

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
#910, 410-22nd Street East
Saskatoon
Sask.
S7K 5T6
Bid Fax: (306) 975-5397

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

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
#910, 410 - 22nd Street East
Saskatoon
Sask.
S7K 5T6

Title - Sujet Grass Cutting Dundurn	
Solicitation No. - N° de l'invitation W2585-121203/A	Date 2012-04-05
Client Reference No. - N° de référence du client W2585-121203	
GETS Reference No. - N° de référence de SEAG PW-\$STN-197-4446	
File No. - N° de dossier STN-1-34223 (197)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-22	Time Zone Fuseau horaire Central Standard Time CST
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: Patton, Judy	Buyer Id - Id de l'acheteur stn197
Telephone No. - N° de téléphone (306) 975-4051 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE DUNDURN DETACHMENT CAMP DUNDURN DUNDURN Saskatchewan S0K1K0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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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W2585-121203/A

Amd. No. - N° de la modif.

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stn197

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

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STN-1-34223

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

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

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 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 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 4.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

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.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fourteen (14) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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.

5. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on Wednesday April 25, 2012 at 10:00 am at CFAD Dundurn, Dundurn, SK. Bidders are requested to communicate with the Contracting Authority three (3) day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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 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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Financial Evaluation

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

2. Basis of Selection

2.1 Basis of Selection

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

Lowest evaluated price will be calculated as follows:

Item 1.1 + Item 1.2 + Item 1.3 + Item 2.1 + Item 2.2 + Item 2.3 + Item 3.1 + Item 3.2 + Item 3.3
= Lowest evaluated price

3. Security Requirement

1. Before award of a contract, the following conditions must be met:

(a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 6 - 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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, 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 Website.

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 bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and 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.

1.1 Federal Contractors Program - Certification

Federal Contractors Program - \$200,000 or more

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, and/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, and/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.

1.2 Former Public Servant Certification

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

1.2.1 Definitions

For the purposes of this clause,

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

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

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

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the

PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

1.2.2 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.

1.2.3 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.0

1.2.4 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 - RESULTING CONTRACT CLAUSES

1. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE # W2585-121203

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

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

3. 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2012-03-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of 1 June 2012 to 31 May 2013.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees

that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fourteen (14) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Judy Patton
Supply Specialist
Public Works and Government Services Canada
910 - 410, 22nd Street East
Saskatoon, SK
S7K 5T6
Telephone: (306) 975-4051
Facsimile: (306) 975-5397
E-mail address: judy.patton@pwgsc-tpsgc.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.

5.2 Project Authority

The Project Authority for the Contract is: To Be Determined

The Project Authority 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 Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name: _____

Title: _____

Telephone : ____ _

Facsimile: ____ _

E-mail address: _____

6. Payment

6.1 Basis of Payment

See Annex B

6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.3

SACC Manual clause H1000C (2008-05-12), Single Payment

6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 Direct Request by Customer

7. Invoicing Instructions

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

7.2 Invoices must be distributed as follows:

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

8. Certifications

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

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

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) 2010C (2012-03-02), General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, SRCL;
- (f) Annex D, Maps;
- (g) the Contractor's bid dated _____

11. Defence Contract

SACC Manual clause A9006C (2008-05-12), Defence0 Contract

12. SACC Manual Clauses

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations

SACC Manual clause B1501C (2006-06-16), Electrical Equipment

13. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Items 14 and 15 below. 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.

14. Commercial General Liability

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles

15. Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.

2. The policy must include the following:

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

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-
- b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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Annex A Statement of Work

SPECIFICATION

DEPARTMENT OF NATIONAL DEFENCE

GRASS CUTTING

CFAD DET DURNDURN

DUNDURN, SASKATCHEWAN

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PART 1 GENERAL

1. 1 Site Information .1 Consult with Engineer regarding services available, access to the site and obtain any/all information that may affect the Contractors Tender. All personnel working under this contract will require an Enhanced Reliability Check (ERC) prior to commencing any work.
- .2 Although a site visit is not mandatory it is strongly recommended that the Contractors visit the site to familiarise themselves with the terrain prior to bidding
- .3 The fenced compound, as shown in Annex C is approx. 445 hectares (1100acres) of land . It is to be noted that not all of this area will be cut. It is the Contractors responsibility to verify the area to be cut.
- 1.2 Work Schedule .1 Prior to work commencement, the Contractor shall arrange for an on-site meeting with the Engineer, to program starting dates work schedules ERC security requirements and contract procedures.
- .2 When schedule has been approved by Engineer, take necessary measures to complete work within scheduled time.
- .3 Do not change schedule without Engineers approval.
- 1.3 Description of Work .1 The work under this section comprises the furnishing of all labour, materials and equipment required to cut and trim grass at CFAD Dundurn in accordance with this Specification.
- 1.4 Work Included .1 Mowing
- .2 Trimming
- .3 Weed removal from traverses
- .4 Clean Up
- 1.5 Frequency of Work .1 Work of this Section to be performed on an as and when required basis, when requested by the Service Site Authority on are requisition against a Standing Offer.
- 1.6 Invoicing .1 Contractor shall provide one invoice for each Call-up received, on satisfactory completion of the work.

1.7 Contractors Use of Site

- .1 Contractor shall be briefed on use of site by Engineer.
- .2 Do not unreasonably encumber site with material or equipment.
- .3 Movement to and around site shall be subject to restrictions imposed by CFAD Commander.

1.8 Additional Drawings

- .1 Engineer may furnish additional drawings to assist proper Execution of work. These drawings will be issued for clarification only. Such drawings shall have same meaning and intent as if they were included with plans referred to in Contract documents.

1.9 Hours of Work

- .1 The Contractor shall arrange his work in a manner that will cause the least inconvenience or disturbance to the building occupants and schedule his work with the Engineer. Working hours are 7AM to 5 PM Monday to Friday.

1.10 Delivery and Storage

- .1 The Contractor shall be responsible for safety and security of his equipment and material. Storage shall be in areas approved by the Engineer.

1.11 Safety

- .1 Observe and enforce safety measures required by Canadian Construction Safety Code, Provincial Government, Workers Compensation Board and Municipal statutes and authorities.
- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply.
- .3 The Contractor shall comply with all standing orders or other regulations in force on the site where work is to be performed.
- .4 All protective devices shall be maintained in good order until completion of the work under this contract or until removal is ordered by the Engineer.
- .5 At no time leave equipment operating while unattended.
- .6 Since the work involved to complete the contract occurs within Canadian Forces Ammunition Depot, Dundurn, the Contractor shall be bound to abide by all rules and regulations set forth by the Commanding Officer of the Ammunition

Depot. These Regulations include but are not confined to the following.

- a. all materials such as lighters, matches, etc., must be left at the main entrance;
- b. no smoking material, such as cigarettes, cigars or pipes are allowed in the Depot;
- c. no nylon clothing is allowed in the Depot;
- d. proper and sufficient fire extinguishers are required to be carried.
- e. See Annex A for a copy.

1.12 Fire Safety Requirements

- .1 Receive briefing by Detachment Chief regarding fire safety and Detachment fire regulations.
- .2 Fuel containers used by the Contractor shall be CSA certified and approved by the Detachment Fire Chief prior to their use.
- .3 Spark arrestors shall be used on machinery working in ammunition compounds.

1.13 Protection

- .1 Prevent damage to buildings, landscaping, curbs, sidewalks, trees, fences and adjacent property. Make good any damage.

1.14 Clean-Up

- .1 The Contractor shall effect a daily clean-up of debris resulting from his work and ensure that all hazardous impediments shall be removed from site or adequately stored or protected at the end of each days work.
- .2 At all times be extremely cautious that no debris or other hazardous impediments are left lying in locations that will cause an unsafe condition.
- .3 Disposal of clippings and debris shall be the Contractors responsibility.
- .4 On completion of the work under this contract, equipment and debris shall be removed from the job site. The job site

shall be left clean, neat and in a safe condition to the complete satisfaction of the Engineer.

PART 2 PRODUCTS

2.1 Equipment.1

The Contractor shall present with his Tender, a list of the items of equipment that he proposes to use for grass cutting. Such information shall include Manufacturers name, model, and capacity for such items of equipment. Failure on Tenders part to provide items he has listed will constitute a reason for refusing the contractor after the work has begun. Upon award of contract, the successful Contractor shall provide to the Service Site Authority the same list of equipment.

.2 All grass cutting equipment shall be maintained in first class condition with cutting edges sharp. The equipment shall be inspected frequently by the Project Engineer, and shall be to his satisfaction. Mowers of the type which causes scalping and turf damage shall not be used.

.3 Mowers, trimmers, tools and spares shall be furnished in sufficient numbers to meet the expected cutting frequency. Mowers shall be calibrated and capable of being adjusted on site to give mowing heights required by these specifications. Mower safety guards, as supplied by the equipment manufacturer, shall be kept in use at all times.

PART 3 EXECUTION

- 3.1 Intent .1 To maintain grassed areas at a suitable height for safety.
- .2 To maintain grassed areas at an even height of cut without streaking or missed areas.
- 3.2 Mowing .1 Cutting heights will vary and will be determined on site by the Engineer.
- .2 Provide additional grass cutting when requested by the Engineer.
3. Mowing shall not be carried out when in the opinion of the Engineer:
- a. the grass is too wet
- b. a long period of dry weather persists
- .4 Provide lighter equipment when the Engineer determines the ground is too soft to support equipment on hand.
- .5 Remove paper, cans and any other debris which may be on the grass surface before cutting.
- .6 Class I areas will be those areas within 30 M of a Magazine and 5 M each side of road ways. Class I areas to be cut to a height of 10 cm maximum.
- .7 Class II areas will include Class I areas and all other areas excluding treed and shrubbed areas. Class II areas to be cut to a height of 15 cm maximum.
- .8 All cutting within 1 meter around buildings, fences, hydrants, poles, signs, flower beds, hedges, trees and all other physical obstructions shall be done by using a hand held trimmer.
- 3.3 Trimming .1 Trim grass around buildings, fences, hydrants, poles, signs, flower beds, hedges, trees and all other physical obstructions within areas of grass mowing.

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- .2 Ensure trimming is completed no later than 4 hours after mowing is completed.
 - .3 Trim grass to same height as mowed grass in the applicable area.
 - .4 Prevent damage to trees and other physical obstructions when using power operated grass trimmers.
 - .5 Traverses with Asphalt, or Geotextile coverings and the perimeter fence are excluded from this contract.

3.4 Clean-Up

- .1 Clippings may be left on the mowed areas provided they are evenly distributed. If the Engineer determines that the quantity of the clippings is excessive, the Contractor shall be responsible for removal and disposal of clippings. If bunching occurs, the Contractor shall immediately remove the clippings to the satisfaction of the Engineer.

Annex A

INSTRUCTIONS FOR CONTRACTORS

WORKING

WITHIN CFAD DUNDURN

1. INTRODUCTION

- a. All contractors working in the Explosives Area of CFAD Dundurn shall acknowledge and accept appropriate responsibility for compliance with Canada Labour Code, Part II, and Regulations included in Canadian Forces Safety Manual and local Standing Orders regarding Fire, Safety and Security. To assist contractors, but not so as to relieve them of the responsibilities outlined above; those instructions most likely to be pertinent to contractor are outlined below. Additionally, before commencement of any task, the contractor or representative shall be briefed by the ESO or other depot representative;
- b. All contractors shall be informed of every known or foreseeable health and safety hazard to which they are likely be exposed to in the work place;
- c. Contractors are responsible to ensure that all their employees and subcontractors are aware of, understand and comply with provincial and/or federal regulations on occupational health and safety, to ensure the safety of not only contractor personnel, but also that of Military Members, DND Public Service employees and the general public;
- d. Before being permitted to commence any undertaking, the contractor or authorized representative shall be given a copy of Instructions for contractors Working within CFAD Dundurn. The contractor shall then be requested to sign the attached form. No task shall be permitted to commence before the depot is in possession of the signed form;
- e. These regulations shall be rigidly enforced.

2. ENTRY PROCEDURES

- a. All vehicles shall stop at the main gate and personnel report to the Security Guard before they will be permitted to enter;

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- b. Every vehicle entering the Explosives Area shall have, as a minimum requirement, a 5lb. Fire extinguisher for fighting Class B,C, fires;
 - c. Persons and vehicles entering the area shall be logged in and out by the Security Guard;
 - d. All persons shall be issued the applicable gate pass i.e. contractor, DND/CF member or depot staff and it will be clipped on the persons outer clothing;
 - e. Each person is responsible for returning the gate pass upon leaving the area.
3. ALCOHOL AND DRUGS
- a. Any person suspected to be under the influence of alcohol or drugs shall be denied entry to the Explosive Area.
4. CONTROLLED ARTICLES
- a. Examples: Oil or gas fuelled lighting, heating or burning appliances; matches, cigarette lighters or other portable means of producing spark or flame and tobacco in any form; radio transmitters; automated data processing equipment; cell phones; alcoholic beverages; dangerous goods other than class I; ammunition not authorized for storage; firearms; cameras; food and drink; walkman type radios;
 - b. Before entering the area, all persons shall be required to surrender controlled articles with Security Guard at the main gate;
 - c. It is the responsibility of persons entering the Explosive Area to declare voluntary all controlled articles. Persons and vehicles maybe searched upon entry or exit from the area;
 - d. All articles shall be returned on request when leaving the area;
 - e. If controlled articles or substances are required to perform a task within the Explosive Area, written Permission shall be obtained from the Commanding Officer (CO). At that time, additional Fire and Safety regulations will be imposed and the contractor shall ensure these regulations are followed. Locally issued Fire permits are required for the use of heat and flame producing tools and equipment within the Explosive Area;
 - f. Any permanent employee of CFAD Dundurn, whether military or civilian, has the right and the duty to enforce regulations covering controlled articles;

- g. If a person suspected of carrying controlled articles in the area, that person shall be escorted from the area and the matter turned over to the Military Police (MP) for further investigation;
- h. Radio transmitters permanently mounted in vehicles shall be switched off at all times when they are in the Explosive Area.

5. HAZARD ASSESSMENT

Ref: CLC, Part II (effective 30 Sep 2000), Art 125 (1) (s) for employees and Art 125 (1) (z.14) for contractor personal and visitors

- a. All persons granted access to the Explosives Area are made aware of known and foreseeable Health and Safety Hazards to which they are likely to be exposed to in the workplace;
- b. Ultraviolet radiation plus heat and cold extremes;
- c. Storage and transport of ammunition and explosives;
- d. Risk of mass explosion and/or vehicle fires;
- e. Narrow gravel roadways with a 40 Km per hour speed limit that may be icy and snow covered during the winter months;
- f. Grass, building and/or vehicle fires
- g. Insect bites/stings from mosquitoes, bees, hornets, ticks, etc;
- h. Slips and falls on icy/wet surfaces, falls from ammunition stacks or vehicles;
- i. Back injury and/or strains and sprains from repetitive lifting;
- j. Hearing loss/damage do to wearing PPE at designated areas;
- k. Eye damage due to not wearing PPE at designated areas;
- l. Possible exposure to Hantavirus from deer mice during application of preventative measures;
- m. Possible exposure to Histoplasmosis from suspected contamination at HS30 from pigeon droppings;

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- n. Infection from cuts and slivers due to manual handling of wire boxes, wooden crates, steel strapping, sharp tools, etc;
 - o. Acid burns from maintaining forklift batteries;
 - p. Frost bite from refuelling/changing propane tanks;
 - q. Foot/toe injury due to crushing effects from vehicles or falling objects;
 - r. Static electricity igniting or initiating propellant, pyrotechnic, EED and gasoline during fuelling;
 - s. Lead poisoning from items disposed of in the destruction furnace;
 - t. Electrical shock;
 - u. Vehicle/MHE accidents;
 - v. Respiratory infection from paint and thinner vapours;
 - w. Phosphorus burns and poisoning;
 - x. Nitro-glycerine poisoning;
 - y. Chemical agents, tear gas CS or CR agents;
 - z. Office hazards such as extension cords, file cabinets, lifting properly, computer glare, ergonomics, stairway, tripping hazards, sharp objects, crushed finger, etc.

6. SPECIAL HAZARDS AND MEASURES

- a. Thunder and lighting storms present a special hazard to personnel working in an Ammunition Depot. All personnel shall vacate the Explosives Area upon depot managements determination that the lighting storm represents imitate danger to contractor personnel and employees within the Explosives Area;
- b. Extreme weather conditions, cold or heat, present special hazards to personnel and/or equipment used within the Explosives Area. All contractor personnel and employees shall vacate the Explosives Area upon depot managements determination that it is not safe to work within the Explosives Area;
- c. Depot Management reserves the right to refuse access to the Explosives Area for equipment and/or vehicles that appear to be unserviceable. The contractor

shall permit the inspection of such equipment by qualified personnel representing the depot. Such inspections shall not remove or replace the contractors liability and duty regarding use of serviceable equipment.

7. HOURS OF WORK

- a. Normal hours of work are from 0800 to 1630 hrs (8 am to 4:30 pm) Monday thru Friday;
- b. Normally entry after hours and on holidays will not be permitted unless specified in the contract;
- c. To assist the contractor in the completion of their task, every effort shall be made to permit extension of working hours provided the contractor agrees to meet extra Fire, Safety and Security Regulations which shall be explained at the time of the request.

8. ENTRY TO MAGAZINE AND WORKSHOPS

- a. If a contractor requires access to a magazine or workshop to perform a task, additional Fire, Safety and Security shall apply. These regulations shall be discussed when the request is made;
- b. A major provision is that entry to magazine shall not be permitted without a suitable escort. A suitable escort is a permanent employee of CFAD Dundurn.

9. CESSATION OF WORK

- a. At the end of each work day, the contractor or his representative must ensure that all waste and rubbish is disposed of or piled neatly in appropriate containers so as not to present a hazard;
- b. All flammable materials have been removed from the workplace, placed in approved cupboards/containers or other wise made safe;
- c. All appliances and machines are to be disconnected or shut down;
- d. No entries to, exits from or aisles at buildings are to be blocked or obstructed;
- e. When contractors are working in magazines or workshops, it is the responsibility of the escort/representative of CFAD Dundurn to ensure that the above are applied and in addition shall ensure that:
 - i) Exterior doors, windows, vents are closed and locked;

- ii) Fire equipment is in place and unobstructed;
- iii) Aisles are unobstructed;
- iv) Inside lights are turned off as required.

10. ACCIDENTS

- a. Work performed by contractors within the Explosive Area shall meet the requirements of the Saskatchewan Workers Compensation Board. All accidents must be reported to them in accordance with provincial and other regulations. In addition any accident occurring in the Explosive Area, even if not involving DND personnel or property, shall be reported to the Commanding Officer of CFAD Dundurn.

11. RESPONSIBILITY FOR LOSS OR DAMAGE

- a. The Department of National Defence does not assume any responsibility for the loss or damage to the property and/or equipment of the contractor or his employees.

12. HAZARD INTERVENTION PROCESS

- a. As the Department relies more and more on the services provided by outside contractors, it is incumbent upon those responsible for individual contracts to ensure, not only that the required work is done in a complete and timely manner, but that it is completed in such a way that the work does not endanger those engaged in it, nor those that might be in proximity to it;
- b. If any person becomes aware of a condition or situation arising out of the activity of a contractor working on or in CFAD Dundurn premises, which could pose a hazard to the health and safety of any military member, DND Public Service employee or member of the general public, that person shall immediately notify the contract manager (DCEO local 205 or Mel DeKolver 341) responsible for the contract;
- c. In extraordinary circumstances, when an accident is deemed imminent and the contract manager cannot be readily contacted, the most readily available senior officer of CFAD may order work to cease until such time as the normal procedure can be initiated and corrective action completed. Action of this type must bear in mind the potential implications of contract delays.

13. SAFETY INSPECTIONS OF CONTRACTOR OPERATIONS

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- a. The Code requires the employer/co-employer (CFAD Dundurn) to ensure that every person granted access to the workplace by the employer is familiar with and uses in the prescribed circumstances and manner all prescribed safety materials, equipment, devices and clothing so as not to endanger the health and safety of contractor personnel or depot employees;
 - b. Contractor activities will be monitored on a regular basis by depot safety personnel and DND contract authority. Observations will be reported to the contract authority. The authority will then advise the contractor to take whatever action is necessary to eliminate or effectively manage any real or potential threat to people and/or property;
 - c. Work shall be stopped and the contractor advised immediately upon identification of an Explosive Safety Regulation violation that endangers people and/or property. The depot explosives safety representative will then advise the contractor to take whatever action is necessary to eliminate or manage the explosive safety hazard.

14. LENDING EQUIPMENT, DEVICES, TOOLS and MACHINERY

- a. Contractors are required to be in possession of, and to make proper use of equipment, devices, tools and machinery, including PPE during the contracted work;
- b. Government-owned equipment, devices, tools and machinery, including Personal Protective Equipment (PPE) should not be provided to a contractor.

15. ACTION ON DISCOVERING A FIRE

- a. Shout FIRE FIRE FIRE to warn nearby workers;
- b. Immediately turn in the fire alarm by pulling a fire alarm station or calling **local 4333** reporting the fire and its location to the fire department;
- c. Remaining personnel shall fight the fire using fire fighting equipment until the senior person present deems it unsafe and orders evacuation;
- d. The person that discovered the Firehall report in person to the Guardhouse or phone **local 4360** and give details on the fire to the On Site Controller (OSCER).

16. HEARING THE FIRE ALARM

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- a. Sounding of the general fire alarm is indicated by a wailing sound lasting a minimum of two (2) minutes;
 - b. Upon hearing the general fire alarm siren, contractors shall do the following:
 - i) Secure the work place and proceed to the nearest Emergency Assembly Point (EAP);
 - ii) EAP building locations are identified by signs with white lettering on a green background positioned at roadway entrances;
 - iii) EAPs are located at: Hardstand 26, office in APB (M52), Whse Crew office in Transit (M), Canteen in Headquarters building(B268) and Splinter Proof (B198) at Destruction Area, See enclosed maps;
 - iv) Vehicles shall be parked at an EAP in such a fashion as to facilitate further evacuation, but not to impede emergency vehicle traffic.
 - c. Contractors shall report their arrival at the EAP to the depot supervisor and await his or her instructions;
 - d. Ultimately, everyone is evacuated from the Explosives Area. EAPs are used to ensure personnel are safe while the On Site Controller (OSCER) is accounting for the whereabouts of all personal and identifying the safest evacuation route for them to leave by;
 - e. Depending on the contractors work site and/or requirements, special arrangements for evacuation procedures will be co-ordinated between the contractor, Fire Chief and depot management.

CFAD DUNDURN EXPLOSIVES AREA**FORMAL UNDERTAKING BY CONTRACTORS**

CERTIFIED that I am aware of CFAD Dundurn Standing Orders requiring my compliance with fire, Security and Safety practices, acknowledge and accept pertinent responsibility for compliance with the appropriate provincial and federal health and safety regulatory instructions concerning work to be performed by me, as a representative:

(Name of firm/company/section) and the aforementioned regulations and instructions are applicable to all contractors whilst working within the confines of the CFAD Dundurn Explosive Area during the period of this employment or contract. I further certify that I have been made aware of every known or foreseeable health and safety hazard to which contractor personnel are likely to be exposed to within the explosive area.

Type of work to be performed (general description of work or contract task):

Location of workplace or site:

(Date)

(Signature of Representative)

(Witness)

(Name of Company or Firm)

Solicitation No. - N° de l'invitation

W2585-121203/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-1-34223

Buyer ID - Id de l'acheteur

stn197

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

W2585-121203

CCC No./N° CCC - FMS No/ N° VME

Annex B**Basis of Payment***All prices are Goods and Services Tax excluded, FOB Destination***1. Year One - 1 June 2012 - 31 May 2013**

- .1 Firm, all inclusive lot price to cut \$_____/lot
(including trimming and cleaning up) entire CFAD area (Class II cut)

Additional work, not included in the above price, for specified areas when requested, during the period of the Contract. Hourly rates are per person, and must include all required equipment.

- .2 Class I Area: Partial cuts, to include trimming and clean-up \$_____/lot
.3 Miscellaneous cutting, to include trimming and clean-up \$_____/hour

2. Option Year One - 1 June 2013 - 31 May 2014

- .1 Firm, all inclusive lot price to cut \$_____/lot
(including trimming and cleaning up) entire CFAD area (Class II cut)

Additional work, not included in the above price, for specified areas when requested, during the period of the Contract. Hourly rates are per person, and must include all required equipment.

- .2 Class I Area: Partial cuts, to include trimming and clean-up \$_____/lot
.3 Miscellaneous cutting, to include trimming and clean-up \$_____/hour

3. Option Year Two - 1 June 2014 - 31 May 2015

- .1 Firm, all inclusive lot price to cut \$_____/lot
(including trimming and cleaning up) entire CFAD area (Class II cut)

Additional work, not included in the above price, for specified areas when requested, during the period of the Contract. Hourly rates are per person, and must include all required equipment.

- .2 Class I Area: Partial cuts, to include trimming and clean-up \$_____/lot
.3 Miscellaneous cutting, to include trimming and clean-up \$_____/hour

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STN-1-34223

CCC No./N° CCC - FMS No/ N° VME

Mandatory Requirements:

1. Services must be rendered within five (5) working days after receipt of an authorized call-up.

2. Equipment

The following equipment is available to carry out the service to be performed:

<u>Quantity</u>	<u>Description of Equipment</u>
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Annex C
Security Requirements Checklist
Attached as pdf

Solicitation No. - N° de l'invitation

W2585-121203/A

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W2585-121203

File No. - N° du dossier

STN-1-34223

CCC No./N° CCC - FMS No/ N° VME

Annex D

Maps

Available upon request from the Contracting Authority