has the required experience.

Recent experience is defined as experience gained from September 2007 up to and including the solicitation closing date.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

Each reference to include a project with a duration of least twelve (12) consecutive months satisfactorily rendered within the last five (5) years.

	CONTRACT REFERENCE 1	CONTRACT REFERENCE 2	CONTRACT REFERENCE 3
Contract name or Contract number	Contract name: _____ Contract number: _____	Contract name: _____ Contract number: _____	Contract name: _____ Contract number: _____
Name of the Client Organization or Company	Name: _____	Name: _____	Name: _____
Name of the client be provided which can verify the service provided for Contract. If there is an additional client that must utilized as a reference for this contract, they be identified.	Name: _____ Title: _____ Name (additional): _____ Title: _____	Name: _____ Title: _____ Name (additional): _____ Title: _____	Name: _____ Title: _____ Name (additional): _____ Title: _____
Business phone number for the client be provided. If there is an additional client referenced, their number must be identified.	Business phone number: _____ Cell phone number: _____ Additional clients' Business phone number _____ Cell phone number: _____	Business phone number: _____ Cell phone number: _____ Additional clients' Business phone number _____ Cell phone number: _____	Business phone number: _____ Cell phone number: _____ Additional clients' Business phone number _____ Cell phone number: _____
Location name of the contract be identified.	Building names and street addresses _____ _____ _____	Building names and street addresses _____ _____ _____	Building names and street addresses _____ _____ _____
Value of the project or contract	\$ _____	\$ _____	\$ _____
Performance period of the contract (indicate day, month, year)	From: Day ___ Month ___ Year ___ To: Day ___ Month ___ Year ___	From: Day ___ Month ___ Year ___ To: Day ___ Month ___ Year ___	From: Day ___ Month ___ Year ___ To: Day ___ Month ___ Year ___

Solicitation No. - N° de l'invitation

EJ196-123014/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk280

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

R.025874.016

File No. - N° du dossier

fk280EJ196-123014

CCC No./N° CCC - FMS No/ N° VME

1.4 Mandatory Full-time Supervisor(s) Expertise or Experience

a) The bidder must provide a minimum of one of the Contractor's Full-time Supervisor(s) who will be assigned to this Contract.

It is mandatory that the bidder must complete the following chart in order to demonstrate that the proposed Full-time Supervisor has the required experience.

NAME OF SUPERVISOR: _____	
Name of client organization or Company	Project/Contract Reference _____
Name and title of client contact who can confirm the information presented in the proposal.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate day, month, year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of Project or contract	_____ _____ _____
Responsibilities of the individual	_____ _____ _____

Should it be necessary to provide more project/contract reference names in order to demonstrate that the proposed Supervisor has the required three (3) years recent experience, then the Contractor must provide this additional information on a separate sheet and attach with the proposal.

Recent experience is defined as experience gained from September 2007 up to and including the solicitation closing date.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 3 years of recent experience.

Example no. 1:

- Project 1: started on January 1, 2008 and ended on May 31, 2008 = 4 months
- Project 2: started on January 1, 2008 and ended on December 31, 2009 = 24 months
- Project 3: started on January 1, 2008 and ended on December 31, 2009 = 24 months

Total period for these 3 projects will count as 24 months and not 52 months because the period Jan. 2008 to Dec. 2009 has already been counted in Projects 2 and 3. This employee does not meet the required minimum of 3 years of recent experience.

b) The proposed Full-time Supervisor(s) must meet one (1) of the following four (4) criteria:

It is mandatory that the bidder submit the documentation as described below at bid closing. If the documentation is not provided, the proposal will be deemed non responsive and no further consideration will be given.

The bidder must provide evidence of the expertise of the proposed Full-time Supervisor(s) by providing a copy of their diploma, degree or certification.

Expertise:

- (1) A College Diploma or University degree in Horticulture from a recognized College or University, **or**;
- (2) A designation as a Canadian Certified Horticultural Technician.

OR

Experience:

- (3) A minimum of three (3) years experience as an Interior Plant Maintenance Technician, or manager of a plant maintenance company, or a combination of both, **or**;
- (4) A minimum of three (3) years experience as Owner of an Interior Plant Maintenance Company.

SECTION II: FINANCIAL BID

1. Bidders must submit their financial bid in accordance with the Basis of Pricing detailed below. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

1.1 Basis of Pricing (MANDATORY)

The following requirement MUST be strictly adhered to: Failure to do so shall render the bidder's proposal as non-responsive.

It is **MANDATORY** that the bidders submit firm prices/rates excluding GST/HST for the five (5) year period of the contract for all items listed hereafter (Pricing Schedules 1, 2 and 3).

PRICING SCHEDULE 1:

Firm all inclusive rates; including overhead, profit and all related costs for Horticultural Maintenance as detailed in Annex "A", Interior Plant Maintenance Statement of Work.

1.1 YEAR ONE (1)						
Location	Unit Type	# of Units	Unit Price per Month	Total Price per Month	# of Months	Firm Annual Rate
Place de Ville A 320 Queen St.	Singles	408	x\$ _____	=\$ _____	x 12 = =	\$ _____
	Multiples	3	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville B 112 Kent St.	Singles	275	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville C 330 Sparks St.	Singles	604	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville Podium 300 Sparks St.	Singles	50	x\$ _____	=\$ _____	x 12 =	\$ _____
Canada Building 344 Slater	Singles	314	x\$ _____	=\$ _____	x 12 =	\$ _____
180 Kent St	Singles	31	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	22	x\$ _____	=\$ _____	x 12 =	\$ _____
180 Kent SSOP	Singles	4	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	7	x\$ _____	=\$ _____	x 12 =	\$ _____
150 Metcalfe St.	Singles	41	x\$ _____	=\$ _____	x 12 =	\$ _____
110 O'Connor	Singles	85	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	16	x\$ _____	=\$ _____	x 12 =	\$ _____
Manulife Building 220 Laurier St.	Singles	8	x\$ _____	=\$ _____	x 12 =	\$ _____
1.1 SUB-TOTAL:						\$ _____

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-123014/A

fk280

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.025874.016

fk280EJ196-123014

1.2 OPTION YEAR (1)						
Location	Unit Type	# of Units	Unit Price per Month	Total Price per Month	# of Months	Firm Annual Rate
Place de Ville A 320 Queen St.	Singles	408	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	3	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville B 112 Kent St.	Singles	275	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville C 330 Sparks St.	Singles	604	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville Podium 330 Sparks St.	Singles	50	x\$ _____	=\$ _____	x 12 =	\$ _____
Canada Building 344 Slater	Singles	314	x\$ _____	=\$ _____	x 12 =	\$ _____
180 Kent St	Singles	31	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	22	x\$ _____	=\$ _____	x 12 =	\$ _____
180 Kent SSOP	Singles	4	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	7	x\$ _____	=\$ _____	x 12 =	\$ _____
150 Metcalfe St.	Singles	41	x\$ _____	=\$ _____	x 12 =	\$ _____
110 O'Connor	Singles	85	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	16	x\$ _____	=\$ _____	x 12 =	\$ _____
Manulife Building 220 Laurier St.	Singles	8	x\$ _____	=\$ _____	x 12 =	\$ _____
1.2 SUB-TOTAL:						\$ _____

Solicitation No. - N° de l'invitation

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EJ196-123014/A

fk280

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.025874.016

fk280EJ196-123014

1.3 OPTION YEAR TWO (2)						
Location	Unit Type	# of Units	Unit Price per Month	Total Price per Month	# of Months	Firm Annual Rate
Place de Ville A 320 Queen St.	Singles	408	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	3	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville B 112 Kent St.	Singles	275	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville C 330 Sparks St.	Singles	604	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville Podium 330 Sparks St.	Singles	50	x\$ _____	=\$ _____	x 12 =	\$ _____
Canada Building 344 Slater	Singles	314	x\$ _____	=\$ _____	x 12 =	\$ _____
180 Kent St	Singles	31	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	22	x\$ _____	=\$ _____	x 12 =	\$ _____
180 Kent SSOP	Singles	4	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	7	x\$ _____	=\$ _____	x 12 =	\$ _____
150 Metcalfe St.	Singles	41	x\$ _____	=\$ _____	x 12 =	\$ _____
110 O'Connor	Singles	85	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	16	x\$ _____	=\$ _____	x 12 =	\$ _____
Manulife Building 220 Laurier St.	Singles	8	x\$ _____	=\$ _____	x 12 =	\$ _____
1.3 SUB-TOTAL:						\$ _____

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EJ196-123014/A

fk280

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.025874.016

fk280EJ196-123014

1.4 OPTION YEAR THREE (3)						
Location	Unit Type	# of Units	Unit Price per Month	Total Price per Month	# of Months	Firm Annual Rate
Place de Ville A 320 Queen St.	Singles	408	x\$ _____	=\$ _____	x 12 = =	\$ _____
	Multiples	3	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville B 112 Kent St.	Singles	275	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville C 330 Sparks St.	Singles	604	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville Podium 330 Sparks St.	Singles	50	x\$ _____	=\$ _____	x 12 =	\$ _____
Canada Building 344 Slater	Singles	314	x\$ _____	=\$ _____	x 12 =	\$ _____
180 Kent St	Singles	31	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	22	x\$ _____	=\$ _____	x 12 =	\$ _____
180 Kent SSOP	Singles	4	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	7	x\$ _____	=\$ _____	x 12 =	\$ _____
150 Metcalfe St.	Singles	41	x\$ _____	=\$ _____	x 12 =	\$ _____
110 O'Connor	Singles	85	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	16	x\$ _____	=\$ _____	x 12 =	\$ _____
Manulife Building 220 Laurier St.	Singles	8	x\$ _____	=\$ _____	x 12 =	\$ _____
1.4 SUB-TOTAL:						\$ _____

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

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EJ196-123014/A

fk280

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.025874.016

fk280EJ196-123014

1.5 OPTION YEAR FOUR (4)						
Location	Unit Type	# of Units	Unit Price per Month	Total Price per Month	# of Months	Firm Annual Rate
Place de Ville A 320 Queen St.	Singles	408	x\$ _____	=\$ _____	x 12 = =	\$ _____
	Multiples	3	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville B 112 Kent St.	Singles	275	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville C 330 Sparks St.	Singles	604	x\$ _____	=\$ _____	x 12 =	\$ _____
Place de Ville Podium 330 Sparks St.	Singles	50	x\$ _____	=\$ _____	x 12 =	\$ _____
Canada Building 344 Slater	Singles	314	x\$ _____	=\$ _____	x 12 =	\$ _____
180 Kent St	Singles	31	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	22	x\$ _____	=\$ _____	x 12 =	\$ _____
180 Kent SSOP	Singles	4	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	7	x\$ _____	=\$ _____	x 12 =	\$ _____
150 Metcalfe St.	Singles	41	x\$ _____	=\$ _____	x 12 =	\$ _____
110 O'Connor	Singles	85	x\$ _____	=\$ _____	x 12 =	\$ _____
	Multiples	16	x\$ _____	=\$ _____	x 12 =	\$ _____
Manulife Building 220 Laurier St.	Singles	8	x\$ _____	=\$ _____	x 12 =	\$ _____
1.5 SUB-TOTAL:						\$ _____

PRICING SCHEDULE 2:

Firm all inclusive rates for regular Flowering Pot Plant Replacement as detailed in Annex "A", Interior Plant Maintenance Scope of Work.

2.1 FLOWERING POT PLANT REPLACEMENT					
The unit price per plant includes supply, installation and maintenance.					
Period	No. of Plants	Unit Price per Plant	Total Price per Replacement	Frequency of Replacements per year	Firm Annual Rate
Year One (1)	4 x	\$ _____ =	\$ _____ x	4 =	\$ _____
Option year One (1)	4 x	\$ _____ =	\$ _____ x	4 =	\$ _____
Option year Two (2)	4 x	\$ _____ =	\$ _____ x	4 =	\$ _____
Option year Three (3)	4 x	\$ _____ =	\$ _____ x	4 =	\$ _____
Option year Four (4)	4 x	\$ _____ =	\$ _____ x	4 =	\$ _____
SUB-TOTAL:				2.1	\$ _____

PRICING SCHEDULE 3:

Firm all inclusive prices/rates for additional requirements not described in Pricing Schedule 1 or 2 on an **"AS AND WHEN REQUESTED"** basis, only in accordance with Annex "A", Interior Plant Maintenance Statement of Work. The request and written authorization must be provided by the Technical Authority prior to procuring any plant/container.

3.1 Unit Prices Per Plant / Container

Firm all inclusive prices shall include overhead, profit and all related costs for the supply and installation of various plants and decorative containers. The price for the plants shall include the removal and disposal of the old plants and material including pots, decorative containers, and soil and/or drainage materials.

3.1 UNIT PRICES PER PLANT / CONTAINER							
Type	Form	Size	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Aeschyanthys variegated	Multi stem, full	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Aeschyanthys variegated	Multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Aechmea 'Silver Vase'	In flower	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Aglaonema	Multi stem, full	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Aglaonema	Multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Aglaonema, Tissue culture	Multi stem, 30" x 30"	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Aglaonema, Tissue culture	Multi stem, full	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Beaucarnia-guatamalensis or recurvata	Single with multi heads, min. Ht. 30" x 18" wide	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Calathea Medallion	Multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
C. Florida Hybrid	Multi stem, min. ht. 4'-5'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
C. seifrizii	Multi stem, min. ht. 5'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
C. seifrizii	Multi stem, min. ht. 4.5'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chlorophytum variegata	Multi-stem , full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cinnamonum Kotense	Std. Full, ht 5 '	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Croton "Petra"	Multi stem, full	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Diefenbachia camoflage	Multi-stem , full 3'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

3.1 UNIT PRICES PER PLANT / CONTAINER							
Type	Form	Size	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
SUB-TOTAL, PRICE PER YEAR:			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

3.1 UNIT PRICES PER PLANT / CONTAINER (CONTINUED)							
Type	Form	Size	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Dracaena fragrans Massangeana	Min 4ppp, ht. 2', 3', 4', 5'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena fragrans Massangeana	Min.3ppp, 2', 3',and 4' high	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena Warneckii	Min.3 ppp; min. ht 30"	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena Janet Craig	Bush	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena Janet Craig	Bush	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena Janet Craig 'Lisa'	Min. 4 ppp; min. ht. 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena Janet Craig 'Michiko'	Min. 4 ppp; min. ht. 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena marginata	Multi-stem , full, min. ht. 3'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Eripremnium	Totem	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Eripremnium	Totem	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Eripremnium	Min 5 stems 8" long each	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Eripremnium	Multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus Alii	Standard, min ht 6'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus 'Amstel King'	Std. Full , 4' +	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus Benjamina	Std. Full , 4' +	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus Benjamina	Std. , Full, 6'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus ' Midnight'	Std. Full , 4' +	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus Spire	Std. Full , 6' +	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus Spire	Std. Full , 4' +	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Hedera helix	Min 5 stems 8" long each	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Howeia fosteriana	Min. 3 major stems pp	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Solicitation No. - N° de l'invitation

EJ196-123014/A

Amd. No. - N° de la modif.

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fk280EJ196-123014

Buyer ID - Id de l'acheteur

fk280

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

R.025874.016

CCC No./N° CCC - FMS No/ N° VME

SUB-TOTAL, PRICE PER YEAR:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
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3.1 UNIT PRICES PER PLANT / CONTAINER (CONTINUED)							
Type	Form	Size	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Howeia fosteriana	Min.5 major stems pp	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Hoya carnosa	Min 5 stems, full	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Neanthe bella	Multi stem, full	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Maranta	Multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Peperomia	Varigated, multi-stem , full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Philodendron cordatum	Multi-stem , full	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Philodendron cordatum	Multi-stem , full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Philodendron cordatum	Multi-stem , full	10"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Philodendron cordatum totem	Multi-stem , full, min. ht. 3'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Philodendron cordatum totem	Multi-stem , full, min. ht. 4'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Pleomole Reflexa	Multi stem, upright bush, full, 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Pleomole Reflexa	Multi stem 6'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Podocarpus gracilior	Multi stem, 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Podocarpus gracilior	Multi stem, 6'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Polyscias balfouriana	Multi stem, min. ht. 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Polyscias balfouriana	Multi stem, min. ht. 5' -6'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Polyscias fruticosa Ming	Multi stem, full, min. ht. 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Rhapis excelsa	Min. canes 5, min. ht. 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Rhapis excelsa	Min. canes 5, min. ht. 5'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTAL, PRICE PER YEAR:			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

3.1 UNIT PRICES PER PLANT / CONTAINER (CONTINUED)							
Type	Form	Size	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Sansevieria trifasciata 'Hahnii'	Full, min ht. 8"	4"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sansevieria trifasciata 'Laurentii'	Multi stem; pot bound	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sansevieria trifasciata 'Laurentii'	Multi stem; min. ht. 30" , pot bound	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sansevieria trifasciata 'Laurentii'	Multi stem; min. ht 36", pot bound	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Schefflera arboricola	Multi stem; bush form	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Schefflera arboricola	Standard 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Schefflera Arboricola 'Trinetti'	Multi stem, 36"x 36"	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Schefflera 'Renegade"	Columnar, 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Spathiphyllum	Multi stem, full"	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Spathiphyllum	Multi stem, full"	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Spathiphyllum, 'Petite'	Min. 5 stems	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Zamioculacas zamifolia	Multi stem, full"min. ht. 30"	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTAL, PRICE PER YEAR:			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

3.1 UNIT PRICES PER PLANT / CONTAINER (CONTINUED)							
Type	Form	Size	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Panel pot	Standard colours	6 1/8 x 6 1/4 x 25"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Panel pot	Upgrade Finishes	6 1/8 x 6 1/4 x 25"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Beach Polyceramic	Planter cylinder - D8	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Beach Polyceramic	Planter cylinder - D14	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Beach Polyceramic	Planter cylinder - D16	16"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Beach Polyceramic	Table Top Bowl - TT10	10"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Beach Polyceramic	Table Top Bowl - TT12	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Cilindro Loft 23	Standard colours With sub-irrigation	9" x 16"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Cilindro Loft 32	Standard colours With sub-irrigation	13" x 22"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Cararo	Standard colours With sub-irrigation	30"x 12"x17"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Delta 15	Standard colours With sub-irrigation	6"x10"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Delta 30	Standard colours With sub-irrigation	12" x 22"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Delta 40	Standard colours With sub-irrigation	16" x 30"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Classico 21	Standard colours With sub-irrigation	9" x 10"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Classico 28	Standard colours With sub-irrigation	11" x 10"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Classico 35	Standard colours With sub-irrigation	14" x 13"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Classico 43	Standard colours With sub-irrigation	17" x 16"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Classico 50	Standard colours With sub-irrigation	20" x 19"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza MaxiCube	Standard colours With sub-irrigation	6" x 6" x 10"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTAL, PRICE PER YEAR:			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Solicitation No. - N° de l'invitation

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EJ196-123014/A

fk280

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.025874.016

fk280EJ196-123014

3.1 UNIT PRICES PER PLANT / CONTAINER (CONTINUED)							
Type	Form	Size	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Lechuza Cubico 22	Standard colours With sub-irrigation	9" x 9" x 16"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Cubico 30	Standard colours With sub-irrigation	12" x 12" x 22"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Cubico 40	Standard colours with sub-irrigation	16" x 16" x 30"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Quadro 35	Standard colours with sub-irrigation	14" x 14" x 13"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Quadro 43	Standard colours with sub-irrigation	17" x 17" x 16"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTAL, PRICE PER YEAR:			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1 TOTAL (OF ALL YEARS):			\$ _____				

TOTAL ASSESSED PROPOSAL PRICE:

Sum of Basis of Pricing

1.1 to 1.5 inclusive \$ _____ +

2.1, inclusive \$ _____ +

3.1, inclusive \$ _____

= \$ _____ Total assessed proposal price

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

SECTION III: FINANCIAL SECURITY

1.1 Certifications

Bidders must submit the certifications required under Part 5.

1.2 Contract Financial Security

1. If the bid is accepted, the Bidder will be required to provide one of the following contract financial securities within 14 calendar days after the date of contract award:

a. a performance bond (form PWGSC-TPSGC 505) in the amount of 10 percent of the Pricing Schedule 1 and 2 of the Contract Price (one year); or

b. a performance bond (form PWGSC-TPSGC 505) and a labour and material payment bond (form PWGSC-TPSGC 506), each in the amount of 10 percent of the Pricing Schedule 1 and 2 of the Contract Price (one year); or

c. a labour and material payment bond (form PWGSC-TPSGC 506) in the amount of 10 percent of the Pricing Schedule 1 and 2 of the Contract Price (one year); or

d. a security deposit as defined in clause E0008C in the amount of 10 percent of the Pricing Schedule 1 and 2 of the Contract Price (one year).

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

1.3 SACC Manual Clause, E0008C- 2011-05-16 (Security Deposit Definition)

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

1.1 Technical and Financial Evaluation - Mandatory requirements

- (1) Mandatory Site Visit attendance;
- (2) Mandatory Security Clearance of Reliability, at bid closing, in accordance with Part 6, Security Requirements;
- (3) Mandatory Contractor's Experience & Past Performance in accordance with Part 3, Section 1: Technical Bid;
- (4) Provision of the Mandatory Full-time Supervisor(s) Expertise or Experience;
- (5) Submission of Complete List of names of all individuals who are currently directors of the Bidder and the Consent to a Criminal Record Verification Form (PWGSC-TPSGC 229) in Part 5; and
- (6) Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section II: Financial Bid

Only proposals found to meet **ALL** the mandatory requirements will be deemed acceptable proposals and will be further evaluated in accordance with the evaluation criteria. Proposals not meeting **ALL** of the mandatory requirements will be deemed non-responsive and will be given **NO** further consideration.

2. Basis of selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. CODE OF CONDUCT CERTIFICATIONS - CONSENT TO A CRIMINAL RECORD VERIFICATION

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder (as Annex D);
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list (see Sample Form at Annex E).

2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

The certifications listed below should be submitted with the bid but may be completed and submitted afterwards. If any of these required certifications is not completed or submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Federal Contractors Program - \$200,000 or more (A3030T 2010-08-16)

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

(a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;

(b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site, (<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>) .

2.2 Former Public servant Certification

Contracts with 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 with FPS, bidders must provide the information required below.

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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Bidder 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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

PART 6 - SECURITY REQUIREMENT

1. Security Requirement

1.1 At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2. For additional information on security requirements, bidders should consult the "Security Requirements on PWGSC Bid Solicitation - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

2. Employee Information for Security

In order for the Contracting Authority to verify security clearance, the Bidder must complete the following information regarding employees proposed to provide services against any resulting contract. Listed personnel must be the same employees named in Part 3, Section I, Technical Bid.

PROPOSED EMPLOYEES		
Employees	Legal Name (First & Last) (Please Print Clearly)	Date of Birth Day / Month / Year
Full Time Supervisor		
Full Time Supervisor		
Employee		

Solicitation No. - N° de l'invitation

EJ196-123014/A

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

R.025874.016

Amd. No. - N° de la modif.

File No. - N° du dossier

fk280EJ196-123014

Buyer ID - Id de l'acheteur

fk280

CCC No./N° CCC - FMS No/ N° VME

Employee		

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. REQUIREMENT

To provide labour, transportation, equipment and materials required to maintain, supply and install interior plants for Public Works and Government Services Canada (PWGSC), at Place de Ville A, 320 Queen Street; Place de Ville B, 112 Kent Street; Place de Ville C, 330 Sparks Street; Place de Ville Podium, 330 Sparks Street; Canada Building, 344 Slater Street; 180 Kent Street, 150 Metcalfe Street, 110 O'Connor and Manulife Building, 220 Laurier Street, Ottawa, Ontario, Canada. The services must be provided in accordance with Annex "A".

1.1 Replacement of Specific Individuals (derived from General Conditions 2035 08, 2008-05-12)

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

1.2 Names of qualified employees

The contractor must provide the names of the qualified personnel who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 3 & part 6 of the proposal.

EMPLOYEES	
Employees	Legal Name (First & Last) (Please Print Clearly)
Full Time Supervisor	
Full Time Supervisor	
Employee	

Employee	

2. STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2012-07-16), General Conditions - Services, apply to and form part of the Contract.

3. SECURITY REQUIREMENT

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 Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/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;

Solicitation No. - N° de l'invitation

EJ196-123014/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk280EJ196-123014

Buyer ID - Id de l'acheteur

fk280

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

R.025874.016

CCC No./N° CCC - FMS No/ N° VME

(b) Industrial Security Manual (Latest Edition).

4. Term of Contract

“TO BE PROVIDED AT CONTRACT AWARD”

4.1 Period of Contract

This Contract is valid during the period of _____ to _____ .

4.2 Option to Extend Contract

The Contractor hereby grants to Canada four (4) irrevocable options to extend the term of the Contract each for an ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIOD, under the same terms and conditions as contained in the Contract. It is to be noted that Canada is not obliged to exercise any of these four (4). The exercise of any option will be at Canada's sole discretion, by providing notification in writing through a formal Contract Amendment to the contractor prior to the contract expiry date.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lynn Grogan
Public Works and Government Services Canada
Real Property Contracting Directorate
3C2, 11 Laurier Street, Place du Portage, Phase III
Gatineau, Québec K1A 0S5
Telephone Number (819) 956-2796
Facsimile Number: (819) 956-3600

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority. The only exception to this shall be Scope of Work section 2 item 3, 'Addition and Deletion from Contract Inventory', wherein amendments to capture changes will be issued by the Contracting Authority either on a monthly basis or as per arrangement with the Technical Authority.

5.2 Technical Authority

The Technical Authority for the Contract is: **“TO BE PROVIDED AT CONTRACT AWARD”**

_____ (Name of Technical Authority)

_____ (Title)

_____ (Fill in Organization)

_____ (Fill in Address)

Telephone: _____

Facsimile: _____

E-mail Address: _____

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative:

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____

Telephone Number: _____

Cellular Number: _____

Facsimile Number: _____

E-Mail: _____

5.4 Specific Person(s) Supervisor (s) The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Full Time Supervisor's: _____

Telephone Number: _____

Cellular Number: _____

E-Mail: _____

6. PAYMENT

6.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) of which \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) is for goods and/or services enumerated or described in Pricing Schedule 1 & 2 , and \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 3.

6.2 Basis of Payment - Firm Prices and "As and When" *In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035-16 (2012-03-02) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.*

a) Firm rates will be paid in accordance with **Pricing Schedule 1 and 2** in twelve (12) equal **monthly payments**.

b) As and When Requested Work

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 3 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed (to be determined). Goods and Services Tax or Harmonized Sales Tax extra, if applicable.

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 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority whichever comes first.

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.

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.

(At contract award - insert appropriate pricing table(s) here)

6.3 SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

E0008C (2011-05-16) Security Deposit Definition

7. INVOICING INSTRUCTIONS

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the *monthly* maintenance report described in the *Statement of Work* of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

2. The Contractor must distribute the invoices and reports as follows:

The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment.

Public Works and Government Services Canada
 Maintenance and Operational Assurance Services
 Chomley Building, 6th Floor
 400 Cooper Street
 Ottawa, Ontario, K1A 0S5

Attention: _____ (leave blank until contract award)

3. Payment will only be made upon receipt of satisfactory invoices duly supported by any documents called for under the contract.

Solicitation No. - N° de l'invitation

EJ196-123014/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk280EJ196-123014

Buyer ID - Id de l'acheteur

fk280

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

R.025874.016

CCC No./N° CCC - FMS No/ N° VME

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4. An invoice must be submitted monthly, on the Contractor's own form and must be prepared to show:

(i) Payments for the Interior Plant Maintenance (Pricing Schedule 1 and 2)

A copy of the completed and signed Weekly Maintenance Schedule, (Annex "B") must be submitted with the invoices.

The Contractor shall state the following on the invoice for item (i) above:

1. Building name and address;
2. Number of units for which maintenance service was provided;
3. Cost of services for the building for the month;
4. Separate amount for G.S.T or HST.;
5. Total cost for the month;
6. Annex "B", completed and signed.

(ii) Payments for the supply of Unit Prices Per Plant / Container (Pricing Schedule 3, 3.1)

To be made at unit price bid for each species, type and size, after the materials have been inspected and accepted by the Technical Authority.

The Contractor must include a copy of the written request or approval, dated prior to the installation, from the Technical Authority for the plants supplied.

Inform the Departmental Representative of any change in the inventory. Adjust invoices only when a minimum number of 15 single units have been added to or reduced from the overall inventory since the start of the contract or the last invoice adjustment. This refers only to changes in buildings previously included in the contract and on at least one previous invoice for newly added buildings. The adjustment will be effective from the first of the month in which this minimum number is obtained.

8. CERTIFICATIONS

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. APPLICABLE LAWS

This contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is performed.

10. 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 Articles of Agreement;
- (b) the general conditions 2035 (2012-07-16);
- (c) Annex "A" Interior Plant Maintenance Statement of Work;
- (d) Annex "B" Weekly Maintenance Schedule;
- (e) Annex "C" Security Requirements Check List (SRCL);
- (f) the Contractor's proposal dated _____ (*insert date of bid*), as amended _____ (*insert date(s) of amendment(s) if applicable*)

11. Insurance Requirements

11.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 11.2 Commercial General Liability Insurance**. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

11.2 Commercial General Liability Insurance

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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (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) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

12. Government Site Regulations

The Contractor must comply with all rules, instructions and directives in force on the site where the Work is performed.

13. INVENTORY CONFIRMATION

A copy of the interior plant inventory will be provided at the time of award. The contractor will confirm the accuracy of the inventory within 30 days by means of an invoice for the maintenance of that number of units. Contractor must identify any discrepancies within these 30 days to the Technical Authority.

14. Cellular Phones and/or Pagers

The Contractor shall be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, shall be the responsibility of the Contractor. The Contractor shall maintain an uninterrupted communication service.

15. Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within 14 calendar days after the date of contract award:

- (a) a performance bond (form PWGSC-TPSGC 505) in the amount of 10 percent of the Pricing Schedule 1 and 2 **of the** Contract Price (one year); or
- (b) a security deposit as defined in clause E0008C in the amount of 10 percent of the Pricing Schedule 1 and 2 **of the** Contract Price (one year);.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

- (c) have as its condition the due performance of the obligations of the Contractor during the period comprising Year one (1).

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

3. In the event of Canada advising the Contractor of Canada's intention of availing itself of an option year the Contractor must furnish to Canada, no later than 14 days prior to the commencement of the period comprising the said option year, a duly executed contract financial securities to cover such option year, in an amount equal to 10% of the Pricing Schedule 1 and 2 applicable for the said option year and otherwise complying with the required contract financial securities relative to year one (1).

4. Failure to furnish or renew the aforementioned Performance Bond, as required by the Article, will constitute a default under the Contract and will entitle the Minister to exercise any remedy available under the Contract including termination of the Contract and to recover any damages incurred by Canada as a result of such default, including, but not limited to, any increase in the cost incurred by Canada in procuring the Work from another source.

16. Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor (**including the supervisor**) prior to commencing any work and minutes of the meeting shall be taken. The time and place of this meeting will be determined by the Departmental Representative.

The Contractor is to supply the Departmental Representative with a copy of his safety policy as required by the applicable Provincial Occupational Safety and Health Regulations. In addition, the Contractor, is to supply their plan of operation at this meeting.

SECTION 1

Glossary of Terms

<u>1 Container</u>	The outer, decorative receptacle into which potted plant(s) is placed.
<u>2 Double Containerizing</u>	Method of planting in which plant is first placed into a pot with drainage holes and then into a decorative container.
<u>3 Environmental Stress</u>	Any environment condition resulting in deterioration of plant growth.
<u>4 Pest</u>	Any organism such as insect, mite or pathogen that is harmful to plant.
<u>5 pH</u>	Relative acidity or alkalinity of soil solution.
<u>6 Plant</u>	Live interior ornamental plant.
<u>7 Planter</u>	In or above-ground receptacle in which plants are directly planted.
<u>8 Planting Medium</u>	Homogeneous mixture of growing materials such as soil, sand, peat moss, etc.
<u>9 Pot</u>	Molded polymer pot in which plant is directly planted.
<u>10 Standard Pot</u>	Pot equal in depth and diameter.
<u>11 Azalea Pot</u>	Pot having a depth .75 of its diameter.
<u>12 Potting Down</u>	Transfer of plant to a smaller pot.
<u>13 Potting On</u>	Transfer of a potted plant to larger pot.
<u>14 Recontainerizing</u>	Transfer of potted plant to a more appropriately sized decorative container following "potting on" or "potting down".
<u>15 Repotting</u>	Transfer of plant to a similar-sized pot.
<u>16 Soluble Salts</u>	Total amount of dissolved soluble nutrients in either the irrigation or soil water.
<u>17 Unit</u>	A container or planter containing one or more plants.

18 Reference

A guide to Interior Landscape Specifications, 4th Edition. The Interior landscape Division of the Associated Landscape Contractors of America.

19 Multiples

Multiples in the pricing tables are considered as any built in planter containing three or more 10" plants or the larger pots containing either three or more 10" plants or a combination of four or more 6", 8" or 10" plant material.

20 Unsatisfactory Conditions

refers to plants which no longer possess good physical characteristics or fail to fulfill their aesthetic function and have deteriorated due to root loss, pest infestation, plants with diseases, dead or yellow plants due to improper watering, poorly pruned plants and other conditions as a result of improper maintenance due to negligence.

SECTION 2

General Requirements

1 Samples

In the event of a Health and Safety issue or problem with the plants, the Contractor shall provide samples of material, soil, fertilizers, pesticides or biological controls for testing when requested by the Technical Authority.

2 Materials

.1 Materials must conform to, or exceed Canadian Government Standards Board (CGSB) Standards.

.2 The Contractor shall ensure that all products used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHMIS).

3 Addition and Deletion from Contract Inventory

From time to time, additional plants may be provided or removed from a building. Upon notification from the Technical Authority that plants have been added, the Contractor will immediately examine the condition of the plants and report his acceptance; or if the plants are not acceptable to the Contractor, the reason(s) for non-acceptability. Upon acceptance by the Contractor, maintenance will be in accordance with this specification.

4 Movement of Plants

- .1 Plants shall not be moved or disposed of without the approval of the Technical Authority. If it becomes necessary to relocate plants for reasons such as office reorganization, the Contractor shall when requested by the Technical Authority move plants from one area to another.
- .2 Relocation of less than 15 plants within a building or disposal of less than 15 plants, at one time, shall be done by the Contractor at no additional cost to the Crown.
- .3 If there are more than 15 plants to move within the building or dispose of out of a building, at the same time, the cost of relocating or disposing the additional plants over and above the first 15 plants, will be negotiated at the time and will represent fair current market value. The Technical Authority reserves the right to obtain these services from sources other than the Contractor.
- .4 Relocation of plants to another building will be negotiated at the time and will represent fair current market value. The Technical Authority reserves the right to obtain these services from sources other than the Contractor.

5 Horticultural Log

- .1 A Horticultural Maintenance Log containing Weekly Maintenance Schedule sheets will be provided by the Technical Authority. Record maintenance, inspection reports, chemical use reports, beneficial insect release reports, and all other pertinent information, on a weekly basis.
- .2 The Log is the property of Public Works and Government Services Canada (PWGSC) and shall be retained on site, or as otherwise specified by the Technical Authority.

6 Weekly Maintenance Schedule

- .1 The individual performing the maintenance operations, upon completion must sign the Weekly Maintenance Schedule in the Horticultural Log after each visit. These schedules will also be signed by the Contractor as indicated in Section 3.1 of Annex "A". **Copies of the completed and signed Weekly Maintenance Schedules (Annex "B") must be submitted with the monthly invoice, in order that the invoice may be processed.**
- .2 The Contractor shall report any corrective action taken as a result of a Soil Analysis Report and also shall state the type and ratio of fertilizer used if any.
- .3 Where pest control action has been taken, record the method or product used.

7 Safety

Comply with safety measures respecting personnel, fire and chemical hazards as stated by Federal, Provincial, and Municipal codes, and other authorities having jurisdiction.

8 Identification

All maintenance staff will be uniformed in a manner that clearly identifies the company they represent.

9 Plan of Operation

Within 3 days after the award of the contract or at the pre-commencement meeting, whichever is first, the Contractor will submit in writing his plan of operation, indicating the hours and days to be worked, to conform with the routine plant maintenance in each building. Also, maintenance in restricted areas must be arranged with Technical Authority prior to start date of the contract.

SECTION 3

Scope or Work

1 Supervision

The Contractor must provide adequate supervision of the personnel responsible for the maintenance of ornamental live plants. The Contractor is required to assure the healthy appearance and maximum life of the plants by inspecting each site monthly. The Contractor must sign the Weekly Maintenance Schedule of the Horticultural Log before removing the Contractor's copy thereby confirming the condition of the plant material. Any deficiencies and remedial actions should be noted by the Contractor in the Horticultural Log at that time.

The Contractor must notify the Technical Authority of any change in personnel. The Technical Authority will then inform the Contracting Authority to verify qualification and security requirement prior to acceptance of such changes.

2 Inspections

- .1 The Technical Authority will inspect the work periodically. The Contractor shall rectify all deficiencies including replacement of plants within one week of receiving written notification from the Technical Authority.
- .2 .1 During the three months prior to completion of the contract, an inspection will be made by the Technical Authority. Following the inspection, a list of plants that are unsatisfactory,

due to negligence will be given to the Contractor. These plants will be replaced within two weeks at no additional cost to the Contract.

.2 A follow-up inspection will be conducted and final payment will be made once all deficiencies are corrected.

3 Schedules

Perform the work during regular office hours, (07:00 to 16:00). Treat each plant on an individual basis. Maintain plants as a minimum once a week or more often dependent on the health and type of plant. Plants with sub-irrigation systems may require less frequent maintenance.

4 Watering

Irrigate as required to maintain an optimum level of soil moisture for the individual species. Water temperature is to be within 18°C to 22°C.

5 Weeding

Remove weeds by physical means. Do not use herbicides.

6 Pests and Diseases

.1 Combat disease or pest infestation first by physical means. If any chemical treatment is necessary, before application, remove the plant from the building to treat. Remove all chemical residue before returning treated plant to PWGSC facility.

.2 The Contractor is fully responsible for all precautionary measures when applying pesticides and shall be licensed under Provincial Regulations governing the application and safe use of pesticides.

.3 Keep records in accordance with Section 2, clause 6.

7 Plant Nutrients

Maintain at a level that assures optimum plant health, but not so high as to produce excessive growth. Determine and adjust feeding program as required following soil analysis. Use only soluble fertilizer.

8 Soil Analysis and Soil Salinity

Analyze the growing medium to determine pH, level of major/minor elements, and total soluble salts. Prevent over-fertilizing. Copies of soil analysis reports must be filed in the Horticultural Maintenance Log.

9 Pruning

Prune to maintain plants in natural form and in an attractive and healthy condition. Make cuts flush with the outer edge of the branch collar of woody plants. Remove dead and dying foliage.

10 Cultivation/Growing Medium

Loosen surface of growing medium to maintain good aeration and an attractive appearance. Cultivate without damaging ground cover or plant roots. Add additional growing medium where necessary, to cover exposed roots and maintain original soil levels.

11 Staking

Stakes and ties shall be as neat and inconspicuous as possible. Stakes shall not surpass the height of the plant.

12 Cleaning

At least once a month, clean foliage thoroughly by washing with room temperature water, so that they remain free of dust, dirt and residue. Do not use plant shine materials. Keep interior of containers free of foreign materials. Keep exterior of containers clean and free of scuffs, dirt, etc.

13 Turning

Once a month turn all plants that are in movable containers through 90 degree in clockwise direction.

14 Clean Up

Clean up thoroughly after any maintenance operation. Remove all debris.

15 Communication

.1 Notify the Technical Authority in the Horticultural Log of the following items:

.1 any environmental condition such as humidity, temperature, excessive draft, etc., which is likely to affect plant health, and suggest appropriate corrective action. This action should be preceded by an immediate telephone call if the situation is critical;

.2 missing plants or containers, or damage to plants or containers;

- .3 any plant or container positioned where it is likely to receive accidental damage;
- .4 plants that have been relocated by tenants;
- .5 any interference in the maintenance of plants by office staff including watering, pruning, discarding coffee, etc.;
- .6 any removal of plants to Contractor’s facility for purposes of replacement or treatment.
- .7 plants removed due to deterioration with approximate date of replacement.

.2 Once a year and within four (4) months of the end of the contract provide the Technical Authority with a comprehensive list of plants damaged or deteriorated due to factors beyond the control of the Contractor. The Crown will determine if such damage was beyond the control of the Contractor. If it is determined to be the fault of the Contractor, the Contractor will replace all plants deemed unacceptable by the Technical Authority within 2 weeks of notification as set out in Annex “A” Section 3, clause 18, Supply and Guarantee of Tropical Plants. The monthly maintenance payments will be held until the replacements have been completed to the satisfaction of the Technical Authority.

16 Repotting of Plants

Use new soil as specified in Section 4, clause 3 for all plants that need to be repotted due to contamination or root deterioration.

17 Building(s) and Plant Inventory

.1 The building(s) and the plant units by size and quantity are as follows:

Building Name	Unit Size	Quantity
Place de Ville Tower A	Single	408
	Multiple	3
Place de Ville Tower B	Single	275
Place de Ville Tower C	Single	604
Podium	Single	50
Canada Building	Single	314
180 Kent	Single	31
	Multiple	22

180 Kent SSOP	Single	4
	Multiple	7
150 Metcalfe	Single	41
110 O’Connor	Single	85
	Multiple	16
220 Laurier	Single	8

.2 The aforementioned inventories shall be verified by the Contractor and a copy of the revised inventory shall be submitted to the Technical Authority ninety days prior to the award of an option year or termination of the contract.

18 Supply and Guarantee of Plants

.1 The Technical Authority may from time to time, ask the Contractor to provide additional plants and containers for a building, the cost of which shall be according to the prices submitted on the list provided in *Section II Financial Bid, Pricing Schedule 3, Clause 3.1 Unit Prices, Per Plant/ Container*. If not on the list, the prices shall be negotiated at the time of the request. All plants shall conform to the PWGSC horticultural standards, and shall be guaranteed under the same terms and conditions for the duration of the Contract.

SECTION 4

Plant Replacements

1 General

.1 Replace at no cost to the Contract, plants which no longer possess good physical characteristics or fail to fulfill their aesthetic function and have deteriorated due to root loss, pest infestation and other unsatisfactory conditions-stipulated herein that are clearly the result of improper maintenance by the Contractor. Upon notification by Technical Authority, supply replacements within two weeks.

.2 Replacement of plant material damaged, or deteriorated due to factors beyond the control of the Contractor, must have written approval of the Technical Authority. If the Technical Authority requests the Contractor to replace these plants, charges shall be according to the prices submitted on the lists provided in *Section II Financial Bid, Pricing Schedule 3, Clause 3.1 Unit Prices, Per Plant/ Container*. If not on the list, the prices shall be negotiated at the time of the request. Plant replacements must be completed within a one month from the date they are ordered by the Technical Authority.

.3 All replacement plants, unless otherwise requested by the Technical Authority, will be double containerized or direct potted in accordance with the plant being replaced. Plants that are indicated by the Technical Authority to be directly planted are not to be potted up to a larger size pot before being planted directly into the decorative containers or planters.

.4 Where the Contractor must replace directly potted plants at his own expense, the cost of the pots for double containerizing will be the responsibility of the Contractor.

.5 Notify the Technical Authority of all plants to be removed or replaced, by e-mail, within one business day after the change.

2 Replacement Plants

.1 Replacement plant material shall be equal to or surpass Foliage No.1 grade described in Interior Plant Specifications section of the ALCA Guide.

.2 Plants shall be of the same size and species as those removed unless prior approval is given by the Technical Authority. Do not prune oversized plants to meet size requirement.

.3 Plants shall be clean and free from all dust and residues.

.4 Plants shall be shade grown and further acclimatized by holding in supplier's acclimatization facility for a minimum period of 45 days prior to delivery. During this time;

.1 all slow-release fertilizer shall be removed;

.2 excess nutrients leached;

.3 light levels shall not exceed 300 foot candles;

.4 plants shall be transplanted into polymer pots 30 days prior to delivery to site.

.5 Whenever possible and practical plants shall be from Canadian sources. If imported, they must conform to all federal and provincial regulations.

3 Planting Medium

.1 Planting medium shall be a homogenous mixture of organic and inert material which shall:

.1 provide necessary support for plants;

.2 provide good aeration and drainage;

.3 provide good moisture and nutrient retention;

.4 resist compaction;

.5 exclude styrofoam particles;

.6 have a pH between 5.0 and 6.0 if soilless, or a pH between 6 and 6.5 if soil is included

.7 have a total soluble salt level not exceeding 2mmho/cm

.8 be weed, pest and disease free or treated during the final acclimatization phase.

4 Pots

Pot must be molded polymer, narrower at the base than at the top and with a drainage hole in the bottom.

5 Drainage

Decorative Container - Place drainage layer of clean crushed stone or equivalent so that pot is elevated 20 mm or more from base and so rim of pot is 30 mm below top edge of decorative container.

6 Containerizing

Plants will be either double containerized or direct potted as requested by Technical Authority.

7 Plants

Notify the Technical Authority by phone or e-mail at least one business day in advance of delivery so that arrangements can be made for inspection prior to delivery. Approval at this stage does not preclude rejection upon delivery.

8 Delivery and Storage

During delivery and storage, provide environmental conditions that will ensure the healthy state of the plants.

9 Removal of Plants and Planting Materials

Remove any plant or planting materials designated for disposal by the Technical Authority. Store surplus containers at Contractor's facility for a period of up to 4 months at no additional cost to the Contract. The cost of the disposal will be in accordance with section 2.4.2, 2.4.3 and 2.4.4. The contractor is responsible to keep the inventory up to date at all times.

10 Clean Up

Following replacements or recontainerizing, return the area to its original condition.

11 Containers

The Technical Authority may supply outer containers. If the Technical Authority requests the Contractor to supply decorative containers, the prices shall be the same as those in *Section II Financial Bid, Pricing Schedule 3, Clause 3.1 Unit Prices, Per Plant/ Container..* If not on the list, the prices shall be negotiated at the time of the request.

12 Labels

- .1 Remove trademarks from plants and containers.
- .2 Do not remove official labels from plants or containers unless instructed to do so by the Technical Authority.

13 Guarantee

Guarantee plants against deterioration during the term of contract.

SECTION 5

1 Flowering Pot Plants

- .1 Bromeliads must be replaced every 3 months to ensure that there is a continuous floral display as per Part 3 *Section II Financial Bid, Pricing Schedule 2, Clause 2.1 Flowering Pot Plant Replacement*.

Annex "B"
Weekly Maintenance Schedule - Place de Ville Group
EJ196-123014/A

Signature of Contractor : _____



Contract Number / Numéro du contrat EJ196-12-3014
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPB	
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 Interior Plant Maintenance Contract for the Place de Ville Group of buildings.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
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? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat EJ196-12-3014
Security Classification / Classification de sécurité UNCLASSIFIED

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: **Only security screened personnel to be utilized.**
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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat EJ196-12-3014
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

ANNEX D / ANNEXE D

COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE
BIDDER

NOTE TO BIDDERS

WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

LISTE COMPLÈTE DES NOMS DE TOUS LES INDIVIDUS QUI SONT ACTUELLEMENT
ADMINISTRATEURS DU SOUMISSIONNAIRE

AVIS AUX SOUMISSIONNAIRES

INSCRIRE LES NOMS ET PRÉNOMS DES ADMINISTRATEURS EN CARACTÈRES D'IMPRIMERIE



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

**This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/ de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.**

A	PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS
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The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignements personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B	BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu
----------	---

Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
--	--

Full Given Names (No initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe <input type="checkbox"/> Male / Masculin <input type="checkbox"/> Female / Féminin	Date of Birth - Date de naissance (Y-A M D-J)
---	---

**Current Residential Information
Information résidentielle actuelle**

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue	
City - Ville	Province	Postal Code - Code postal	

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
----------	---

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource	

SPÉCIMEN / SAMPLE