

**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 CONTIENT UNE CONDITION DE
SÉCURITÉ"

Title - Sujet Snow Removal Contract - CFS Leitrim		
Solicitation No. - N° de l'invitation EJ196-130139/B	Date 2012-08-15	
Client Reference No. - N° de référence du client R.019632.817		
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-61028		
File No. - N° de dossier fk258.EJ196-130139	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-24		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: Hill, Cris		Buyer Id - Id de l'acheteur fk258
Telephone No. - N° de téléphone (819) 956-1343 ()		FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC, CFS Leitrim, 3545 Leitrim Road, 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

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

This cancels and supersedes the previous Request For Proposal
no. EJ196-130139/A dated 2012-06-11 which was due
at 02:00 p.m. on 2012-07-09

IMPORTANT NOTICE TO BIDDERS

IMPORTANT CHANGES HAVE BEEN BROUGHT TO SECTION 01 "CODE OF CONDUCT AND CERTIFICATIONS - BID" OF CLAUSE 2003 (2012-07-11) STANDARD INSTRUCTIONS - GOODS OR SERVICES - COMPETITIVE REQUIREMENTS. PLEASE REFER TO PART 5, 5.1.1

NOTICE

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Cris Hill by facsimile 819-956-3600 or by e-mail to cris.hill@tpsgc-pwgsc.gc.ca.

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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LIST OF ANNEXES:

Annex "A"	PWGSC Grounds Maintenance Statement of Work
Annex "B"	Security Requirements Check List (SRCL)
Annex "C"	Complete List of names of all individuals who are currently directors of the Bidder
Annex "D"	Sample Consent to a Criminal Record Verification Form (PWGSC-TPSGC 229)
Annex "E"	Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule
Annex "F"	Site Plan -To be given out at Site Visit
Annex "G"	Bidders Proposal Checklist
Annex "H":	Sample Quote form for Extra Work Category

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into seven (7) 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:

- Annex "A" PWGSC Grounds Maintenance Statement of Work
- Annex "B" Security Requirements Check List (SRCL)
- Annex "C" Complete List of names of all individuals who are currently directors of the Bidder
- Annex "D" Sample Consent to a Criminal Record Verification Form (PWGSC-TPSGC 229)
- Annex "E" Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule
- Annex "F" Site Plan -To be given out at Site Visit
- Annex "G" Bidders Proposal Checklist
- Annex "H": Sample Quote form for Extra Work Category

2. Summary

2.1 Requirement

To provide Snow Removal Service including all labour, material, equipment, supervision and transportation for Public Works and Government Services Canada (PWGSC), located at CFS Leitrim, 3545 Leitrim Road, Ottawa, Ontario, Canada. The services must be provided in accordance with the **PWGSC Grounds Maintenance Specifications** attached at Annex A.

2.1.1 Mandatory Response Time

As per Annex A, Statement of Work, **SECTION 1- GENERAL - 1. Response Time / Communication Protocol**, it is a mandatory requirement of the contract that:

1. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract. The Contractor will advise the Technical Authority of the telephone number, including cellular and pager, where they and/or their employees can be reached
2. The Contractor must respond within 30 minutes and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the contract and such work must

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proceed continuously until the system is returned to safe operating condition.

No electronic devices: cell phones, pagers , two way radios, cameras, etc. are allowed on site except for the Pusher Hut Road area. Cell phone use is permitted in the Pusher Hut area for emergency use only.

The Contractor will not refuse any call or service requested by the Technical Authority or his/her authorized representative such as, the National Service Call Centre (NSCC), relating to snow and ice removal.

2.2 Period of Contract

The period of any resulting Contract shall be for a period of 1 year. The estimated commencement date is **November 1, 2012**.

2.3 Option to Extend Contract

The Contractor hereby grants to Canada two (2) 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 two (2). 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.

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 Consent to a Criminal Record Verification

Pursuant to section 01 of Standard Instructions 2003, a Consent to a Criminal Record Verification form, **must be submitted with the bid**, for each individual who is currently on the Bidder's Board of Directors.

2.6 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)

2.7 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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 twenty (120) days (as required)*

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.

2.2 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.

2.3 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory.*)

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

2.4 Mandatory Site Visit

MANDATORY ITEM:

Due to the nature of this requirement and in order to gain access to the sites all interested bidders must submit the Names (legal name) of their representatives that will be attending the Mandatory Site Visit to the Contracting Authority Lynn Grogan by e-mail (lynn.grogan@pwgsc.gc.ca) or fax (819-956-3600) no later than September 5, 2012.

It is the responsibility of the bidders to ensure that the Contracting Authority Lynn Grogan is in receipt of this information by the date shown. Bidders who fail to submit the required information by September 5 2012 could be denied access to the sites.

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 September 11, 2012 at 9:30am at CFS Leitrim Guard House, 3545 Leitrim Road, Ottawa, Ontario. 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. **NO EXCEPTIONS WILL BE MADE.** 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.

Site Plan(s) **(To be given out at Site Visit)**

No electronic devices: cell phones, pagers, two way radios, cameras, etc. are allowed on site except for the Pusher Hut Road area. Cell phone use is permitted in the Pusher Hut area for emergency use only.

PART 3 - BID PREPARATION INSTRUCTIONS

Section I: Technical Bid

3.1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid;

Section II: Financial Bid ; and

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

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

3.2 Submission of Evidence

Submission of Evidence as described in 3.3.1 and 4. below **MUST** 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 by the Crown. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory, the proposal shall be considered non-responsive and no further consideration will be given to the Bidder.

3.3 Full time Supervisor Duties (Snowfall Removal Service)

The Supervisor (in addition to what is described in the Scope of Work) will be responsible for checking the site (s) and signing the logbook (s). The Supervisor will be the Technical Authority's main contact person for issues related to the terms and conditions in the scope of work of the contract. The Supervisor is authorized by the firm to provide requested quotes to the Technical Authority **within 48 hours from the receipt of the request**. The Supervisor will be the person who will meet with the Technical Authority on site as required. **The Supervisor would have to be available to meet the Technical Authority during the hours 07:30 hrs to 12:00 noon and 13:00 hrs to 15:30 hrs.** The Technical Authority will forward the inspection reports to the Supervisor who will ensure that all the deficiencies are corrected. The Supervisor will advise the Technical Authority of any issues on site which may impact service delivery or which require action from the Technical Authority.

3.3.1 Full time Supervisor

Provide the name of the bidder's Full Time Supervisor for Snow removal services who will be assigned to the Contract

Name of Supervisor For Snowfall Removal Services	
---	--

Name of Back up Supervisor For Snowfall Removal Services (Add if applicable)	
---	--

4. (MANDATORY) Contractor's Experience and Past Performance

4.1. Experience of the bidder

4.1.1 The bidder must provide evidence of its experience and past performance as a contractor by providing references from **three (3) Contracts for snow removal services each for a duration of three (3) consecutive years satisfactorily completed within the last five (5) years**. The referenced contracts must be for sites of similar size and scope as those identified in this

Request
for Proposal.

4.1.2 The reference information provided by the bidder may be verified for completeness and accuracy and to confirm reference satisfaction with the services provided. Failure by the bidder to provide the required references, or in the event that the references cannot be verified or the services

found to be unsatisfactory, may result in the bidder being disqualified and no further consideration will be given to the bidder.

4.1.3 If the Bidder submits references in excess of the stated requirement at 1. Experience of the Bidder, only the references up to the identified limit will be assessed.

4.1.4 It is mandatory that the bidder complete the charts that follow at 2. "Contract Reference Charts / Contract job title" and "Scope of Work Question Charts".

4.2. "Contract Reference Charts / Contract job title" and "Scope of Work Question Charts"

4.2.1 The contract reference information as described in **1. Experience of the bidder** must be provided in two parts.

4.2.2 The first part is the Contract Reference Charts / Contract job title where the contact information for the references is identified.

4.2.3 The second part is the Scope of Work Question Charts wherein the specifics of the referenced contract is identified.

4.2.4 The mandatory information required in the charts that follow must be completed in their entirety for each contract referenced. If the mandatory information is not provided in the "Contract Reference Charts / Contract job title" and/or "Scope of Work Question Charts" at bid closing, the proposal will be deemed non-responsive and no further consideration will be given.

4.2.5 If the Charts that follow do not allow the Bidder sufficient space to provide the required information, a separate sheet may be attached (which must clearly identify the statement of work/questions) that correspond to the responses with the bid.

4.2.6 The following is the size and scope that is to be met by the following references. If reference is not as per the following, the proposal will be deemed non-responsive.

Location CFS Leitrim;

For Snow Removal: 78 entrances, 2,035 square meters of side walks, 14,406 square meters of parking lots & 24,911 square meters of roads

Contract Reference Chart / Contract job title and the Scope of Work Questions for Snow Removal

CONTRACT REFERENCE CHART / Contract job title NO. 1 CONTRACTS WHICH INCLUDE SNOW REMOVAL SERVICES (NOVEMBER 1 TO APRIL 30)	
It is mandatory that the Contract name or Contract number be provided in this Chart.	Contract name: _____ Contract number: _____
It is mandatory that the Name of the Client Organization or Company be provided in this Chart	Name: _____
It is mandatory that the name of the client be provided which can verify the service provided for this Contract. It there is an additional client that must be utilized as a reference for this contract, then it is mandatory that they be identified. The mandatory limit is one additional name.	Name: _____ Title: _____ Name (additional): _____ Title: _____
It is mandatory that a business phone number for the client be provided. If there is an additional client referenced, it is mandatory their number must be identified.	Business phone number: _____ Cell phone number: _____ Additional clients' Business phone number: _____ Cell phone number: _____
It is mandatory that the location name of the contract be identified. If the location, is identified by a building name and street address, all of them must be identified.	Building names and street addresses _____ _____
It is mandatory that the performance period of the contract be identified by the start date, (day, month and year) and the completion period of the contract, (day, month and year).	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Each reference to include a contract with a duration of three (3) Consecutive years satisfactorily completed within the last five (5) years.	

"Scope of Work Question Chart" for Contract Reference Chart / Contract job title No. 1 CONTRACTS WHICH INCLUDE SNOW REMOVAL SERVICES (NOVEMBER 1 TO APRIL 30)	
Scope of work (SOW) and/or question.	It is mandatory that all the responses be provided at bid closing for each SOW and/or question. If any of the questions and/or Scope of work (SOW) shown in this column are not responded to, the proposal will be deemed non-responsive and no further consideration will be given.
1 Snow stock piled on site OR hauled off site.	Snow stock piled on site: Yes _____ No _____ Hauled off site: Yes _____ No _____
2 No # of entrances to be maintained	The estimated number: None: _____ 1 to 25 _____ 26 to 100 _____ over 100 _____
3 Area of sidewalks to be maintained.	Estimated size: _____
4 Area of parking lots to be maintained.	Estimated size: _____
5 Area of roads to be maintained.	Estimated size: _____
6 Kept snow away from trees, shrubs, fences, buildings, hydro poles, light standards, and monuments.	Yes _____ No _____
7 Picked up litter.	Yes _____ No _____
8 Made repairs to the site in the spring related to any potential damage caused by snow removal operations.	Yes _____ No _____
9 Performed daily site inspections.	Yes _____ No _____

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CONTRACT REFERENCE CHART / Contract job title NO. 2	
CONTRACTS WHICH INCLUDE SNOW REMOVAL SERVICES (NOVEMBER 1 TO APRIL 30)	
It is mandatory that the Contract name or Contract number be provided in this Chart.	Contract name: _____ Contract number: _____
It is mandatory that the Name of the Client Organization or Company be provided in this Chart	Name: _____
It is mandatory that the name of the client be provided which can verify the service provided for this Contract. It there is an additional client that must be utilized as a reference for this contract, then it is mandatory that they be identified. The mandatory limit is one additional name.	Name: _____ Title: _____ Name (additional): _____ Title: _____
It is mandatory that a business phone number for the client be provided. If there is an additional client referenced, it is mandatory their number must be identified.	Business phone number: _____ Cell phone number: _____ Additional clients' Business phone number: _____ Cell phone number: _____
It is mandatory that the location name of the contract be identified. If the location, is identified by a building name and street address, all of them must be identified.	Building names and street addresses _____ _____
It is mandatory that the performance period of the contract be identified by the start date, (day, month and year) and the completion period of the contract, (day, month and year).	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Each reference to include a contract with a duration of three (3) Consecutive years satisfactorily completed within the last five (5) years.	

"Scope of Work Question Chart" for Contract Reference Chart / Contract job title No. 2	
CONTRACTS WHICH INCLUDE SNOW REMOVAL SERVICES (NOVEMBER 1 TO APRIL 30)	
Scope of work (SOW) and/or question.	It is mandatory that all the responses be provided at bid closing for each SOW and/or question. If any of the questions and/or Scope of work (SOW) shown in this column are not responded to, the proposal will be deemed non-responsive and no further consideration will be given.
1 Snow stock piled on site OR hauled off site.	Snow stock piled on site: Yes _____ No _____ Hauled off site: Yes _____ No _____
2 No # of entrances to be maintained	The estimated number: None: _____ 1 to 25 _____ 26 to 100 _____ over 100 _____
3 Area of sidewalks to be maintained.	Estimated size: _____
4 Area of parking lots to be maintained.	Estimated size: _____
5 Area of roads to be maintained.	Estimated size: _____
6 Kept snow away from trees, shrubs, fences, buildings, hydro poles, light standards, and monuments.	Yes _____ No _____
7 Picked up litter.	Yes _____ No _____
8 Made repairs to the site in the spring related to any potential damage caused by snow removal operations.	Yes _____ No _____
9 Performed daily site inspections.	Yes _____ No _____

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CONTRACT REFERENCE CHART / Contract job title NO. 3	
CONTRACTS WHICH INCLUDE SNOW REMOVAL SERVICES (NOVEMBER 1 TO APRIL 30)	
It is mandatory that the Contract name or Contract number be provided in this Chart.	Contract name: _____ Contract number: _____
It is mandatory that the Name of the Client Organization or Company be provided in this Chart	Name: _____
It is mandatory that the name of the client be provided which can verify the service provided for this Contract. It there is an additional client that must be utilized as a reference for this contract, then it is mandatory that they be identified. The mandatory limit is one additional name.	Name: _____ Title: _____ Name (additional): _____ Title: _____
It is mandatory that a business phone number for the client be provided. If there is an additional client referenced, it is mandatory their number must be identified.	Business phone number: _____ Cell phone number: _____ Additional clients' Business phone number: _____ Cell phone number: _____
It is mandatory that the location name of the contract be identified. If the location, is identified by a building name and street address, all of them must be identified.	Building names and street addresses _____ _____
It is mandatory that the performance period of the contract be identified by the start date, (day, month and year) and the completion period of the contract, (day, month and year).	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Each reference to include a contract with a duration of three (3) Consecutive years satisfactorily completed within the last five (5) years.	

"Scope of Work Question Chart" for Contract Reference Chart / Contract job title No. 3	
CONTRACTS WHICH INCLUDE SNOW REMOVAL SERVICES (NOVEMBER 1 TO APRIL 30)	
Scope of work (SOW) and/or question.	It is mandatory that all the responses be provided at bid closing for each SOW and/or question. If any of the questions and/or Scope of work (SOW) shown in this column are not responded to, the proposal will be deemed non-responsive and no further consideration will be given.
1 Snow stock piled on site OR hauled off site.	Snow stock piled on site: Yes _____ No _____ Hauled off site: Yes _____ No _____
2 No # of entrances to be maintained	The estimated number: None: _____ 1 to 25 _____ 26 to 100 _____ over 100 _____
3 Area of sidewalks to be maintained.	Estimated size: _____
4 Area of parking lots to be maintained.	Estimated size: _____
5 Area of roads to be maintained.	Estimated size: _____
6 Kept snow away from trees, shrubs, fences, buildings, hydro poles, light standards, and monuments.	Yes _____ No _____
7 Picked up litter.	Yes _____ No _____
8 Made repairs to the site in the spring related to any potential damage caused by snow removal operations.	Yes _____ No _____
9 Performed daily site inspections.	Yes _____ No _____

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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 in Canadian Funds for the three (3) years for **all** items listed hereafter (**Pricing Schedule 1, 2, 3, and 4**).

NOTE: Bids will be evaluated based on 80% of the firm pricing (Schedule 1) and 20% on the "as & when" (Schedule 2, 3 & 4).

Pricing Schedule 1: Snow Removal Services up to 254 cm

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all relates costs (excludes HST/GST) and shall include all Snow Removal requirements up to a total accumulation of 254 cm of snowfall per snow season as defined below in accordance with the **PWGSC Grounds Maintenance Specifications** attached at Annex A.

LOCATION: CFS LEITRIM (3545 LEITRIM ROAD)			
SNOW SEASON - NOVEMBER 1 TO APRIL 30			
SNOWFALL UP TO 254 CM			
YEAR 1 2012/2013 LOT PRICE	OPTION YEAR 1 2013/2014 LOT PRICE	OPTION YEAR 2 2014/2015 LOT PRICE	SUB-TOTAL
\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____

All Years - SNOWFALL UP TO 254 CM GRAND TOTAL for Price Schedule 1:

\$ _____

80% of the above figure will be used for evaluation puposes

Pricing Schedule 2:**2.1. Snowfall in excess of 254 cm**

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excludes HST/GST) for Snow Removal in excess of 254 cm as recorded by Environment Canada at the MacDonald-Cartier Airport from 1 November to 30 April, on an "as and when requested" basis only in accordance with the **PWGSC Grounds Maintenance Specifications** attached at Annex A.

LOCATION: CFS LEITRIM (3545 LEITRIM ROAD) SNOW SEASON - NOVEMBER 1 TO APRIL 30 SNOWFALL IN EXCESS OF 254 CM			
	YEAR 1 2012/2013	OPTION YEAR 1 2013/2014	OPTION YEAR 2 2014/2015
Rate per cm	\$ _____/cm	\$ _____/cm	\$ _____/cm
* Estimated Number of cm per year	50 cm	50 cm	50 cm
Extended Price	\$ _____	\$ _____	\$ _____
2.1 Sub-Total: \$			

* Estimated number of cm per period is for evaluation purposes only.

2.2. Snowfall outside the Snow Season

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excludes HST/GST) for Snow Removal services required on an "as and when requested" basis only, in accordance with the **PWGSC Grounds Maintenance Specifications** attached at Annex A., outside the snow season (1 November to 30 April) as recorded by Environment Canada at MacDonald Cartier Airport for each snowfall.

LOCATION: CFS LEITRIM (3545 LEITRIM ROAD) SNOWFALL OUTSIDE THE SNOW SEASON			
	YEAR 1	OPTION YEAR 1	OPTION YEAR 2
Rate per cm	\$ _____/cm	\$ _____/cm	\$ _____/cm
* Estimated Number of cm per year	10cm	10cm	10cm
Extended Price	\$ _____	\$ _____	\$ _____
2.2 Sub-Total: \$			

* Estimated number of cm per period is for evaluation purposes only.

All Buildings, All Years - GRAND TOTAL for Price Schedule 2. (2.1 + 2.2): \$ _____

20% of the above figure will be used for evaluation puposes

Pricing Schedule 3: Special Operations

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excludes HST/GST) for Special Operations on an "as and when requested" basis only. The Special Operations are to be performed in accordance with the **PWGSC Grounds Maintenance Specifications** attached at Annex A.

Location: CFS LEITRIM (3545 LEITRIM ROAD)			
3.1 YEAR ONE (1): NOVEMBER 1, 2012 TO OCTOBER 31, 2013			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Sweeping - CFS Leitrim, 3545 Leitrim Rd	\$ _____	x 1 =	\$ _____
SUB-TOTAL 3.1			\$ _____

Location: CFS LEITRIM (3545 LEITRIM ROAD)			
3.2 OPTION YEAR ONE (1): NOVEMBER 1, 2013 TO OCTOBER 31, 2014			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Sweeping - CFS Leitrim, 3545 Leitrim Rd	\$ _____	x 1 =	\$ _____
SUB-TOTAL 3.2			\$ _____

Location: CFS LEITRIM (3545 LEITRIM ROAD)			
3.3 OPTION YEAR TWO (2): NOVEMBER 1, 2014 TO OCTOBER 31, 2015			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Sweeping - CFS Leitrim, 3545 Leitrim Rd	\$ _____	x 1 =	\$ _____
SUB-TOTAL 3.3			\$ _____

All Buildings, All Years - GRAND TOTAL for Price Schedule 3. (3.1 + 3.3): \$ _____

20% of the above figure will be used for evaluation puposes

Pricing Schedule 4:**4.1 Extra Work LOCATION: CFS LEITRIM (3545 LEITRIM ROAD)**

The Contractor will provide services for extra work on an "as and when requested" basis only where charges shall be made for actual hours of equipment with operator or labourer with tools in accordance with the **PWGSC Grounds Maintenance Specifications** attached at Annex A.

*** Estimated quantity of hours per year is for evaluation purpose only.**

Firm all inclusive rates including labour, supervision, equipment, transportation, overhead, profit and all related costs (excludes HST/GST). Written authorization must be obtained from the Technical Authority prior to conducting any extra work. Services may include but not be limited to Landscape renovations.

Our firm hourly rate for Equipment and Operator shall be:

4.1 (i) One 4-wheel drive loader with a minimum 3.08 m³ (4 yd³) bucket or larger and an operator.

LOCATION: CFS LEITRIM (3545 LEITRIM ROAD)			
	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
Equipment & Operator	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated quantity of hours per year	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____
4.1 (i) SUB-TOTAL: \$ _____			

4.1 (ii) One dump truck with a minimum 11.46m³ (15yd³) dump box with an operator.

LOCATION: CFS LEITRIM (3545 LEITRIM ROAD)			
	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
Equipment & Operator	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	10	10	10
*Extended Price:	\$ _____	\$ _____	\$ _____
4.1 (ii) SUB-TOTAL: \$ _____			

4.1(iii) One backhoe with 1 m³ (1.31 yd³) bucket with an operator.

LOCATION: ALL SITES			
	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
Equipment & Operator	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	10	10	10
*Extended Price:	\$ _____	\$ _____	\$ _____
4.1(iii) SUB-TOTAL: \$ _____			

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4.1 (iv) One 4x4 Pick up truck with an operator.

	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
Equipment & Operator	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated quantity of hours per year	10	10	10
* Extended Price:	\$_____	\$_____	\$_____
4.1 (iv) SUB-TOTAL:\$_____			

4.1(v) One skidsteer with an operator.

	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
Equipment & Operator	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated quantity of hours per year	10	10	10
* Extended Price:	\$_____	\$_____	\$_____
4.1(v) SUB-TOTAL:\$_____			

4.1 (vi) One tractor with attachments and an operator. (including but not limited to snow blower)

	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
Equipment & Operator	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated quantity of hours per year	10	10	10
* Extended Price:	\$_____	\$_____	\$_____
4.1 (vi) SUB-TOTAL: \$_____			

The Extended Price is calculated by multiplying the hourly rate for the Equipment & Operator by the estimated quantity of hours per year. (Example: Year 1, \$5.00 hourly rate; x estimated quantity of 10 = \$50.00)

All Buildings, All Years - GRAND TOTAL for Price Schedule 4.1. (i-vi): \$_____

4.2 Labour: Our firm hourly rate per qualified labourer with hand tools shall be. This rate will include adequate supervision.

LOCATION: ALL SITES			
4.2(i)	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
Regular Hours 08:00 to 17:00 Monday to Friday	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated quantity of hours per year	10	10	10
Extended Price:	\$_____	\$_____	\$_____
4.2(i) SUB-TOTAL :\$_____			

* The Extended Price is calculated by multiplying the hourly rate for the labourer with hand tools by the estimated quantity of hours per year (Examples: Hours, Year 1, \$5.00 hourly rate x estimated quantity of 10 = \$50.00)

LOCATION: ALL SITES			
4.2 (ii) Outside Regular Hours Saturday, Sunday & Statutory Holidays	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated quantity of hours per year	10	10	10
Extended Price:	\$_____	\$_____	\$_____
4.2(ii) SUB-TOTAL :\$_____			

* The Extended Price is calculated by multiplying the hourly rate for the labourer with hand tools by the estimated quantity of hours per year (Examples: Hours, Year 1, \$5.00 hourly rate x estimated quantity of 10 = \$50.00)

All Buildings, All Years - GRAND TOTAL for Price Schedule 4.2. (i-ii): \$_____

4.3 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

LOCATION: ALL SITES			
Period	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
Mark-up	_____%	_____%	_____%
Estimated Expenditure:	\$1000.00	\$1000.00	\$1000.00
* Extended Price:	\$_____	\$_____	\$_____
4.3 SUB-TOTAL:\$_____			

All Buildings, All Years - GRAND TOTAL for Price Schedule 4.3: \$_____

All Buildings, All Years - GRAND TOTAL for Price Schedule 4. (4.1 - 4.3): \$_____
20% of the above figure will be used for evaluation puposes

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00) **Estimated expenditure per period is for evaluation purposes only**

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage. GC 227 "Call-up Against a Contract".

AUTHORIZATION FOR DELIVERY:

The identified users shall order goods and services either on form PWGSC-TPSG GC 227 "Call-up Against a Contract", or ordered by other methods such as telephone, but must be confirmed in writing either on form PWGSC-TPSG GC 227 or provision of the elements that include as a minimum description of the work, pricing schedule and quantity, period of service, contract number, name of authorized person and signature.

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing,

(80%) Pricing Schedule 1 : = Subtotal \$ _____ +

(20%) Pricing Schedule 2 : = Subtotal \$ _____ +

(20%) Pricing Schedule 3: = Subtotal \$ _____ +

(20%) Pricing Schedule 4: = Subtotal \$ _____ +

= \$ _____

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

The Contract Financial Security will be required for each year of the contract and for each of the options (if exercised).

Section III Financial Security

1.1 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 of contract award:**

- (a) a performance bond (form PWGSC-TPSGC 505) in the amount of 50 percent of the *Pricing Schedule 1* **of the** Contract Price (one year); or
- (b) a security deposit as defined in clause E0008C (2011-05-16) in the amount of 50 percent of the *Pricing Schedule 1* **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 50% of the *Pricing Schedule 1* applicable for the said option year and otherwise complying with the required contract financial securities relative to year one (1).

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.

1.2 Security Deposit Definition (E0008T - 2011-05-16)

Section IV AUTHORITY

1.1 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: _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical and Financial Evaluation - mandatory requirements

- (1) Attendance at the mandatory site visit (if applicable);
- (2) Security Clearance of Reliability at bid closing, in accordance with Part 6, Security Requirements;
- (3) Submission of a Firm Price/Rate in Canadian funds for all the items listed in Part 3, Section II: Financial Bid ;

Note: Bids will be evaluated based on 80% of the firm pricing (Schedule 1) and 20% on the “as & when” (Schedule 2, 3 and 4).

- (4) Full Time Supervisor's qualifications in accordance with Part 3, Section 1: Technical Bid
- (5) Contractor's Experience & Past Performance in accordance with Part 3, Section 1: Technical 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.

4.2 Basis of selection

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

Contractors will not be reimbursed for the cost of responding to this Request for Proposal

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.

5.1 Certifications required with the Bid

Bidders must submit the following duly completed certifications as part as their bid.

5.1.1 CODE OF CONDUCT CERTIFICATIONS - CONSENT TO A CRIMINAL RECORD VERIFICATION

5.1.1.1 Bidders must submit with their bid:

- (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 - <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/229-eng.html>)**, for each individual named in the list (see Sample Form at Annex D).

The above should be completed and submitted with the bid by the bid solicitation closing date. If the above is not completed and submitted with the bid by the bid solicitation closing date, 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.

5.2 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.

5.3 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.

5.4 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 AND SUB-CONTRACTING

6.1. SECURITY REQUIREMENT

6.1.1. 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.

6.1.2. 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.

6.1.2 Mandatory Security Clearance

6.1.2.1. The security requirements specified at clause 7.3.1 must be met by the Bidder at time of bid closing. If the security requirements are not met at bid closing, your proposal will be deemed non-responsive and no further consideration will be given.

6.1.2.2. The security requirements specified at 7.3.2 must be met by the Bidder for **all of the employees** proposed for this contract at time of bid closing. If the security requirements are not met at bid closing, your proposal will be deemed non-responsive and no further consideration will be given.

6.1.2.3. It is a mandatory that the Bidder provide the information requested in the chart below at time of bid closing for only the proposed employees to provide services against any resulting Contract. If the information is not provided at bid closing, your proposal will be deemed non-responsive and no further consideration will be given.

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PROPOSED EMPLOYEES			
	Employees	Legal Name (First & Last) (Please Print Clearly)	Date of Birth Day / Month / Year
1	Full Time Supervisor Snow Removal Service		
2	Back-up Supervisor Snow Removal Service		
3	Employee		
4	Employee		
5	Employee		
6	Employee		
7	Employee		
8	Employee		
9	Employee		
10	Employee		
11	Employee		
12	Employee		
13	Employee		
14	Employee		
15	Employee		

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1. Requirement

To provide Snow Removal Service including all labour, material, equipment, supervision and transportation for Public Works and Government Services Canada (PWGSC), located at CFS Leitrim, 3545 Leitrim Road, Ottawa, Ontario, Canada. The services must be provided in accordance with the **PWGSC Grounds Maintenance Specifications** attached at Annex A.

7.1.1 Replacement of Specific Individuals

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.

7.1.2 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 6 of the proposal.

EMPLOYEES		
	Employees	Legal Name (First & Last) (Please Print Clearly)
1	Full Time Supervisor Snow Removal Service	
2	Back-up Supervisor Snow Removal Service	
3	Employee	
4	Employee	
5	Employee	

6	Employee	
7	Employee	
8	Employee	
9	Employee	
10	Employee	
11	Employee	
12	Employee	
13	Employee	
14	Employee	
15	Employee	

7.2 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/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

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

7.3. Security Requirement

3.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

3.2 The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

3.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

3.4 The Contractor must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
- (b) Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive. *(leave blank until contract award - delete this note before issuing the solicitation)*

7.4.2 Option to Extend Contract (if applicable)

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to _____ additional _____ year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least _____ calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5. Authorities**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Cris Hill
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) 956-1343
Facsimile Number: (819) 956-3600
E-mail Address: cris.hill@pwgsc.gc.ca

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.

7.5.2 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.

7.5.3 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: _____

7.5.4 Specific Person(s) Supervisor (s) (Snow removal service)

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: _____

Add if applicable

7.5.4.1 Specific Person(s) Back up Supervisor (s) (Snow removal service)

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: _____

Add if applicable:

7.5.5 Specific Person(s) Full Time Employee

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

Full Time Employee: _____

Telephone Number: _____

Cellular Number: _____

E-Mail: _____

7.6. Payment

7.6.1 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, 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 2, 3 & 4.

7.6.2 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 (2008-05-12) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

- (a) **Snowfall up to 254 cm** shall be paid in accordance with **Pricing Schedule 1** in the percentages at the end of each calendar month from November through April for the snow season as follow:

Snow Seasons

November - 5% of the Firm Lot Price
 December - 20% of the Firm Lot Price
 January - 25% of the Firm Lot Price
 February - 25% of the Firm Lot Price
 March - 20% of the Firm Lot Price
 April - 5% of the Firm Lot Price

- (b) **As and When Requested Work**

Any costs incurred for "**Snowfall in Excess of 254 cm**", "**Snowfall outside the Snow Season**", "**Special Operations**" and for "**Extra Work**" shall be paid, on an "as and when requested" basis, in accordance with **Pricing Schedule 2, 3 & 4**, after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted.

Canada's total liability under the "as and when requested" portion of the Contract shall not exceed \$_____ (to be determined).

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**)

7.6.3 SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

A9116C (2007-11-30) T1204 - Information Reporting by Contractor

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

7.7. Invoicing Instructions

All invoices are to be mailed as per the Front Page of any resulting contractual document and must include the Contract Number, description of work which has been completed and for which payment is being claimed, location of work and the person who requested the service, before any payments can be processed. All taxes are to be listed as separate items. Failure to submit the correct information may result in the rejection of the invoice for processing.

The invoices for “**Snowfall up to 254 cm**” shall be submitted at the end of each calendar month, in accordance with Basis of Payment Clause hereafter.

Any costs incurred for “Snowfall in excess of 254 cm”, “Snowfall outside the Snow Season”, “Special Operations” and for “Extra Work” shall be invoiced after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted in accordance with Basis of Payment clause hereafter. These costs are to be denoted as separate items on the monthly invoice.

Invoices are to be made out and mailed to:

Public Works and Government Services Canada
Maintenance and Operational Assurances
Chomley Building, 5th Floor
400 Cooper Street
Ottawa, Ontario, K1A 0S5

Payment will only be made on receipt of satisfactory invoices duly supported by any specified documents called for under this contract.

7.8. 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.

7.9. Applicable Laws

Any resulting 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.

7.10. 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" PWGSC Grounds Maintenance Statement of Work
- (d) Annex "B" Security Requirements Check List
- (e) Annex "D" Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule
- (f) Annex "E" Site Plan
- (g) Annex "G": Sample Quote form for Extra Work Category
- (h) the Contractor's proposal dated _____ (*insert date of bid*), as amended _____ (*insert date(s) of amendment(s) if applicable*)

7.11. Insurance Requirements

If the numbering of the clauses are different, please ensure to revise 11.2.

7.11.1 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.

7.11.2 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.

7.12 Cellular Phones and/or Pagers

No electronic devices: cell phones, pagers, two way radios, cameras, etc. are allowed on site except for the Pusher Hut Road area. Cell phone use is permitted in the Pusher Hut area for emergency use only

7.13 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

7.14 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 50 percent of the *Pricing Schedule 1 of the Contract Price* (one year); or
- (b) a security deposit as defined in clause E0008C in the amount of 50 percent of the *Pricing Schedule 1 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 50% of the *Pricing Schedule 1* applicable for the said option year and otherwise complying with the required contract financial securities relative to year one (1).

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.

Note to the Contractor: The Contract Financial Security will be required for each year of the contract and for each of the options (if exercised).

7.15 Security Deposit Definition (E0008T- 2011-05-16)

7.16 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.

GROUPS MAINTENANCE SPECIFICATIONS

SECTION 1- GENERAL

1. Response Time / Communication Protocol

1. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract. The Contractor will advise the Technical Authority of the telephone number, including cellular and pager, where they and/or their employees can be reached
2. The Contractor must be on site ready to work within one (1) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the contract and such work must proceed continuously until the site is returned to safe operating condition

No electronic devices: cell phones, pagers , two way radios, cameras, etc. are allowed on site except for the Pusher Hut Road area. Cell phone use is permitted in the Pusher Hut area for emergency use only.

The Contractor must take corrective action of any deficiencies in the service of this contract within 1 hour of reception of notice.

The Contractor will not refuse any call or service requested by the Technical Authority or his/her authorized representative such as, the National Service Call Centre (NSCC), relating to snow and ice removal.

2. Sustainable Operations

The Contractor will follow a sustainable approach to materials and methodologies used in the snow removal maintenance so as to reduce greenhouse gas emissions, protect public health through safe management of potentially hazardous substances and to protect soils and groundwater.

In order to reduce carbon emissions and noise pollution, equipment will only be used as required. The Contractor will select equipment and fuel to limit air-pollutant emissions and ensure that all equipment used on site is properly maintained. The Contractor will clean equipment prior to bringing it on site to prevent transportation of invasive species.

The Contractor will follow best salt management practices on site.

3. Working Hours

The site is operational 24 hours per day, 7 days per week.

4. Addition or deletion of work

The Technical Authority may from time to time, require changes to the areas to be maintained due to operational requirements, on-site projects, or construction of new areas to be maintained or deletion of areas to be maintained. The increase or decrease in the monthly firm price for the areas added or subtracted will be calculated by dividing the firm price for snow removal by the number of square meters listed in Annex F and then multiplying the square meter area to be added or deleted.

5. Garbage Receptacles and Cigarette Butt Stops

All waste receptacles; from November 1, to April 30, will never be more than 90% full and emptied at least once a week. Garbage bags must fit snugly around the perimeter of the wire liner of the receptacle if present. All cigarette butt stops will be emptied daily from November 1, to April 30.

6. Pick up Litter

The entrances and grounds shall be free of litter year round. Litter includes cigarette butts, weeds, soil, grit as well as organic and inorganic debris. After the spring thaw, all hard surfaces and grass areas shall be free of ice-control agents by April 30.

7. Disposal Costs

The Contractor is responsible for all disposal costs related to the removal of snow, leaves, litter and garbage from this site.

8. Damages

The Contractor shall tour the work site with the Technical Authority at the beginning of the season and request pictures of all damages on site. At the end of the season, another joint inspection will be carried out. The Contractor shall immediately report to Technical Authority all damages on site caused by the Contractor's personnel or equipment. Damages caused by the Contractor will be repaired by the Contractor, at no extra cost, to the satisfaction of the Technical Authority. All repairs are to be completed to the satisfaction of the Technical Authority by April 30.

9. Maintenance Schedules and Contractor Inspections

The Snow Clearing Daily Maintenance Schedule Annex E, shall be kept in the building 262 to record the Contractor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's supervisor from November 1 to April 30. This log must be kept up to date in order for invoices to be processed.

10. Identification

All company employees and vehicles must be clearly identified.

11. Vehicles

All vehicles used on the site must be clearly identified, clean and meet provincial safety standards. Parking and driving on turf is to be avoided.

12. 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 following items as below. Also, maintenance in restricted areas must be arranged with Technical Authority prior to start date of the contract.

- Description of methodologies, techniques, and timing of maintenance used to provide the required services. The timing of maintenance must be detailed to allow for follow up inspections by the Technical Authority.
- Financial resources:
 - Proof of good standing with W.S.I.B.
 - Proof and level of insurance carried
- Human resources (applicable to this site)

- Seasonal full-time labour
- Part-time/student labour
- Average years experiences for field personnel
- Ratio: crew forepersons to labour
- Ratio: Supervisors to forepersons
- Company Profile:
 - Active membership in trade associations
- Physical resources
 - Facility location(s)
 - How equipment breakdowns or labour shortages will be addressed.
 - List of equipment and vehicles (with numbers of vehicles and pieces of equipment available for work on site). Indicate if they are leased equipment or owned.
 - Administrative resources and capability
- Description of the Contractor's approach in responding to requests made by the Technical Authority.
- Quality control methods of services to be provided including identifying the back up Full Time Supervisor.

The operating plan will be reviewed by the Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work. Contractor must maintain levels of staff and equipment agreed to in the operating plan throughout the life of the maintenance contract.

Contractor must advise Technical Authority in writing if there is any change made to the site, within one business day after the change has been made, which may affect the maintenance as per the terms and conditions of the contract.

13. Special Operations and Additional Work

The Contractor must have written approval from the Technical Authority in advance of performance of any Special Operations, removal of snow in excess of 254 cm or outside of the regular season and call up work.

14. Health and Safety

1 Submit site-specific Health and Safety Plan after date of Notice to Proceed and (3) days prior to commencement of the Work. Include:

- .1 A site-specific safety hazard assessment.
- .2 Safety and health risk or hazard analysis for site tasks and operation.
- .3 the use of personal protective equipment including for working around poisonous plants.
- .4 procedures to be implemented during emergency situations.
- .5 *all necessary staff certifications must be attached to the plan including fall protection certificates. e.g. Anticipated H&S plans to include a traffic control where work is conducted in or next to a road. Snow removal from rooftops; workers must wear safety belt with a rope to secure them to a rail while shoveling. Two workers should do the shoveling together. Individuals or employees should be protected from falls.*

2. Submit a copy of the Contractor's Health and Safety Plan.

3. The Departmental Construction Safety Coordinator will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 2 days after receipt of plan. Revise plan as appropriate and resubmit before commencement of the Work.

4. General Conditions

- .1 Continue to implement, maintain, and enforce plan until final demobilization from site.
- .2 Relief from or substitution for any portion or provision of reviewed site-specific Health and Safety Plan must be submitted to the Technical Authority in writing, either accepting or requesting improvements.
- .3 Update health and safety plan as required.

5. Responsibility

- .1 Contractor shall be responsible for safety of persons and property on site and for protection of persons off site and environment to the extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, immediately stop work and advise Technical Authority verbally and in writing.

6. Correction

- .1 Immediately address health and safety noncompliance issues identified by Technical Authority.
- .2 Provide Technical Authority with written report of action taken to correct noncompliance of health and safety issues identified.
- .3 Technical Authority may stop work if noncompliance of health and safety regulations is not corrected.

7. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work

8. The Contractor will provide a training report with supporting documented proof to demonstrate that the staff have training to operate and maintain snow removal equipment and have received training on best salt management practices through recognized institutions such as, but not limited to, Ass'n of Ontario Road Supervisors (AORS), Ontario Good Roads Ass'n (OGRA) and Landscape Ontario (LO).

Winter maintenance training must include, but is not limited to: anti-icing and deicing products and technologies, salt management plans, proper plowing techniques, equipment maintenance and calibration, material selection to mitigate environmental impacts, mitigating blowing snow, and winter maintenance management.

If the staff has not had the necessary training, the Contractor must send the staff for training prior to the first winter season of the contract or as agreed to in writing by the Technical Authority depending on when the courses are offered in relation to when the contract is awarded.

SECTION 2 SNOW REMOVAL

1. Stock piling

Snow will be stock piled on this site in the snow dump areas, as per Annex F (site plan). Piled snow must not encroach on any parking spaces nor obscure visibility for vehicular or pedestrian traffic. Contractor is responsible for all costs associated with moving and stock piling snow in the snow dump area as indicated in Annex F (site plan) or designated stock piling areas as indicated in the Statement of Work.

Snow from the gravel Road areas are to be cleared to the side of the roads as indicated in Annex D.

A separate snow dump area, for building 273 and 281, has been designated for the snow from the supply compound behind building 273 as indicated in Annex D site plan.

2. Safety

The Contractor is responsible to treat all main roads, parking lots and walks as illustrated in the attached site plan(s), Annex F to ensure that they are reasonably safe for vehicle and pedestrian traffic. Contractor must also ensure that vehicle access to and from the property and municipal roads is free of hazards that may interfere with safe flow of traffic. Contractor is obliged to monitor the site according to the weather in the vicinity and apply ice melting or abrasive products as appropriate. In determining whether or not to apply these products in any particular circumstance, the Contractor shall act reasonably, and apply the standards of the custom of the snow and ice maintenance industry.

3. Daily Inspections

Contractor shall inspect daily:

- 1 All exterior exit doors to ensure that no ice or snow accumulation prevents doors from opening.
- 2 All entrances and emergency exits to ensure that they are cleared of snow and ice the width of the stairs and sidewalks and that no snow or ice obstructs access to ashtrays or waste receptacles.
- 3 All sidewalks, pathways around buildings and stairs to ensure all are clear of ice and snow to their full width.
- 4 The remainder of the site to ensure that all work has been completed according to the conditions of the contract.

4. Clear snow and ice from building entrances, roads, parking lots

Building entrances, emergency exits, sidewalks, steps, doorways, ramps and parking for disabled persons shall be free of snow and ice to bare pavement to their full width by 7:00 A.M., 7 days a week. If snow accumulation occurs after this time, clearing of these areas will commence once there is an accumulation of 4 cm. During ice forming conditions, ice control agents will be applied to these areas as needed.

Roads, gates, ramps, loading dock areas, parking lots, access to main roads, and emergency vehicle routes will be clear of snow and ice to bare pavement to their full width by 7:00 A.M., 7 days a week. If snow accumulation occurs after this time, clearing will commence once there is an accumulation of 5 cm. During ice forming conditions, ice control agents will be applied as required.

The main entrance gate must have the track fully cleared of snow and ice at all times to prevent the

gate from jamming. The areas around the East gate and West gate must be free of snow and ice at all times to facilitate easy opening and closing to their full width.

A pathway is to be cleared to the sump pump station on the west side of building 138. The pathway is to run from the pavement behind building 138 the sump pump hydro connection and the sump pump to facilitate maintenance work in this area, the path is to be 1 metre wide and is approximately 5 metres long with a small circular area between the pump and the hydro connection area.

All sea container doors must be accessible 24/7.

The employee area located behind 140 building must be cleared as per the Annex F drawing.

Gravel roads and gravel parking lots will be cleared as necessary to ensure the roads and parking lots are not damaged and to ensure vehicular and pedestrian safety. Packed snow will not exceed 5 cm on the gravel roads and gravel parking lots. Ice on the gravel roads and gravel parking lots may require grading to create ridges for tire traction in addition to ice control agents.

The secure supply compound, behind building 273, must have the snow back dragged out. The gate to this secure storage compound must be kept free of snow and ice at all times.

The west gate to the supply compound behind building 273 will be open during the day from 6:30 am until 3:30 p.m.. This area may only be cleared during these hours. Once the gate is opened at 6:30 am, the contractor must be on site to remove the snow from this area and apply ice control products as required. The snow from this compound area is to be moved to the snow dump area located outside of the compound as indicated on Annex F site plan.

Keys for the locks to the gates: East & West gates, the Pusher Hut Road gate, Building 281 gate and the Lagoon road gate are located at building 262.

5. Ice control agents

Contractor is required to submit a salt management plan within three days of the contract award date. The salt management plan will be reviewed by the Site Authority and Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in Annex A Statement of Work. Salt management plan must outline under the best practices section what products will be used and under what conditions.

Ice melter such as Landscaper's Choice, Geomelt or Ecosalt is to be used on steps, doorways, and entrance walkways. Products such as sand, white salt, treated salt such as Thawrox, and liquids such as Caliber M1000 and M2000 to be added to the treated salt are to be used in the parking lot and roads as per the approved salt management plan. For gravel roads and gravel parking lots, as indicated in Annex F, ice control agents may include grit, sand, gravel, salt.

Excess ice control agents will be removed on written notice by Technical Authority.

Storage boxes, provided by PWGSC, are to be emptied, cleaned and stored on site as directed by Technical Authority by April 30.

Contractor must report the amount of salt or other ice-control agents used on the site at the end of the snow removal season. After the spring thaw, all hard surfaces shall be free of ice-control agents by April 30.

6. Clear snow from fire route, fire hydrants, standpipes and fuel filler pipes

Keep fire routes, including routes to standpipes and access to fire hydrants clear of snow and ice at all times. Keep fire hydrants and fuel filler pipes clear to a diameter of 250 cm.

7. Clear snow from garbage and recycling dumpsters

Keep access to garbage and recycling dumpsters clear of snow and ice at all times.

8. Clear snow from directional signs

Directional signage shall be free of snow obstruction.

9. Snow piles

Blown, plowed or piled snow is to be kept away from obstacles, including but not limited to, trees, shrubs, fences and walls of buildings.

10. Banked Snow

Snow banked temporarily, with the written approval of the Technical Authority, will be removed within 24 hours after storm. Snow banks must not obscure or impede visibility for vehicular or pedestrian traffic. All snow banks on the roadways and parking lot entrances to Leitrim Road must be less than 1 metre for visibility of traffic on Leitrim Road.

11. Snow coverage on grass

A minimum of 15 cm of snow must be left on the grass where snow is removed or pushed.

12. Delineate walkways, approaches and catch basins

Walkways, approaches and catch basins shall be delineated prior to first snow fall to provide guides for snow clearing. Markers will be removed with spring thaw.

13. Catch Basins and Culverts

Keep catch basins and culverts free of snow and debris and anything that interferes with the free flow of run-off water at all times.

14. Repairs

All repairs to signs damaged by winter snow clearing will be completed to satisfaction of Technical Authority by April 30. Repairs to curbs damaged by winter snow clearing will be completed to satisfaction of Technical Authority by April 30. All curbs are to be realigned in the spring by April 30. Repairs to turf due to winter damage from snow removal operations will be complete by May 15.

15. Clear drains, catch basins

Drains and catch basins shall be free of all ice, litter, leaves, soil, or anything which interferes with the free flow of runoff water.

SECTION 3 SPECIAL OPERATIONS

Contractor must have written approval from the Technical Authority in advance of performance of any of the following operations. Although some clauses have specific dates, these are subject to approval by the Technical Authority. The Contractor must give prior notice to the Technical Authority when the work will be undertaken so the Technical Authority can verify that the work is completed.

1. Sweeping

The paved parking lots, main loading dock zone and roadways shall be free of litter, dirt, sand and grit by mechanically sweeping once annually. Walks, ramps, entrances and loading dock areas must be free of salt and grit. The sweeping will be done in the spring by April 30.

SECTION 4 EXTRA WORK

1. Extra Work

Contractor will provide services and materials for extra work on an as and when requested basis where charges shall be made for actual materials used, actual hours of a labourer and/or actual equipment with operator costs.

Estimates or amendments to estimates for extra work are to be provided by the Contractor to the Technical Authority as per the sample format in Annex H within two working days. A Call up must be obtained from the Technical Authority prior to conducting any extra work.

Additional hours and materials must have prior approval from the Technical Authority. The Call up will then be amended to reflect the additional hours and materials. Only actual hours worked and actual materials used may be invoiced.

Services may include but not be limited to: grading roads and parking lots, reinstating landscaping, mulching, flail mowing, and additional watering.

Materials may include but not be limited to gravel, topsoil, mulch, compost, river rock, plant material.

Topsoil is to be a friable loam, neither a heavy clay nor a very light sandy nature, with a minimum of 5% organic matter by weight. It must be clean of roots sod, stones in excess of 5 cm in diameter and other foreign objects, have an acidity range (pH) of 5.5 to 7.5 and a salt conductivity of less than 2 millisiemens/cm.

Specifications for all other materials requested will be specified in the call up.



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-MOA
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 Winter Snow Contract - CFS Leitrim, 3545 Leitrim Road.			
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? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>			TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non 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 ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

Only security screened personnel to be utilized.

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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	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		COSMIC COSMIC TRÈS SECRET	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 C
EJ196-130139/B

**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



Public Works and Government
Services
Canada

Travaux publics et Services
gouvernementaux
Canada

Protected (when completed and received by government)
Protégé (lorsque rempli et reçu par le gouvernement)

If completed manually, please print
Si rempli manuellement, veuillez écrire en lettres moulées

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/Offerrer/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

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 sont 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

☐

Male
Masculin

☐

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

SAMPLE

EJ196-130139/A

SNOW CLEARING DAILY MAINTENANCE SCHEDULE

SITE: CFS LEITRIM CONTRACT NO.: _____ WEEK OF: _____

This is to verify that the following areas are clear (c) fallen or drifting snow and ice, and/or have been salted (s) or sanded (sn) - including the use of chip stone as per Section 2 of this contract.

LOCATION	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	REMARKS
Handicap Ramps								
Roadways								
Parking Lots								
Fire Routes								
Sidewalks								
Doorways								
A. C. Units								
Runways								
Gates								
Ramps								
Loading Docks								
Emergency Exits								
Oil Filler Pipes								
Fire Hydrants								
Pumps								
Refuse Bins								
Litter Picked Up								
Supervisor's Initials								
Time Supervision Completed								

DATE:

NAME OF SUPERVISOR:

CONTRACTOR'S SIGNATURE:



Annex G

EJ196-131309/B

BIDDERS PROPOSAL CHECKLIST

(to whom have attended the Mandatory Site Visit)

Please Ensure Your Proposal Contains The Following
Items Which Are To Be Met At Bid Closing.

- ☐ 1 - All Documents As Identified At Part 3, Section I Must Be Included.
- ☐ 2 - All Pricing/Rates As Identified In Part 3, Section II Must Be Included
- ☐ 3 - All Experience Identified At Part 3 Must Be Included. It Is Reminded The Number Of Years Stipulated For The Experience Must Be Stictly Addressed To.
- ☐ 4 - All Elements Stipulated In Part 6 & 7 - Security



Annex F: Sample Quote form for Extra Work Category

Contract Number:

Date:

Location of work:

Description of work:

	Estimated	Hourly Rate	Total
Services:			
Labour	2	\$30.00	\$60.00
Backhoe	2	\$95.00	\$190.00
			\$250.00
	13 % HST on Services		\$32.50
	Total Services		\$282.50
Materials:			
3 - 3 gallon Spirea ' Goldflame'	3	\$10.00	\$30.00
5 yards topsoil	5	\$16.00	\$80.00
Mulch	4	\$45.00	\$180.00
			\$290.00
	13 % HST on Materials		\$37.70
	Subtotal		\$327.70
	10% Mark-up on Materials:		\$32.77
	Total Materials		\$360.47
	Total Services and Materials		\$642.97