

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 and Ice Removal	
Solicitation No. - N° de l'invitation EJ196-131692/A	Date 2013-05-17
Client Reference No. - N° de référence du client 20131692	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-279-62785	
File No. - N° de dossier fk279.EJ196-131692	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-07-02	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), Phase III, PdP, 11 Laurier st., Gatineau, QC, K1A-0S5	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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

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List of Annexes:

Annex "A" Statement of Work
Annex "B" Security Requirements Check List (SRCL)
Annex "C" Roof Plans (To be given out at the Mandatory Site Visit)
Annex "D" Complete List of names of all individuals who are currently directors of the Bidder
Annex "E" Snow and Ice Removal - Daily Report - SAMPLE

PART 1 - GENERAL INFORMATION

1. INTRODUCTION

The bid solicitation is divided into seven parts plus attachments and 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"	Roof Plans -To be given out at the Mandatory Site Visit
Annex "D"	Complete List of names of all individuals who are currently directors of the Bidder
Annex "E"	Snow and Ice Removal - Daily Report SAMPLE

1.2 Summary

- (i) To supply and outlay all essential labour (including fringe benefits), supervision, transportation, storage, necessary material and apparatus to carry out the snow and ice removal from roofs and all other roofing building elements such as but not limited to: roofs, temporary loading dock apex, roof drains, rooftop unit, perimeter access, rooftop access doors, emergency access, flag poles, snow guards, eaves, canopies, dormers, gables, ledges, catwalks, railings, parapets, slopped roofs, skylights, solariums, window ledges, building wall ledges, ducts, access to antennas, chimney's and satellite dish must also be clear of snow and ice. Snow and ice accumulations will be proactively monitored by the contractor on a 24/7 basis and instantaneously removed, for Public Works and Government Services Canada (PWGSC), various locations, Ottawa, Ontario, Canada. The services must be provided in accordance with Statement of Work No. EJ196-131692 attached at Annex "A".
- (ii) The period of any resulting Contract shall be for a period of one (1) year with Canada retaining an irrevocable option to extend the period of the Contract by up to four (4) additional consecutive twelve (12) month periods.
- (iii) 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 to 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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- (iv) Bidders must provide a list of names, or other related information as needed, pursuant to Section 01 of Standard Instructions 2003 and 2004.
- (v) 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).

1.3 Debriefings

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 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

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 NAMES OF REPRESENTATIVES FOR THE SITE VISIT - MANDATORY IN ADVANCE

Due to the nature of this requirement and in order to gain access to the sites **it is MANDATORY that all interested bidders, submit the Names (legal name) and birth dates of their representatives that will be attending the Mandatory Site Visit to the Contracting Authority (Joanne Ladouceur) no later than 4:00 PM, May 30, 2013.**

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It is the responsibility of the Bidders to ensure that the Contracting Authority is in receipt of this information by the date shown. **Bidders who fail to submit the required information by 4:00 PM, May 30, 2013, will be denied access to the sites.**

Mandatory Site Visit

It is MANDATORY that the bidder or a representative visit the work site. Arrangements have been made for site visit to be held on **June 4, 2013 at 9:30 am meeting at the Confederation Building, 229 Wellington, main entrance, Ottawa, Ontario**, Canada. Bidders should communicate with the Contracting Authority prior to 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. **NO EXCEPTIONS WILL BE MADE.**

Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Roof Plans - To be given out at the Mandatory Site Visit

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;
- Section IV: Additional Information; and
- Section V: Authorities.

Prices must appear in the financial bid only. No prices must 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 should:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and 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

The evidence provided by the bidder may be verified by Canada. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the bidder being disqualified and no further consideration will be given to the bidder. If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

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 shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

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3.1.1 Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance by referencing (3) contracts satisfactorily completed for Snow and Ice Removal Services, Roofs and Eaves, for a minimum of three (3) consecutive snow seasons within the past ten (10) years, **wherein the contract was of similar size and scope as those described in the Request for Proposal.**

In order for a Snow and Ice Removal reference to be valid it must cover three (3) consecutive snow seasons and be a minimum period of six (6) months each including all of November and April of the same snow season.

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.: _____ E-Mail: _____
Contract Number	_____
Approximate Size in metres squared	_____metres squared
Location/site of the contract	_____
Dollar Value of the contract	\$ _____
Performance period of the contract (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of the Contract: _____ _____ _____ _____ _____	

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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.: _____ E-Mail: _____
Contract Number	_____
Approximate Size in metres squared	_____ metres squared
Location/site of the contract:	_____
Dollar Value of the contract	\$ _____
Performance period of the contract (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of the Contract: _____ _____ _____ _____ _____	

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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.: _____ E-Mail: _____
Contract Number	_____
Approximate Size in metres squared	_____ metres squared
Location/site of the contract:	_____
Dollar Value of the contract	\$ _____
Performance period of the contract (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of the Contract: _____ _____ _____ _____ _____	

3.1.2 Mandatory Full time Non-Working On-Site Supervisor Expertise and Experience

A) Provide the name(s) of the Contractor's Non Working On- Site Supervisor(s) who will be assigned to this Contract. It is Mandatory that the Non Working On-site Supervisor(s) have a minimum of two (2) consecutive years experience in a supervisory role for Snow and Ice Removal from Roofs and Eaves services with a snow and ice removal maintenance company(ies), within the past five (5) years.

In order for a Snow and Ice Removal reference to be valid it must cover two (2) consecutive snow seasons and be a minimum period of six (6) months each including all of November and April of the same snow season.

Name of the Full Time Non-Working On-site Supervisor	
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B) The bidder must provide evidence of the experience and satisfactory performance of the Non Working On-site Supervisor(s) by referencing one (1) contract for clients of a duration of a minimum of two (2) consecutive snow seasons, within the past five (5) years in providing Snow and Ice Removal from Roofs and Eaves services in a range comparable in size and scope to those described in the Request for Proposal. The references provided may be for the same company as long as it is for two (2) consecutive snow seasons and be a minimum period of six months each including all of November and April of the same snow season. If the bidder submits references in excess of the stated requirement, only the references up to the identified limit will be assessed.

REFERENCE NO. 1: Non-Working On-site Supervisor	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Phone and facsimile number of client contact	Phone No.: _____ Fax No.: _____ E-Mail: _____
Approximate Size in metres squared	_____ metres square
Location/site of the contract:	
Value of the contract	\$ _____
Performance period of the contract. (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of the contract:	_____ _____ _____
Responsibilities of the individuals:	_____ _____ _____ _____

3.1.3 Card and Licensing Documentation (Upon Request)

Valid copies of the following cards and licensing documentation should be submitted for each of the proposed personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid, by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive and no further consideration will be given to the bidder.

All certificates are to be recognized by the Human Resources Skills Development Canada (HRSDC) – Labour Program and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of :

- a valid Fall Arrest certificate/wallet card;
- a valid First Aid/CPR certificate/wallet card; and
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card.

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SECTION II: FINANCIAL BID

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

PRICING SCHEDULE 1: DAILY INSPECTIONS AND REPORTS

To provide a firm monthly rate (including fringe benefits, weekends, Statutory Holidays) to perform daily inspections and reporting for the Technical Authority in accordance with the Statement of Work at Annex A.

1.1 Centre Block			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
<u>Year One (1)</u> - Nov. 1/13 to April 30/14	\$ _____ x	6 =	\$ _____
<u>Option year One (1)</u> - Nov. 1/14 to April 30/15	\$ _____ x	6 =	\$ _____
<u>Option year Two (2)</u> - Nov. 1/15 to April 30/16	\$ _____ x	6 =	\$ _____
<u>Option year Three (3)</u> - Nov. 1/16 to April 30/17	\$ _____ x	6 =	\$ _____
<u>Option year Four (4)</u> - Nov. 1/17 to April 30/18	\$ _____ x	6 =	\$ _____
1.1 SUB-TOTAL:			\$ _____

1.2 East Block			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
<u>Year One (1)</u> - Nov. 1/13 to April 30/14	\$ _____ x	6 =	\$ _____
<u>Option year One (1)</u> - Nov. 1/14 to April 30/15	\$ _____ x	6 =	\$ _____
<u>Option year Two (2)</u> - Nov. 1/15 to April 30/16	\$ _____ x	6 =	\$ _____
<u>Option year Three (3)</u> - Nov. 1/16 to April 30/17	\$ _____ x	6 =	\$ _____
<u>Option year Four (4)</u> - Nov. 1/17 to April 30/18	\$ _____ x	6 =	\$ _____
1.2 SUB-TOTAL:			\$ _____

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1.3 Justice Building			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
<u>Year One (1)</u> - Nov. 1/13 to April 30/14	\$_____ x	6 =	\$_____
<u>Option year One (1)</u> - Nov. 1/14 to April 30/15	\$_____ x	6 =	\$_____
<u>Option year Two (2)</u> - Nov. 1/15 to April 30/16	\$_____ x	6 =	\$_____
<u>Option year Three (3)</u> - Nov. 1/16 to April 30/17	\$_____ x	6 =	\$_____
<u>Option year Four (4)</u> - Nov. 1/17 to April 30/18	\$_____ x	6 =	\$_____
1.3 SUB-TOTAL:			\$_____

1.4 Confederation Building			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
<u>Year One (1)</u> - Nov. 1/13 to April 30/14	\$_____ x	6 =	\$_____
<u>Option year One (1)</u> - Nov. 1/14 to April 30/15	\$_____ x	6 =	\$_____
<u>Option year Two (2)</u> - Nov. 1/15 to April 30/16	\$_____ x	6 =	\$_____
<u>Option year Three (3)</u> - Nov. 1/16 to April 30/17	\$_____ x	6 =	\$_____
<u>Option year Four (4)</u> - Nov. 1/17 to April 30/18	\$_____ x	6 =	\$_____
1.4 SUB-TOTAL:			\$_____

1.5 1 Wellington			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
<u>Year One (1)</u> - Nov. 1/13 to April 30/14	\$_____ x	6 =	\$_____
<u>Option year One (1)</u> - Nov. 1/14 to April 30/15	\$_____ x	6 =	\$_____
<u>Option year Two (2)</u> - Nov. 1/15 to April 30/16	\$_____ x	6 =	\$_____
<u>Option year Three (3)</u> - Nov. 1/16 to April 30/17	\$_____ x	6 =	\$_____
<u>Option year Four (4)</u> - Nov. 1/17 to April 30/18	\$_____ x	6 =	\$_____
1.5 SUB-TOTAL:			\$_____

1.6 RCMP Carport			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
<u>Year One (1)</u> - Nov. 1/13 to April 30/14	\$_____ x	6 =	\$_____
<u>Option year One (1)</u> - Nov. 1/14 to April 30/15	\$_____ x	6 =	\$_____
<u>Option year Two (2)</u> - Nov. 1/15 to April 30/16	\$_____ x	6 =	\$_____
<u>Option year Three (3)</u> - Nov. 1/16 to April 30/17	\$_____ x	6 =	\$_____
<u>Option year Four (4)</u> - Nov. 1/17 to April 30/18	\$_____ x	6 =	\$_____
1.6 SUB-TOTAL:			\$_____

PRICING SCHEDULE 2: REMOVE SNOW AND ICE FROM ROOFS AND EAVES

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

The Attendance Log Book at each site must be used by the Contractor at all times on arrival "signing-in" and when departing "signing-out" of each site. The Attendance Log Books will be used to verify the hours of work the contractor has completed.

1. LABOUR: Hourly rate for Non-Working On-site Supervisor

The Non-Working on Site Supervisor must be on site at all times during the snow and ice removal operations.

Firm hourly rate for the Non-Working On-site Supervisor:

i) Regular Hours Monday to Friday 7:00 am to 5:00 pm	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:	1,056	1,056	1,056	1,056	1,056
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (i) SUB-TOTAL:					\$_____

ii) Outside Regular Hours Monday to Saturday including Sunday and 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:	384	384	384	384	384
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1 (ii) SUB-TOTAL:					\$ _____

2. LABOUR: Hourly Rate - Working Crew - All Buildings

Firm hourly rate per qualified person:

i) Regular Hours Monday to Friday 7:00 am to 5:00 pm	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:	1,056	1,056	1,056	1,056	1,056
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2 (i) SUB-TOTAL:					\$ _____

ii) Outside Regular Hours Monday to Saturday including 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:	384	384	384	384	384
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2 (ii) SUB-TOTAL:					\$ _____

PRICING SCHEDULE 3: MATERIALS REQUIRED ON AN "AS AND WHEN" REQUESTED BASIS

Materials to be supplied include salt, sand and caution tape. Materials will be charged at our laid-down cost plus a mark-up of:

Mark-up	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
	_____%	_____%	_____%	_____%	_____%
Estimated Expenditure	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1 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)

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 Canada. 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.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2.1 (i) and 2.1 (ii), and 3.1 on form GC 227.

TOTAL ASSESSED PROPOSAL PRICE:**TOTAL ASSESSED PROPOSAL PRICE:**

Total of Basis of Pricing 1.1 to 1.6, inclusively, \$ _____

Pricing Schedule 2; and, \$ _____

Pricing Schedule 3 \$ _____

TOTAL BID PRICE \$ _____

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

SECTION III: CERTIFICATIONS

Bidders must submit the certifications required under Part 5.

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.

Section V: Authorities

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: _____

Specific Person - Non-Working on-site 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) Submission of Contractor's Qualification in accordance with Part 3, Section I: Technical Bid;
- 2) Submission of Non Working On-site Supervisor(s) qualification in accordance with Part 3, Section I: Technical Bid;
- 3) Submission of a Firm Price/Rate in Canadian funds for all the items listed in the RFP, 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 and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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, to provide the related documentation, or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.1 Mandatory Certifications Required Precedent to Contract Award

5.1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

5.2 Additional 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.

5.2.1 Federal Contractors Program - \$200,000 or more (A3030T 2013-04-25)

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 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.

PART 6 - SECURITY REQUIREMENT

6.1 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 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. 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 PWGS 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.

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	
Legal Name (First & Last) (Please Print Clearly)	DATE OF BIRTH Day / Month / Year
Supervisor:	
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 perform the work in accordance with Statement of Work EJ196-131692 dated January 23, 2013 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 Mandatory Response Time

It is a mandatory requirement of this contract that the Company authorized representative be personally available to attend meetings and to respond to inquiries within 24 hours of the Technical Authority's or the Contracting Authorities request. Also in accordance with Statement of Work, Section 1 Special Conditions, clause 9.4, it is mandatory to provide an Emergency response and on site service within one (1) hour of receiving a call 24 hours a day, 7 days a week.

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 (2013-04-25) General Conditions - Services, apply to and form part of the Contract.

7.3 Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC). **The Contractor's Company Security Officer must hold a valid SECRET clearance, granted or approved by CISD/PWGSC.**

2. The Contractor personnel requiring access to Parliamentary Precinct sensitive work site(s) must EACH hold a valid **SITE ACCESS** clearance, granted or approved by CISD/PWGWSC.

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

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

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

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive.

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 each 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 contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Joanne Ladouceur
 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) 956-6647
 Facsimile Number: (819) 956-3600
 Joanne.Ladouceur@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.

7.5.2 Technical Authority

The Technical Authority for the Contract is : **WILL 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.

Solicitation No. - N° de l'invitation
EJ196-131692/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
fk279

Client Ref. No. - N° de réf. du client
20131692

File No. - N° du dossier
fk279EJ196-131692

CCC No./N° CCC - FMS No/ N° VME

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: _____

Facsimile: _____

Cellular: _____

E-mail: _____

7.5.4 Specific Person(s) - Non working On-Site 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

Pricing Schedule 1 and 3

7.6.1 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 shall be paid firm prices in accordance with General Conditions 2035 16 (2012-07-16) 'Payment Period' and the following table. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) are extra, if applicable.

- (a) Firm rates shall be paid in accordance with **Pricing Schedule 1**: Daily Inspections and Reports, in six (6) equal monthly payments.
- (b) "As and When Requested" Work
Any costs incurred for Extra Work will be paid, in accordance with **Pricing Schedule 3** and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

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

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:

- (a) 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.

In the event that the notification refers to inadequate funds, the Contractor shall provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

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

7.6.2 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) (HST and GST excluded) of which \$ (to be determined) (HST and GST excluded) is for goods and/or services enumerated or described in the Basis of Pricing, **Pricing Schedule 1**; and \$ (to be determined) (HST and GST 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 3**.

Pricing Schedule 2

7.6.3 Basis of Payment - Limitation of Expenditure

For the Work described in Cleaning Operations of the Statement of Work, in Annex A.

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment, to a limitation of expenditure of \$(to be determined). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

NOTE: Payment shall be made based on the number of actual hours worked times the applicable firm hourly rate as detailed in Pricing Schedule 2, Snow and Ice Removal, Roofs and Eaves, in six (6) monthly payments after completion, inspection and acceptance of the work performed. The Attendance Log Book at each site must be used by the Contractor at all times on arrival "signing-in" and when departing "signing-out" of each site. The Attendance Log Books will be used to verify the hours of work the contractor has completed.

7.6.4 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

7.6.5 Basis of Pricing

The Basis of Pricing will be inserted at contract award as per winning bid submitted in accordance with Part 3 Section II Financial Bid - Basis of Pricing of this solicitation.

7.6.6 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 Verification and Contract Price Verification

C6000C (2011-05-16) Limitation of Price

7.7 Invoicing Instructions - Maintenance Services

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 has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

The Contractor must distribute the invoices as follows:

One (1) copy of the invoice must be forwarded to the following address for certification and payment:

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

Attention: _____ (To be indicated on Contract Award)

7.8 Certifications

7.8.1 Compliance

Compliance with the certifications and related documents 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, provide the related documentation or if 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.

7.8.2 SACC Manual Clauses

A3025C (2012-11-19) Proactive Disclosure of Contracts with Former Public Servants

7.9 Applicable Laws

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

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, (2013-04-25);
- (c) Annex "A" Statement of Work
- (d) Annex "B" Security Requirements Check List (SRCL);
- (e) Annex "C" Roof Plans
- (f) the Contractor's bid dated _____ (insert date of bid), as amended _____ (insert date(s) of amendment(s) if applicable)

7.11 SACC Manual Clauses

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.
 - (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 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within fourteen (14) calendar days after the date of contract award:
 - (a) a performance bond form PWGSC-TPSGC 505 in the amount of **10%** percent of the aggregate of the bid Firm Annual Rates.

- (b) a security deposit as defined in clause E0008C in the amount of **10%** percent 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.

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

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

7.13.1 Security Deposit Definition (E0008C, 2012-07-16)

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.

7.14 Cellular Phones and/or Pagers

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

7.15 Government Site Regulations

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

7.16 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor 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 Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

Solicitation No. - N° de l'invitation

EJ196-131692/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-131692

Buyer ID - Id de l'acheteur

fk279

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

20131692

CCC No./N° CCC - FMS No/ N° VME

ANNEX "A"

STATEMENT OF WORK

**SNOW AND ICE REMOVAL FROM ROOFS AND EAVES
PARLIAMENT HILL COMPLEXES
(AND COMPLEMENTARY FACILITIES)**

File No. EJ196-131692

Solicitation No. - N° de l'invitation

EJ196-131692/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-131692

Buyer ID - Id de l'acheteur

fk279

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

20131692

CCC No./N° CCC - FMS No/ N° VME

ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST (SRCL)

File No. EJ196-131692

Solicitation No. - N° de l'invitation

EJ196-131692/A

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

20131692

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-131692

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

ANNEX "C"

ROOF PLANS

File No. EJ196-131692

Solicitation No. - N° de l'invitation

EJ196-131692/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-131692

Buyer ID - Id de l'acheteur

fk279

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

CCC No./N° CCC - FMS No/ N° VME

20131692

ANNEX "D"

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

NOTE TO BIDDERS

WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

File No. EJ196-131692

Solicitation No. - N° de l'invitation

EJ196-131692/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-131692

Buyer ID - Id de l'acheteur

fk279

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

20131692

CCC No./N° CCC - FMS No/ N° VME

ANNEX "E"

SNOW AND ICE REMOVAL DAILY REPORT

File No. EJ196-131692

January 2013

**PUBLIC WORKS AND
GOVERNMENT SERVICES
CANADA**

**SNOW AND ICE REMOVAL
FROM ROOFS AND EAVES**

Parliament Hill Complexes (and complementary facilities)

**Centre Block
East Block
Justice Building
Confederation Building
1 Wellington
RCMP Carport**

**STATEMENT OF WORK
NUMBER: EJ196-131692**

This document is the document referred to as ‘Statement of Work’, numbered **EJ196-131692** and dated **January 23 ,2013**.

Section 1	Special Conditions
1.	Cleaning Operations
2.	Staffing
3.	Health & Safety
4.	Security
5.	Materials and Equipment
6.	Roof Anchor Inspection Certification
7.	Attendance Log Book
8.	Daily Reports
9.	Call-ups
10.	Elevator Services
11.	Uniforms
12.	Light, Heat, Power and Water
13.	Prerequisite Documents
Section 2	Operations and Frequencies
1.	Roofs, Eaves and related components

1. Cleaning Operations

1. The Contractor shall supply and outlay all essential labour (including fringe benefits), supervision, transportation, storage, necessary material and apparatus to carry out the snow and ice removal from roofs and all other roofing building elements such as but not limited to; **Roofs, Temporary loading dock apex, Roof drains, Rooftop Unit, Perimeter access, Roof top access doors, Emergency access, Flag Poles, Snow guards, Eaves, Canopies, Dormers, Gables, Ledges, Catwalks, Railings, Parapets, Slopped Roofs, Skylights, Solariums, Window ledges, Building wall ledges, Ducts, Access to Antennas, Chimneys' and Satellite dish must also be clear of snow and ice.** Snow and ice accumulations will be proactively monitored by the Contractor throughout a 24 hours a day 7 days a week (24/7) basis and instantaneously removed.
2. All eradicated Snow and Ice from roofs and roofing components under the contract must be disposed off the site at the Contractor's own expense. The Contractor will leave all building ground perimeters such as; Entrances, fire escapes, sidewalks, driveways and allies completely clear of snow and ice during and at the end of each shift.
3. The Technical Authority will direct the snow and ice removal priority of the Contractors' crew as required at his or her discretion.
4. The Contractor will take particular care with regards to the vehicles parked adjacent to buildings. Where vehicles are in a position of being damaged through work of the contract, the Contractor will and must notify the Technical Authority to arrange for their removal.
5. The Contractor will be held fully responsible for any damage to persons or property, whether Canada's or others, caused directly or indirectly through work under the contract on a 24/7 basis.
6. If at any time during the period of the contract, the Contractor deems it necessary to use a bosun's chair or swing-stage, the Contractor must advise the Technical Authority in writing, and provide a copy of the engineer's certificate for the use of the bosun's chair and / or swing stage prior to the commencement of the work. Before using any suspended equipment, the contractor is responsible to verify that maintenance and/or inspection logs indicate that the systems were maintained and inspected. If those reports are not available, the contractor must notify the Technical Authority.
7. During the snow and ice removal, the Contractor will take the necessary precautions to prevent damage to all pigeon control systems. All damages caused by the contractor to the pigeon control systems will be repaired at his own expense.

2. Staffing

1. All staff employed by the Contractor in relation with this service agreement must have a "Site Access" security clearance.
2. Employees must be persons at least 18 years of age.
3. At all times, the Contractor must have an adequate amount of employees on the work sites so that all areas will not present any health and safety hazards.
4. The non working on-site supervisor will be in full charge of the operations of the contractor in the performance of the services and shall be authorized to accept orders, direct, decide and / or provide any other directions as may be required to adhere to contract requirements. The non working on-site supervisor shall liaise with the Technical Authority and must be capable of communicating in English or French.
5. Uninterrupted communication between the non working on-site supervisor and the assigned working employees is mandatory. The non working on-site supervisor must, communicate with each of the employees with a dependable two-way radio system, or other efficient acceptable communication device. All expenses for these communication devices shall be at the expense of the contractor.
6. In order to maintain communication between the Technical Authority and the non working on-site supervisor, the non working on-site supervisor must be equipped with a cellular phone. All expenses such as; installation, activating fees, airtime and the cellular phone / pager shall be at the Contractor's own expense.
7. If the non working on-site supervisor is absent from the site during working hours, the contractor shall have one of its employees on site to represent him. This employee shall be authorized to attend inspections and to receive inspection reports on behalf of the contractor, to ensure that unsatisfactory performance situations are corrected and to take immediate action regarding emergencies and other cleaning requirements.

3. Health and Safety

1. The Contractor must submit a written "Site-Specific Health and Safety Plan" based on hazard assessment prior to commencing any site work and continue to implement, maintain, and enforce the plan until final demobilization from site. The Site-Specific Health and Safety Plan (SSHSP) must address work site specifications. The Contractor must submit a SSHSP by October 30th of each year prior to commencement of work described in this agreement. The SSHSP must include:
 - A) Results of site-specific safety hazard assessment.
 - B) Results of health and safety risk or hazard analysis for site tasks and operation.

- C) The SSHSP must also contain at a minimum; equipment, and personal protective equipment, public way protection, signage, and requirement to notify provincial authorities having jurisdiction (i.e.). Ontario - Ministry of Labour, prior to commencing work, emergency plan, and specific written procedures for rescuing a worker after his/her fall has been arrested.
2. The Technical Authority will review the Contractor's SSHSP and provide comments to Contractor within [3] days after receipt of plan. The Contractor will revise the plan as appropriate and resubmit the plan to the Technical Authority within [3] days after receipt of comments from the Technical Authority.
 3. The Technical Authority's review of Contractor's final Site-Specific Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for Health and Safety work measures.
 4. The Technical Authority may respond in writing, where deficiencies or concerns are noted and may request re-submission of the SSHSP with correction of deficiencies or concerns.
 5. The Contractor shall perform the work in a manner that is least disruptive to Canada and the occupants of the buildings.
 6. A watchperson is required on site at all time during the snow and ice removal activities. The watchperson must wear a security vest over his or her actual uniform.
 7. The Contractor must adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by the national and provincial codes and/ or prescribed by the authorities having jurisdiction in reference to equipment, work habits and procedures. In addition, the Contractor must have his staff adequately qualified to carry out snow and ice removal operations in accordance with the Occupational Health and Safety Act (OHSA) and regulations of the Province of Ontario and ensure that he or she provides fall arrest certificates.
 8. The Contractor shall ensure; the worker is provided with personal protective equipment, including a fall arrest system as needed for his or her safeguard and instructed in the care and use of this equipment; all electrical equipment provided by the contractor must be suitable for the work, Canadian Standards Association (CSA) approved and is operated safely; the employees work in compliance with regulations.
 9. Proof of any qualifications required prior to contract award must be provided to the Technical Authority prior to commencement of the work. Such as Suspended Access Equipment (SAE), Elevating WorkPlatform including Booms (EWP), WHMIS Training.
 10. Any City permits necessary to perform the Services, especially when the use of Contractor's equipment would involve blocking access to city streets or pedestrian

sidewalks and the surrounding area, are the responsibility of the Contractor to obtain prior to commencement of work.

11. Under no conditions are current window hooks to be used to perform the work.
12. The contractor must ensure that all workers he employs are covered by the Workplace Safety and Insurance Board and that these employees are working with full knowledge of the applicable Province of Ontario snow and ice removal safety rules.
13. The contractor will recognize the intrinsic dangers in working on abrupt pitched roofs and must ensure that all safety precautions are taken. The use of (both sides) bilingual warning signs, barriers and or barricades (supplied by the contractor), will be erected on any site where work is in progress and possible falling ice and or snow are a hazard. The presence of a watchperson is mandatory on every site.
14. The contractor assumes all duties and responsibilities of the constructor as per the Provincial Health and Safety Act.

4. Security

1. The contractor must provide a copy of the work plan to the Technical Authority and each of his employees and must keep a copy to show the CHSB inspector.
2. The contractor must inform, without delay, the Technical Authority of any faulty anchor points and or other structures.
3. The Contractor will comply with the Workplace Hazardous Materials Information System (WHMIS) legislation, which requires the Contractor to provide detailed employee education regarding potential health effects of hazardous materials in their work environment and the best way they can handle and dispose of safely.
4. Only those employees, whose names appear on the contractor's payroll and meet the security conditions stated in the contract and comply with security requirements of the facility, will be allowed access to the work areas.
5. The Contractor and his employees must sign-in and sign-out of the assigned building's security desk immediately on arrival and when they leave the work site.
6. The Contractor and his employees must "sign-in and sign-out" of the attendance log book, which will remain at all times at each building's security offices. The Technical Authority will provide the Contractor with attendance signature sheets. The Contractor shall provide the Log book labelled with his Company's name and logo.
7. All keys or key cards entrusted to the contractor for the fulfillment of the contract must be fully protected at all times and returned at the end of their shift.

8. No audio/visual equipment and or cameras of any types are permitted on the work site including walkmans and MP3 players.

5. Materials and Equipment

1. The Contractor will ensure that all equipment used to carry out the service is in good condition. The Technical Authority reserves the right to have equipment judged to be unsafe, not suitable or defective, immediately taken out of service. The Contractor is responsible to supply (without any delays) suitable replacement equipment.
2. Equipment provided by the Contractor for use under the contract will consist of but not be limited to; Telescopic boom(recommend at least 135 Feet) and /or over center Bucket Truck, Swing-stage or bosun's chair, soft brooms, push broom, plastic shovels, telescopic poles, steam machine and other miscellaneous safety equipment as required. Use of axes and sledgehammers are prohibited under the terms of the contract and may lead to termination and / or other remedies.
3. The Contractor will supply and install at his own expense, pedestrian safety barriers and "both side bilingual signs" surrounding the building's perimeter to secure and alert pedestrians of the possible snow and icefalls.
4. Where mechanized and motorized (Telescopic boom and /or over center Bucket truck) is employed, the Contractor will provide competent certified operators.
5. The contractor must use a steam machine capable to provide heat no less than 93.3°C and must first be approved by the Technical Authority.
6. When required, the Contractor will supply and spread at his own expense a "non-corrosive" / environmentally friendly type of salt" to help melt the ice in required work areas.
7. No space will be assigned to the contractor for their materials and equipment.

6. Roof Anchors Inspection Certification and Rooftop Condition Report

1. The Contractor is responsible and will assume related costs to have a certified engineer perform an annual mandatory Roof Anchor and Static Lines Conditions Report. A copy of the roof anchors and static lines condition report endorsed by a certified engineer will be submitted by the contractor to the Technical Authority accompanied by the registration number from the Ontario Ministry of labour.
2. Rooftop Condition Report is to be provided to the Technical Authority 30 days prior to commencement of work each option year. Contractor report is to be specific and as detailed as possible regarding any visual damage or other condition that needs to be reported.

7. Attendance Log Book

1. Each time that the contractor receives a "call-up" to perform the snow and ice removal from roofs and eaves, he is to sign in and out in the "Attendance Log Book", of each building where he has provided the service. The "Attendance Log Book" must be utilized by the supplier. The Attendance Log must be utilized as hours will be verified for payment.

8. Daily Reports

1. Every day, no later than 7h00 a.m. prior to starting any work shifts, the Contractor must complete and submit to the Technical Authority (via Fax), a "Snow and Ice Removal Summary Report", accompanied with an actual print of the weather forecast, from a reliable weather forecast source. The Technical Authority will be allowed to ask the contractor to modify at any time the daily report sheets to facilitate the inclusion of the necessary required information (See form 1).
2. Failure to submit the daily reports may result in a reduction of the Contractor's monthly payments.

9. Call-ups

1. When the contractor receives a service call-up from National Service Call Center (NSCC), he will be on site within the "two (2)" hour limit.
2. Once the service call is concluded, the Contractor must then call the National Service Call Center (NSCC) at (1.800.463.1850) to close the service call-up.
3. Should the Contractor not be able to conclude and close the service call-up, for any given reason, he must then communicate with the NSCC (1.800.463.1850) to relate the appropriate reasons for the non-completion and assure the follow-up until closure of the service call-up.
4. The contractor will not refuse any "call-up" or services requested by the Technical Authority or his representative and will be on site within two (2) hours of the call-up. The Contractor must respond on-site within 1 hour, "if it's an emergency".

10. Elevator Services

1. Where applicable, the Contractor shall be permitted the use of escalators, elevators, conveyers, and dumbwaiters at the discretion of PWGSC and shall be responsible for their safe operations.

11. Uniforms

1. All of the Contractor's staff /crew must be uniformed as follows: industrial type highly visible coats and vests and also CSA approved safety hat (hard hat) and boots. The Contractor's company name or crest shall be affixed to the safety hat (hard hat), coats, vests and toques.

2. Failure to provide and wear the required uniforms may result in a reduction of the Contractor's monthly payments. Employees not properly uniformed, may be deemed unsuitable and excluded from the premises.

12. Light, Heat, Power and Water

1. PWGSC shall supply all light, heat, power and hot/cold water reasonably required for the performance of the services.

13. Prerequisite Documents

- 1 Upon award of the contract and prior to commencement of the work, the CONTRACTOR must provide The Technical Authority with all of the following qualification documents.

PREREQUISITE DOCUMENTS	DELIVERANCE
Proof of registration and / or clearance certificate from the Provincial Workers Compensation or Insurance Board where the Services are being rendered ("Clearance Certificate");	- Every (60) sixty days - As required by PWGSC or the Technical Authority
Certificate(s) of insurance evidencing site-specific breakdown insurance coverage duly completed and signed by the Contractor's Insurance	- Yearly on anniversary date of Agreement; - Upon renewal of policy - As required by PWGSC or the Technical Authority
Copies of all relevant qualifications of trade, professional or other licenses or permits necessary to carry on its business and required to perform the services.	- Yearly on anniversary date of Agreement; - As required by PWGSC or the Technical Authority
A copy of the Contractor's Site-Specific Health and Safety Plan, as per Section 1 Clause 3- Health & Safety, Clause 3.1, A, B, C ;	- Prior to start of the work
Rooftop Condition report as per: Roofs, Temporary loading dock apex, Roof drains, Rooftop Unit, Perimeter access, Roof top access doors, Emergency access, Flag Poles, Snow guards, Eaves, Canopies, Dormers, Gables, Ledges, Catwalks, Railings, Parapets, Slopped Roofs, Skylights, Solariums, Window ledges, Building wall ledges, Ducts, Day-care yard structures, Access to Antennas, Chimneys' and Satellite dish	- Start of contract -(30 days) prior to option year renewal
Any other documentation PWGSC may require from time to time;	- As required by PWGSC or the Technical Authority

1. Roofs, Eaves and related components

1. All surfaces and areas mentioned in Section 1.1 shall be cleared of snow & ice.
2. Removal of ice build-up inside and outside the gutters and eaves, must only be accomplished with a steam machine.
3. The Contractor will provide snow and ice removal services on a required 24/7 basis.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat ej196131692
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 PBB	
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 snow and ices from roof top,Parliament Hill		
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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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"/>	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"/>	
Specify country(ies): / Préciser le(s) pays:	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 <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Contract Number / Numéro du contrat ej196131692
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

<input 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 checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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).

Annex 'C'
Company name

Snow and Ice Removal from Roofs and Eaves Winter season Nov 1 to Apr 30

Daily Report

The following items must be visually inspected on all buildings (where applicable)

Observation	Roof top	Dormers	Idles	Exhaust	Davit arms	Yard	Temporary
shelter	terrace			Ducts &		structures	seasonal
Roof top	Window	Solariums	Snow	units			Porch
ledges	ledges		guards	Cross bridge	Slopped	Ladder	Emergency/
Roof top	Projector	Canopies	Building wall	Gables	Emergency	access	stairs
perimeter	lights		ledges	door access	Antennas	Flags	
access	Satellite/Dish	Chimney	Skylights	Faves	Railings	Ducts	Roof top
Parapets	Static lines	Anchors	Roof drains	Catwalks			Units

Buildings (observation and condition of the above items)

Center-Block	
West-Block	Closed
East-Block	
Justice	
Confederation	
1 Wellington	
RCMP & Carport	

Inspector's Name (Print) _____

Inspector's Signature _____

Date _____

** All employees must be equipped with a two-way radio

** Fax Daily Report to Technical Authority PRIOR TO 7:00 am, every day: (613-957-1362)

** Daily Report must be accompanied with a reliable weather forecast summon.