

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 LaurierSt./ 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	
Solicitation No. - N° de l'invitation EN449-131257/A	Date 2012-10-31
Client Reference No. - N° de référence du client R.019632.399	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-282-61479	
File No. - N° de dossier fk282.EN449-131257	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-11	Time Zone Fuseau horaire Eastern Standard Time EST
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: Wilson, Heather	Buyer Id - Id de l'acheteur fk282
Telephone No. - N° de téléphone (819) 956-1351 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC, NCA (Ottawa), 35 Shirley Blvd. Connaught Range, Ottawa, ON, K2K 2W6	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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

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LIST OF ANNEXES:

Annex A 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 Site Plan

PART 1 - GENERAL INFORMATION

1.1 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 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 Site Plan

1.2 Summary

- (i) The Contractor must provide Snow Removal Service including all labour, material, equipment, supervision and transportation for Public Works and Government Services Canada (PWGSC), located at the Connaught Range and Primary Training Centre, 35 Shirley Boulevard, Ottawa, Ontario, Canada. The services must be provided in accordance with the **Statement of Work** attached at Annex A.
- (ii) The period of any resulting Contract shall be for a period of ten (10) months. The estimated commencement date is **January 1, 2013**.
- (iii) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIODS, 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 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.

- (iv) 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.

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- (v) Pursuant to section 01 of Standard Instructions 2003, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.
- (vi) 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).

1.3 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

2.1 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.

- The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

- The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2.2 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.

2.3 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

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

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.

2.5 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on Thursday, November 22, 2012 at 10:00 AM, meeting at the main entrance of 31 Shirley Boulevard. Bidders should communicate with the Contracting Authority no later than five (5) day(s) before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation. **A maximum of two (2) representatives per bidder will be permitted to examine the sites.**

PART 3 - BID PREPARATION INSTRUCTIONS

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;
- Section III: Certifications; and
- Section IV: Authorities.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

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

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

Section I: Technical Bid

3.1.1 Submission of Evidence

Submission of Evidence as described in 3.1.2 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 Canada. 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.

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3.1.2 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance by referencing three (3) projects or contracts for snow removal services satisfactorily rendered for a minimum of three (3) consecutive years each within the past ten (10) years, wherein the range of services provided is comparable to those described in this Request for Proposal (RFP).

PROJECT/CONTRACT REFERENCE NO. 1	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____
	Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____
	To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____	

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PROJECT/CONTRACT REFERENCE NO. 2	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____	

PROJECT/CONTRACT REFERENCE NO. 3	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____	

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Section II: Financial Bid

3.2 Basis of Pricing

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 five (5) years for **all** items listed hereafter (**Pricing Schedule 1, 2 and 3**). total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

Pricing Schedule 1:

1.1 Snow Removal Services up to 320 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 320 cm of snowfall per snow season as defined below in accordance with the **Statement of Work** attached at Annex A.

1.1 (i) LOCATION: DEPARTMENT OF NATIONAL DEFENCE (DND)				
SNOW SEASON - NOVEMBER 1 TO APRIL 15				
SNOWFALL UP TO 320 CM				
YEAR 1 January 1, 2013 to October 31, 2013 LOT PRICE	OPTION YEAR 1 November 1, 2013 to October 31, 2014 LOT PRICE	OPTION YEAR 2 November 1, 2014 to October 31, 2015 LOT PRICE	OPTION YEAR 3 November 1, 2015 to October 31, 2016 LOT PRICE	OPTION YEAR 4 November 1, 2016 to October 31, 2017 LOT PRICE
\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____ Per year
1.1(i) Sub-Total				\$ _____

1.1 (ii) LOCATION: ROYAL CANADIAN MOUNTED POLICE - CLOSE QUATERS BATTLE RANGE				
SNOW SEASON - NOVEMBER 1 TO APRIL 15				
SNOWFALL UP TO 320 CM				
YEAR 1 January 1, 2013 to October 31, 2013 LOT PRICE	OPTION YEAR 1 November 1, 2013 to October 31, 2014 LOT PRICE	OPTION YEAR 2 November 1, 2014 to October 31, 2015 LOT PRICE	OPTION YEAR 3 November 1, 2015 to October 31, 2016 LOT PRICE	OPTION YEAR 4 November 1, 2016 to October 31, 2017 LOT PRICE
\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____ Per year
1.1(ii) Sub-Total				\$ _____

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1.1 (iii) LOCATION: ROYAL CANADIAN MOUNTED POLICE - INDOOR FIRING RANGE				
SNOW SEASON - NOVEMBER 1 TO APRIL 15				
SNOWFALL UP TO 320 CM				
YEAR 1 January 1, 2013 to October 31, 2013 LOT PRICE	OPTION YEAR 1 November 1, 2013 to October 31, 2014 LOT PRICE	OPTION YEAR 2 November 1, 2014 to October 31, 2015 LOT PRICE	OPTION YEAR 3 November 1, 2015 to October 31, 2016 LOT PRICE	OPTION YEAR 4 November 1, 2016 to October 31, 2017 LOT PRICE
\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____ Per year
1.1(iii) Sub-Total				\$ _____

1.1 (iv) LOCATION: ROYAL CANADIAN MOUNTED POLICE - NATIONAL TACTICAL TRAINING CENTER				
SNOW SEASON - NOVEMBER 1 TO APRIL 15				
SNOWFALL UP TO 320 CM				
YEAR 1 January 1, 2013 to October 31, 2013 LOT PRICE	OPTION YEAR 1 November 1, 2013 to October 31, 2014 LOT PRICE	OPTION YEAR 2 November 1, 2014 to October 31, 2015 LOT PRICE	OPTION YEAR 3 November 1, 2015 to October 31, 2016 LOT PRICE	OPTION YEAR 4 November 1, 2016 to October 31, 2017 LOT PRICE
\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____ Per year
1.1(iv) Sub-Total				\$ _____

Pricing Schedule 2:**2.1 Snowfall in excess of 320 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 320 cm as recorded by Environment Canada at the MacDonald-Cartier Airport from 1 November to 15 April, on an "as and when requested" basis only in accordance with the **Statement of Work** attached at Annex A.

2.1 (i) LOCATION: DEPARTMENT OF NATIONAL DEFENCE (DND)					
SNOW SEASON - NOVEMBER 1 TO APRIL 15					
SNOWFALL IN EXCESS OF 320 CM					
Rate per cm for snowfall in excess of 320 cm	YEAR 1 01/01/2013 to 10/31/2013	OPTION YEAR 1 11/01/2013 to 10/31/2014	OPTION YEAR 2 11/01/2014 to 10/31/2015	OPTION YEAR 3 11/01/2015 to 10/31/2016	OPTION YEAR 4 11/01/2016 to 10/31/2017
	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
*Estimated Number of cm per year	10 cm	10 cm	10 cm	10 cm	10 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1 (i) Sub-Total:					\$ _____

2.1 (ii) LOCATION: ROYAL CANADIAN MOUNTED POLICE - CLOSE QUARTERS BATTLE RANGE					
SNOW SEASON - NOVEMBER 1 TO APRIL 15					
SNOWFALL IN EXCESS OF 320 CM					
Rate per cm for snowfall in excess of 320 cm	YEAR 1 01/01/2013 to 10/31/2013	OPTION YEAR 1 11/01/2013 to 10/31/2014	OPTION YEAR 2 11/01/2014 to 10/31/2015	OPTION YEAR 3 11/01/2015 to 10/31/2016	OPTION YEAR 4 11/01/2016 to 10/31/2017
	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
*Estimated Number of cm per year	10 cm	10 cm	10 cm	10 cm	10 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1 (ii) Sub-Total:					\$ _____

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2.1 (iii) LOCATION: ROYAL CANADIAN MOUNTED POLICE - INDOOR FIRING RANGE					
SNOW SEASON - NOVEMBER 1 TO APRIL 15					
SNOWFALL IN EXCESS OF 320 CM					
Rate per cm for snowfall in excess of 320 cm	YEAR 1 01/01/2013 to 10/31/2013	OPTION YEAR 1 11/01/2013 to 10/31/2014	OPTION YEAR 2 11/01/2014 to 10/31/2015	OPTION YEAR 3 11/01/2015 to 10/31/2016	OPTION YEAR 4 11/01/2016 to 10/31/2017
	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
*Estimated Number of cm per year	10 cm	10 cm	10 cm	10 cm	10 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1 (iii) Sub-Total:					\$ _____

2.1 (iv) LOCATION: ROYAL CANADIAN MOUNTED POLICE - NATIONAL TACTICAL TRAINING CENTER					
SNOW SEASON - NOVEMBER 1 TO APRIL 15					
SNOWFALL IN EXCESS OF 320 CM					
Rate per cm for snowfall in excess of 320 cm	YEAR 1 01/01/2013 to 10/31/2013	OPTION YEAR 1 11/01/2013 to 10/31/2014	OPTION YEAR 2 11/01/2014 to 10/31/2015	OPTION YEAR 3 11/01/2015 to 10/31/2016	OPTION YEAR 4 11/01/2016 to 10/31/2017
	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
*Estimated Number of cm per year	10 cm	10 cm	10 cm	10 cm	10 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1 (iv) 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 **Statement of Work** attached at Annex A., outside the snow season (1 November to 15 April) as recorded by Environment Canada at MacDonald Cartier Airport for each snowfall.

LOCATION: CONNAUGHT RANGE AND PRIMARY TRAINING CENTRE (ALL SITES)					
SNOWFALL OUTSIDE THE SNOW SEASON					
Rate per cm for snowfall outside of the snow season	YEAR 1 01/01/2013 To 10/31/2013	OPTION YEAR 1 11/01/2013 To 10/31/2014	OPTION YEAR 2 11/01/2014 To 10/31/2015	OPTION YEAR 3 11/01/2015 To 10/31/2016	OPTION YEAR 4 11/01/2016 to 10/31/2017
	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
*Estimated Number of cm per year	10 cm	10 cm	10 cm	10 cm	10 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2 Sub-Total:					\$ _____

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

Pricing Schedule 3:

3.1 Special Operations (Extra Work)

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 **Statement of Work** 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.

Our firm hourly rate for Equipment and Operator shall be:

3.1 (i) A minimum 3-ton plow with side wing with an operator.

LOCATION: ALL SITES					
	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
Equipment & Operator	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	10	10	10	10	10
*Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1(i) SUB-TOTAL:\$					_____

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3.1 (ii) A minimum Industry Standard Road Sander with an operator.

LOCATION: ALL SITES					
	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
Equipment & Operator	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	10	10	10	10	10
*Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1(ii) SUB-TOTAL:\$ _____					

3.1(iii) One backhoe with minimum 2 yd³ bucket with an operator.

LOCATION: ALL SITES					
	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
Equipment & Operator	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	10	10	10	10	10
*Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1(iii) SUB-TOTAL:\$ _____					

3.1 (iv) One tractor with attachments and an operator (including but not limited to snow blower with minimum 65 bhp tractor).

LOCATION: ALL SITES					
	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
Equipment & Operator	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	10	10	10	10	10
*Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1 (iv) SUB-TOTAL: \$ _____					

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

LOCATION: ALL SITES					
	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
Equipment & Operator	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated quantity of hours per year	10	10	10	10	10
*Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
3.1 (v) SUB-TOTAL: \$_____					

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

LOCATION: ALL SITES					
	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
Equipment & Operator	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated quantity of hours per year	10	10	10	10	10
*Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
3.1 (vi) SUB-TOTAL: \$_____					

3.1(vii) One Skid Steer with an operator.

LOCATION: ALL SITES					
	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
Equipment & Operator	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated quantity of hours per year	10	10	10	10	10
* Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
3.1(vi) SUB-TOTAL:\$_____					

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

*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)

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

LOCATION: ALL SITES					
3.2(i) Regular Hours 24:00 to 23:59 Monday to Friday	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated quantity of hours per year	10	10	10	10	10
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
3.2(i) SUB-TOTAL :\$_____					

LOCATION: ALL SITES					
3.2 (ii) Outside Regular Hours Saturday, Sunday & Statutory Holidays	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated quantity of hours per year	10	10	10	10	10
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
3.2(ii) SUB-TOTAL :\$_____					

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

* 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)

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3.3 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	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
Mark-up	___%	___%	___%	___%	___%
Estimated Expenditure:	\$1000.00	\$1000.00	\$1000.00	\$1000.00	\$1000.00
* Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
3.3 SUB-TOTAL:\$_____					

* 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,

Pricing Schedule 1 : = Subtotal \$ _____ +
 Pricing Schedule 2 : = Subtotal \$ _____ +
 Pricing Schedule 3: = Subtotal \$ _____ +
 = \$ _____

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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Section IV: Authorities

3.2 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: _____

3.3 Specific Person - Supervisor

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

Supervisor Name: _____

Telephone Number: _____

Cellular Number: _____

Facsimile Number: _____

E-Mail: _____

3.4 Specific Person - Back-Up Supervisor

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

Supervisor 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) Security Clearance of RELIABILITY at bid closing, in accordance with Part 6, Security Requirements;
- (2) Contractor's qualification in accordance with Part 3, Section I: Technical Bid; and
- (3) Submission of a Firm Price/Rate in Canadian funds for all the items listed in Part 3, Section II: Financial Bid.

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.

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 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.

5.1.1 Code of Conduct Certifications

Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form](#) - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

5.1.2 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.

5.1.3 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 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

6.1 Security Requirement

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.
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.

6.2 Employee Information for Security

The Bidder must specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

PROPOSED EMPLOYEES			
	Employees	Legal Name (First & Last) (Please Print Clearly)	Date of Birth Day / Month / Year
1	Full Time Supervisor		
2	Back-up Supervisor		
3	Employee		
4	Employee		
5	Employee		
6	Employee		
7	Employee		
8	Employee		
9	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 Statement of Work

The Contractor must provide Snow Removal Service including all labour, material, equipment, supervision and transportation for Public Works and Government Services Canada (PWGSC), located at the Connaught Range and Primary Training Centre, 35 Shirley Boulevard, Ottawa, Ontario, Canada. The services must be provided in accordance with the **Statement of Work** 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 3 and Part 6 of the proposal.

EMPLOYEES		
	Employees	Legal Name (First & Last) (Please Print Clearly)
1	Full Time Supervisor	
2	Back-up Supervisor	

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.

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications - Contract of 2035 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

7.3 Security Requirement

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

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

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

4. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex 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.

7.4.2 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional twelve (12) month 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 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.

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7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Heather Wilson
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) 956-1351
Facsimile Number: (819) 956-3600
E-mail Address: Heather.Wilson@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”**

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: _____

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7.5.4 Specific Person - Supervisor

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

Supervisor Name: _____

Telephone Number: _____

Cellular Number: _____

Facsimile Number: _____

E-Mail: _____

7.5.5 Specific Person - Back-Up Supervisor

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

Supervisor Name: _____

Telephone Number: _____

Cellular Number: _____

Facsimile 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) excluded) of which \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded) 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) excluded) 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 and 3.

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 (2012-07-16) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

- (a) **Snowfall up to 320 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 - Year 1

January - 35% of the Firm Lot Price
 February - 35% of the Firm Lot Price
 March - 25% of the Firm Lot Price
 April - 5% of the Firm Lot Price

Snow Seasons - Option Year 1 to Option Year 4

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 320 cm**", "**Snowfall outside the Snow Season**" and for "**Special Operations (Extra Work)**" shall be paid, on an "as and when requested" basis, in accordance with **Pricing Schedule 2 & 3**, 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.

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
 C0710C (2007-11-30) Time and Contract Price Verification

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 320 cm**" shall be submitted at the end of each calendar month, in accordance with Clause 7.6.2 Basis of Payment - Firm Prices and "As and When".

Any costs incurred for "Snowfall in excess of 320 cm", "Snowfall outside the Snow Season" and for "Special operations (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 Clause 7.6.2 Basis of Payment - Firm Prices and "As and When". These costs are to be shown as separate items on the monthly invoice.

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" Statement of Work
- (d) Annex "B" Security Requirements Check List
- (e) Annex "D" Site Plan
- (f) the Contractor's proposal dated _____ (*insert date of bid*), as amended _____ (*insert date(s) of amendment(s) if applicable*)

7.11 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

7.12 Insurance Requirements

7.12.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.12.2 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.

7.12.2 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.

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- (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.

7.13 Cellular Phones and/or Pagers

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

7.14 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.

7.15 Contract Financial Security

1.1 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 (PWGSC-TPSGC 505) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505.pdf>) in the amount of 50% of the aggregate of the bid Firm Annual Rates; or
- (b) a security deposit as defined in clause E0008C in the amount of 50% of the aggregate of the bid Firm Annual Rates.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494§ion=text#appl>).

- (c) have as its condition the due performance of the obligations of the Contractor during the Contract.

1.2 Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, 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.

1.3 In the event of Canada advising the Contractor of Canada's intention of availing itself of an option year the Contractor shall 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 aggregate of the bid Firm Annual Rates applicable for the said option year and otherwise complying with the required contract financial securities relative to year one (1).

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

7.15.1 Security Deposit Definition (E0008C, 2011-05-16)

1. "security deposit" means
 - (a) a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
 - (b) a government guaranteed bond; or
 - (c) an irrevocable standby letter of credit, or
 - (d) such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;
2. "approved financial institution" means
 - (a) any corporation or institution that is a member of the Canadian Payments Association;
 - (b) a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
 - (c) a credit union as defined in paragraph 137(6) of the Income Tax Act;
 - (d) a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory;
 - (e) the Canada Post Corporation.
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
 - (a) payable to bearer;
 - (b) accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
 - (c) registered in the name of the Receiver General for Canada.
4. "irrevocable standby letter of credit"
 - (a) means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
 - (i) will make a payment to or to the order of Canada, as the beneficiary;
 - (ii) will accept and pay bills of exchange drawn by Canada;
 - (iii) authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or

-
- (iv) authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
- (b) must state the face amount which may be drawn against it;
- (c) must state its expiry date;
- (d) must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his\her office;
- (e) must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
- (f) must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
- (g) must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

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.

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ANNEX A

STATEMENT OF WORK

No. EN449-131257

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ANNEX B

SECURITY REQUIREMENT CHECK LIST

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ANNEX C

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

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ANNEX D

SITE PLAN

No. EN449-13-1257

**PWGSC
SPECIFICATION No. EN449 - 131257**

ANNEX "A"

**SNOW AND ICE CONTROL
OPERATIONS**

**CANADIAN FORCES SUPPORT UNIT OTTAWA
CONNAUGHT RANGE AND PRIMARY TRAINING CENTRE
OTTAWA, ONTARIO**

- 1. Department of National Defence (DND)**
- 2. Royal Canadian Mounted Police (RCMP) Close Quarters Battle Range (CQB)**
- 3. Royal Canadian Mounted Police (RCMP) Indoor Firing Range (IFR)**
- 4. Royal Canadian Mounted Police (RCMP) National Tactical Training Center (NTTC)**

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SECTION 1.0 GENERAL REQUIREMENTS

1.0 GENERAL REQUIREMENTS

1.1 DESCRIPTION OF WORK

1.1.1 Work under this contract covers the supply of labor, material and equipment to maintain snow and ice control on roads and parking lots at Connaught Range and Primary Training Centre henceforth referred to as CRPTC in this specification and Site Plan.

1.2 CODES AND REFERENCES

1.2.1 Perform work in accordance with National Building Code of Canada (NBC) and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply (the latest edition shall apply in all cases).

1.3 DOCUMENTS REQUIRED

1.3.1 Maintain at 31 Shirley, Public Works and Government Services Canada (PWGSC) Site Office, one copy each of the following:

1.3.1.1 Specification # EN449 - 131257

1.3.1.2 Modifications to Contract.

1.3.1.3 Copy of approved work schedule.

1.3.1.4 Occupational Health and Safety Act and Regulations of Construction Projects.

1.4 DEFINITIONS, CODES AND REFERENCES

1.4.1 Definitions:

1.4.1.1 The term "Technical Authority" shall refer to the Property & Facilities Officer as designated by the Property Manager.

1.4.1.2 The term "Site Authority" shall refer Connaught Range Primary Training Center (CRPTC) **Range Control**.

1.4.2 Standards:

1.4.2.1 Workplace Hazardous Materials Information System (WHMIS)

1.4.2.2 Any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply (the latest edition shall apply in all cases).

1.5 CONTRACTOR'S USE OF SITE

1.5.1 Storage of Contractor's material and equipment on site is permitted as designated by the Technical Authority and in accordance with all regulations that may govern respective items. Designations may be revoked at anytime and at the discretion of the Technical Authority alone.

1.6 BUILDING SMOKING ENVIRONMENT

1.6.1 Smoking is not permitted within Department of National Defence (DND) and Royal Canadian Mounted Police (RCMP) buildings.

1.7 DAMAGE TO EXISTING FACILITIES

1.7.1 The Contractor shall be held responsible for damage to DND and RCMP property as a result of this Contract. Damage caused by him or his personnel during the execution of this Contract shall be made good to satisfaction of the “Technical Authority” at no cost to Canada no later than April 30. The Contractor shall report all incidents immediately to the Technical Authority.

1.8 PERMIT FEES

1.8.1 The contractor shall obtain all required permits, at no cost to Canada, if and when required by authorities.

1.9 PERSONNEL

1.9.1 The Contractor shall conduct a daily site inspection during the snow and ice season, from November 1st to April 15th, to monitor conditions.

1.9.2 During snow and ice control operations, the Contractor shall provide a full time site foreman to supervise personnel in the commission of tasks required in accordance with the terms of this contract.

1.9.3 All company employees and vehicles must be clearly identified.

1.10 VEHICLES & EQUIPMENT

1.10.1 All vehicles and equipment shall be kept clean and in a presentable condition, and shall meet provincial safety standards.

1.10.2 Minimum equipment includes but is not restricted to the following:

<u>Quantity</u>	<u>Equipment</u>
1	A minimum 3-ton Plow with side wing
1	A minimum industry standard Road Sander
1	A Loader/backhoe with a minimum 2 cubic yard snow bucket
1	Snow blower with a minimum 65 bhp tractor

1.10.3 It is the Contractor’s responsibility to determine the equipment required to carry out the work beyond the list described herein at Clause 1.10.2.

1.10.4 It is the Contractor’s responsibility to have sufficient equipment available to meet all requirements of snow removal as described in these specifications. 4x4 pick-up trucks with plows are not acceptable.

1.10.5 All equipment must be supplied with qualified operators.

1.11 DAILY SITE INSPECTION

1.11.1 The Contractor shall inspect daily the site to ensure that all work has been completed accordingly to the conditions of the contract.

1.12 DISPOSAL FEES

1.12.1 The contractor is responsible for disposal fees throughout the life of this Contract.

1.13 RESPONSE TIME

1.13.1 The contractor shall respond to all requests from the technical authority within one (1) hour by phone.

1.14 ADDITIONAL WORK

1.14.1 The contractor must have written approval from the "technical authority" in advance of performance of any special operations and snow removal in excess of the year's total limit of 320 cm during the snow and ice season or for any snowfall after the date of April 15th.

2.0 FIRE SAFETY REQUIREMENTS

2.1 FIRE SAFETY PLAN

2.1.1 The contractors and their personnel will be familiar with this section and its requirements.

2.2 DEFINITION OF "CHIEF FIRE INSPECTOR"

2.2.1 Throughout this Specification the term "Chief Fire Inspector" shall refer to the Unit Chief Fire Inspector or his delegated representative as he/she may designate.

2.3 SMOKING PRECAUTIONS

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

2.4 FLAMMABLE LIQUIDS

2.4.1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.

2.5 HAZARDOUS SUBSTANCES

2.5.1 If the work entails the use of any toxic or hazardous materials, chemical and/or explosives, directed to and cleared through the Chief Fire Inspector.

2.6 QUESTIONS AND/OR CLARIFICATION

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

2.7 FIRE INSPECTION

2.7.1 The Chief Fire Inspector shall be allowed unrestricted access to the work site.

2.7.2 The Contractor shall cooperate with the Chief Fire Inspector during routine inspections of the work site,

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

3.0 SAFETY REQUIREMENTS

3.1 SAFETY MEASURES

3.1.1 The Contractor shall comply with the Ontario Occupational Health and Safety Act; Workers' Compensation Act; the Workplace Hazardous Materials Information System (WHMIS) or latest edition of applicable Act/Regulation and the Canada Labor Code when these regulations apply.

3.1.2 In case of conflict or discrepancy, the most stringent requirements shall apply.

3.2 OCCUPATIONAL HEALTH AND SAFETY

3.2.1 The Technical Authority shall co-ordinate arrangements for the Contractor to be briefed by the Health and Safety Officer and by the Range Control Officer.

3.2.2 The Site Authority will arrange a mandatory health and safety meeting to be held on site prior to the commencement of the snow removal season. All the contractor's staff assigned to the site will be required to be in attendance.

3.2.3 A company health and safety policy is part of the requirements for this contract.

3.2.4 The contractor must submit a site specific safety plan to the "Technical Authority", three (3) days prior to the start of the contracted snow removal season which should include the following;

3.2.4.1. A site specific safety hazard assessment;

3.2.4.2 Safety and health risk or hazard analysis for the site tasks and operation;

3.2.4.3 The use of personal protective equipment; and,

3.2.4.4 Procedures to be implemented during emergency situations.

3.2.5 The Contractor must continue to implement, maintain, follow and enforce the plan until such point as the contract is complete and final demobilization from the site is complete.

3.2.6 Contractor shall be responsible for the safety of persons and property on site and comply with all local statutes, regulations and ordinances with the site safety plan.

3.2.7 Should unforeseen or peculiar safety related issues, factors, hazards or conditions become evident during the performance of work, immediately stop work and advise the technical site authority verbally and in writing.

3.2.8 The Contractor must immediately address corrective measures to any health and safety issues of non-compliance, identified by the "Technical Authority", verbally and with a corrective action written report.

3.3 HAZARDOUS MATERIALS

3.3.1 The Contractor shall provide copies of WHMIS Material Safety Data Sheets (MSDS) to the “Technical Authority” on delivery of materials.

3.3.2 If hazardous material is unexpectedly encountered, the “Technical Authority” shall be advised immediately before further disturbing the material.

3.4 NON-COMPLIANCE

3.4.1 Contract personnel at all levels, shall be conversant with and comply with all regulations as described in Section 1, Clause 3.1 Safety Measures.

3.4.2 Contract personnel in non-compliance with applicable regulations while on DND and RCMP property will be subject to the following action:

3.4.2.1 **First incident:** person is warned that further non compliance will result in their removal from DND and RCMP property,

3.4.2.2 **Second incident:** supervisor will be told to remove person from DND and RCMP property until next work day.

3.4.2.3 **Third incident:** person will no longer be permitted on DND and RCMP property.

3.4.3 The incident schedule of escalation noted above need not be a repeat of a previous occurrence, but may take the form of unrelated instances of non-compliance with any applicable regulation by the same individual.

3.4.4 In circumstances where incidents indicate lack of adherence to any applicable regulation by the Site Foreman, the Contractor may be instructed to remove the supervisor from DND and RCMP property by the “Technical Authority”.

3.4.5 Should the Contractor be responsible for delay in the progress of the work due to an infraction of any applicable regulations contained in this contract, the Contractor will, without additional cost to the owner, work such overtime, acquire and use manpower and/or equipment deemed to be necessary, in the opinion of the “Technical Authority”, to avoid delay in the final completion of the work.

3.5 SNOW REMOVAL SAFETY

3.5.1 The contractor is responsible to treat all main roads, parking lots, and walks as illustrated in the attached “**Site Map**” to ensure that they are reasonably safe for vehicle and pedestrian traffic. The contractor must also ensure that the vehicle access to and from the property and municipal roads is free of hazards that may interfere with the safe flow of traffic. The 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 the contractor shall act reasonably and within the standards of the custom of snow and ice maintenance industry.

4.0 ENVIRONMENTAL PROTECTION

4.1 FIRES

4.1.1 Fires and burning rubbish on site is not permitted.

4.2 SITE CLEARING AND PLANT PROTECTION

4.2.1 Protect trees and plants on site and adjacent properties where indicated.

4.3 ENVIRONMENTAL LIABILITY

4.3.1 The originating source for any environmental damage is to be held accountable for cleaning any encumbrances and for any costs incurred to affect clean up efforts.

4.3.2 The Contractor shall have in the Site Foreman vehicle and a site specific area (vehicle storage/compound area), a spill kit consisting of a minimum of an absorbent, a shovel, and a plastic container.

SECTION 2.0 SNOW AND ICE CONTROL

1.0 SNOW & ICE CONTROL OPERATION – TECHNICAL PROCEDURES

1.1 GENERAL

1.1.1 Work not satisfactorily completed will be identified to the Contractor immediately. The Contractor will be provided with two hours notice to complete the work to the satisfaction of the “Technical Authority”. Should the work not be completed within two hours the Technical Authority will, after notifying the Contractor, take the appropriate action to satisfactorily complete the work and forward recommendations to the Contracting Authority (Real Property Contracting Directorate) for further action.

1.1.2 The contractor shall take special care to:

1.1.2.1 not pile, plow, or place snow onto or against trees, shrubbery, sidewalks, fences, gates, hydrants, or other structures adjacent to areas of this contract.

1.1.2.2 Leave at least 15 cm of snow on turf areas when clearing snow piles on turf, during plowing operations.

1.1.2.3 Windrows over 80cm in height will be removed.

1.1.2.4 Packed snow on roadways (excluding Malibar Rd., which will have none) and parking lots will not exceed 5cm of packed snow.

1.1.3 The “Technical Authority” shall conduct a site inspection with the Contractor to record and establish to their mutual agreement any “Existing Conditions” and / or damages, prior to the beginning of the snowfall season. A similar joint inspection will be carried out at the end of the snowfall season. Any damages as a result of snow removal operation not previously identified will be repaired by the Contractor, at no extra cost to the Crown, and to the satisfaction of the “Technical Authority” no later than April 30th.

1.1.4 The Contractor will report all accidents and damages immediately to the “Technical Authority”.

1.1.5 The Contractor shall make available to the “Technical Authority” a telephone number where he can be reached on a 24 hour basis 7 days a week. Direct access to the Contractor must be maintained at all times, either by pager or cellular phone.

1.1.6 Granular material from the gravel roads trapped in snow banks over the course of the winter shall not be allowed to be deposited on grassed areas as spring condition manifest and the snow melts. Windrows and snow banks shall be scraped back onto road verges so as to allow trapped granular to melt out and be deposited back on the gravel areas from whence they came. The “Technical Authority” and the Contractor shall mutually agree on appropriate weather conditions for this evolution to transpire.

1.2 METHOD OF WORK

- 1.2.1 The Contractor shall supply all materials, including salt, sand, barricades, signs, etc.
- 1.2.2 The Contractor shall inspect the site daily.
- 1.2.3 All areas under the contract shall be cleared of snow and ice prior to 0700 hours, 7 days a week.
- 1.2.4 The Contractor shall remove, without notice, any accumulation of snow or ice.
- 1.2.5 Accumulation of snow on all areas shall not exceed 2 cm, during daytime.
- 1.2.6 Emergency lanes, oil filler pipes, wheelchair ramps, loading docks, fire hydrants, access to refuse containers, Bell and hydro access kiosks and bus stop/shelters are to be kept clear of snow during the day, as necessary.
- 1.2.7 All roadways, ramps, and entrances to the loading docks shall be cleared of snow and ice curb to curb, or the edge of the asphalt/surface where curbs do not exist.
- 1.2.8 All Parking lots are to be cleared of snow and ice within 30 cm of curb line or the edge of the asphalt/surface where curbs do not exist.
- 1.2.9 Snow and ice piles resulting from this contract are to be removed when they reach 150 cm in height. However, snow piles at intersections are not to create a danger to intersecting traffic as set out in Section 2, Clause 1.3, Traffic Intersections, below.

1.3 TRAFFIC INTERSECTIONS

- 1.3.1 The extent of removal required at traffic intersections is to maintain snow banks at a maximum height of 1.2 m from pavement or road surface and a maximum width of 3.0 m in all directions.
- 1.3.2 Ensure snow banks do not obstruct the view of traffic signs.

1.4 FIRE HYDRANTS

- 1.4.1 The clearing of fire hydrants shall include the proper access to the hydrant and also a circle of approximately 1.0 m in width diameter, surrounding each hydrant.

1.5 DE-ICING MATERIALS

- 1.5.1 Abrasive and/or de-icing materials will be used to prevent slipping and skidding on roadways. Particular attention shall be paid to road intersections. Material mixture ratio shall be 40% sand/60% salt.

1.6 MARKERS

- 1.6.1 Markers shall be installed where any damage to existing facilities and culverts could result from use of snow plowing/removal equipment. It is the Contractor's responsibility to ensure that snow markers are installed to adequately mark all such facilities/culverts.
- 1.6.2 Markers shall be in place by November 1st and removed April 30 or as mutually agreed by the "Technical Authority" and the Contractor.

1.7 EQUIPMENT

1.7.1 All equipment will have operating lights/flashers, as required by DND and RCMP or the local authorities having jurisdiction.

1.7.2 Care shall be taken on all graveled surfaces that granular materials shall not be removed from road surfaces at the time of the first snowfall. The decision to not plow at the first snowfall shall rest solely with the “Technical Authority”.

1.8 SNOW DUMPS

1.8.1 Should the need arise to transport snow, a site on location shall be designated by the “Technical Authority”.

1.9 SPECIAL OPERATIONS

1.9.1 Snow banks at all intersections, along roads and parking lots are to be winged back to enable clear visibility and not to exceed 1.2 meters in height.

1.9.2 Malibar Rd. must be maintained to “bare pavement at all times”. This is a safety issue as well due to the deep ditches on either side of the roadway. Salt must be used as an ice control agent on this road and grit as necessary.

1.9.3 Ammo compound to have snow blown over fence to the East, West and South. Security is a priority in this area and the contractor must obtain the key from CRPTC **Range Control** and will be monitored during the snow clearing operation within this area. No snow piles are allowed on or around the fence of the ammo compound.

1.9.4 Snow cleared from 5 Shirley, RCMP NTTC building, shall be removed from the 5 Shirley site to a site designated by the “Technical Authority”. The chronological sequence for removal shall be to clear the west end portion of the parking lot and clear a path from west to east along the south portion of the parking lot where government vehicles are permanently parked. The preceding work to be carried out prior to 0700hr when snowfalls dictates. The building occupant shall notify the Contractor's Representative during working hours when the government vehicles have been moved so as to permit the Contractor to remove the remaining snow to the designated site.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EN449-131257
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Real Property Branch - CMA
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 Connaught Range Snow Removal Contract		
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? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EN449-131257

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

No Yes
Non Oui

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: Only security screened personnel to be utilized
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No Yes
Non Oui

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

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

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

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

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

LEGEND / LEGENDE:

	REGULAR REMOVAL DND NON-REGIMENT HABITUEL	217 676 m ²
	REGULAR REMOVAL CQB RÉGIMENT	10 000 m ²
	REGULAR REMOVAL RÉGIMENT APPROCHE DE LA CIRC APPROCHE DE LA CIRC	2 548 m ²
	REGULAR REMOVAL RÉGIMENT SALLE DE TIR DE LA CIRC SALLE DE TIR DE LA CIRC	2 891 m ²
	ADMIN BLDG ADMINISTRATION DE LA CIRC ADMINISTRATION DE LA CIRC	2 618 m ²

Contractor to verify all dimensions &
 conditions on site and immediately
 notify the engineer of all discrepancies.
 L'entrepreneur doit vérifier toutes les
 dimensions et conditions sur le terrain et
 immédiatement aviser l'ingénieur de tout

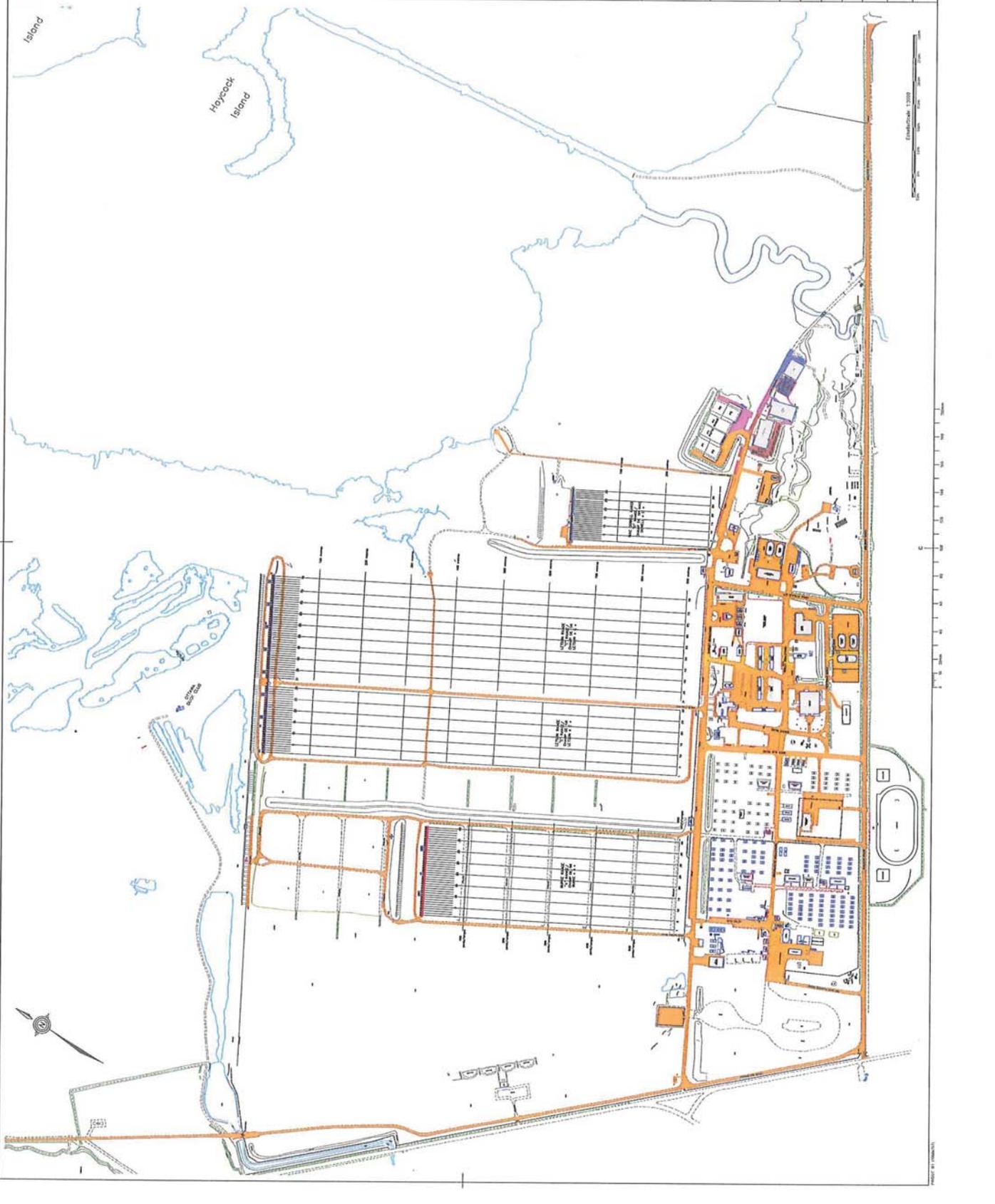
  	A B C
---	-------------

**CONNAUGHT RIFLE
 RANGE/
 CHAMP DE TIR
 CONNAUGHT**
 OTTAWA, ONTARIO

**SNOW REMOVAL PLAN/
 PLAN DE DÉNEIGEMENT**
 2012-2013

Author	A. De Gooijer
Date	2012-10-23
Project No.	10000000000000000000
Sheet No.	1
Scale	As Shown
Drawn by	R. Collier
Checked by	
Project Manager	Administration de la CIRC
Project No.	
Sheet No.	

L-C270-9301-1-101B
 No. de plan
 No. de feuille



LEGEND / LEGÈNDE:

REGULAR REMOVAL ONLY SUPPLÉMENT HABITUEL 271 676 m ²	REGULAR REMOVAL CORE NOYAU 271 676 m ²	REGULAR REMOVAL PRÉCISÉ 2 991 m ²	REGULAR REMOVAL PRÉCISÉ HABITUEL SALLE DE TR. DE LA CIRC. 2 991 m ²
	ADJACENT REMOVAL SUPPLÉMENT HABITUEL ADMINISTRATION DE LA CIRC. 2 991 m ²		

Contractor to verify all dimensions & conditions on site and immediately notify the engineer of all discrepancies.
L'entrepreneur doit vérifier toutes les dimensions et conditions sur le terrain et immédiatement aviser l'ingénieur de toutes les divergences.

Station	Station	Station
A	B	C

PROJECT
**CONNAUGHT RIFLE RANGE/
CHAMP DE TIR
CONNAUGHT**
OTTAWA, ONTARIO

DATE
PROJECT NO.
DRAWING NO.
SCALE
PROJECT MANAGER
DATE

PROJECT NO.
DRAWING NO.
SCALE
PROJECT MANAGER
DATE

PROJECT NO.
DRAWING NO.
SCALE
PROJECT MANAGER
DATE

