

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

**Public Works and Government Services / Travaux
publics et services gouvernementaux**
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

**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

Title - Sujet Ground Maintenance	
Solicitation No. - N° de l'invitation W0125-13K259/A	Date 2013-04-18
Client Reference No. - N° de référence du client W0125-13-K259	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-690-6102	
File No. - N° de dossier KIN-2-38298 (690)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-29	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input checked="" type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Rider, Kim (Buyer)	
Buyer Id - Id de l'acheteur kin690	
Telephone No. - N° de téléphone (613) 545-8739 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SUPPLY CUSTOMER SUPPORT FLIGHT STN FORCES P.O.BOX 1000 ASTRA Ontario K0K3W0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

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

Issuing Office - Bureau de distribution

**Public Works and Government Services / Travaux publics et
services gouvernementaux**
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86 Clarence Street, 2nd floor
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Ontario
K7L 1X3

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PART 1 - GENERAL INFORMATION

1. Security Requirement

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

2. Statement of Work

Department of National Defence (DND), Canadian Forces Base Trenton requires a Contractor to supply all labour, material and equipment required to carry out maintenance, upgrading of grounds landscaping and grass cutting services.

Period of contract will be from date 1 July 2013 to the 31 March 2016.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<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 (2013-03-21) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the

questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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

5. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **9 May, 2013 at 10:00am, Bldg 155, 14 Alert Blvd, WCE Conference Room 208. Bidders must communicate with the Contracting Authority no later than 2 day(s)** before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (**2 hard copies**)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copies)

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 are encouraged to :

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the in Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.2 Exchange Rate Fluctuation

C3011T 2010-01-11, Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

1.1.1.1 The Bidder's firm must possess a minimum of three years experience providing grounds maintenance services similar to the Work described in Annex "A", on areas totaling a minimum of 70 acres under single or multiple contracts up to a maximum of 5 contracts.. The Bidder must provide details regarding relevant experience and expertise of the firm in relation to this requirement. A year of experience is defined as providing grounds maintenance services from April to October.

A) Provide a summary/description of current/previous work that has occurred, and project(s) covering 70 acres of ground maintenance.

B) Indicate when the work was carried out, the dollar value and client/customer contact information.

1.1.1.2 The Bidder must submit a fully completed and unaltered copy of Annex B - Basis of Payment.

1.1.1.3 The Bidder must attend the **mandatory site visit** (details in Part 2, clause 5)

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

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

1.2.2 Calculation of Evaluated Price

The Extended Pricing for Pricing Basis A in Annex B is the sum of the bidder's lot prices for all pricing periods.

The Extended Pricing for Pricing Basis B & C in Annex B is the product of the bidder's unit prices multiplied by the estimated usage for the all pricing periods.

The Evaluated Price is the sum of the extended pricing for Pricing Basis A , B & C in Annex B

2. Basis of Selection - Mandatory Technical Criteria

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

3. Security Requirement

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

(a) the Bidder must hold a valid organization security clearance as indicated in Part 6 Resulting Contract Clauses;

PART 5 - CERTIFICATIONS

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

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

1. Mandatory Certifications Required Precedent to Contract Award

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

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.

2.1 Federal Contractors Program - Over \$200,000

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

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

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.

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

() 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;

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

() *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;*

() *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.

2.2 Former Public Servant Certification

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? Yes () No ()

If so, the Bidder must provide the following information:

name of former public servant;

date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

Certification

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

PART 6 - RESULTING CONTRACT CLAUSES

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

1. 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).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screen-ing of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "E";
 - (b) Industrial Security Manual (Latest Edition).

2. Statement of Work

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

3 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

3.1 Task Authorization Process

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

3.2 Task Authorization Process:

The Technical" Authority will provide the Contractor with a description of the task using the "Task Authorization Form DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "D" .

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of

payment as specified in the Contract.

The Contractor must provide the **Technical" Authority, within** twelve (12) hours of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a TA authorized by the Technical" Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk .

3.3 Task Authorization Limit

The *Technical" Authority* may authorize individual task authorizations up to a limit of \$10,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

3.4 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

3.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence, 8 Wing Trenton, Astra, Ontario. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority .

3.6 Periodic Usage Reports - Contracts with Task Authorizations.

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below . If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted to the Contracting Authority.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

3.7 Reporting Requirement- Details

For each authorized task:

the authorized task number or task revision number(s);

a title or a brief description of each authorized task;

the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;

the total amount, GST or HST extra, expended to date against each authorized task;

the start and completion date for each authorized task; and

the active status of each authorized task, as applicable.

For all authorized tasks:

HST the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

the total amount, GST or HST extra, expended to date against all authorized TAs.

4. 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.

4.1 General Conditions

2010C (2013-03-21) General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

5. Term of Contract

5.1 Period of the Contract

The period of the Contract is from date 1 July 2013 to 31 March 2016 inclusive

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Kim Rider
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch

86 Clarence St., 2nd Floor
Kingston, Ontario
K7L 1X3

Telephone: 613-545-8739
Facsimile: 613-545-8067
E-mail address: kim.rider@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____.

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

6.3 Contractor's Representative

Name: _____

Telephone: _____

Fax: _____

Email: _____

Cell Phone: _____

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment *Annex "B"*, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are *included* and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Limitation of Expenditure

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.

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.

7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties Are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

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.

7.4 Method of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- A. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- B. all such documents have been verified by Canada;
- C. the Work performed has been accepted by Canada.

Year #1: The lot price will be divided into 4 equal monthly installments, commencing from date of award commencing July 2013.

Year #2: The lot price will be divided into 6 equal monthly installments, commencing on April 1/2014

Year #3: The lot price will be divided into 6 equal monthly installments, commencing on April 1/2015

8. Invoicing Instructions

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

Each invoice must be supported by:

- A. a copy of time sheets to support the time claimed;
- B. a copy of the Task Authorization document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

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

one (1) copy must be forwarded to the Technical Authority.

8.1. Liquidated Damages. D0024C

If the Contractor fails to perform work as described in Annex "A" for zones 1 to 9, and the grass exceeds the specified cut height by 1", the Contractor agrees to pay to Canada liquidated damages in the amount of 1/16th of lot price for the area (as specified in Pricing Basis "A" in Annex "B"), for each 1" of grass length above cut height. The total amount of the liquidated damages must not exceed 20 percent of the contract price.

Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss

to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.

Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.

Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

9. Certifications

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

10. Applicable Laws

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

11. 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;
- (c) 2010C (2013-03-21) General Conditions - Services (Medium Complexity) apply to and form part of the Contract
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (g) Annex C, Insurance Requirements;
- (h) Annex D the signed Task Authorizations (including all of its annexes, if any) ;
- (i) Annex E Security Requirement
- J) the Contractor's bid dated _____,

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". 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.

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File No. - N° du dossier

KIN-2-38298

Buyer ID - Id de l'acheteur

kin690

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

W0125-13-K259

CCC No./N° CCC - FMS No/ N° VME

ANNEX A**STATEMENT OF WORK****DEPARTMENT OF NATIONAL DEFENCE****MAINTAIN AND UPGRADE GROUNDS****8 WING, TRENTON, ONTARIO**INDEX TO SPECIFICATION

		Pages
Section A	General Scope of Work	A1-A16
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SECTION A

GENERAL SCOPE OF WORK

1. SCOPE OF WORK

a. General

The work under this Contract comprises the furnishing of all labour, material and equipment required for the maintenance and upgrading of grounds at 8 Wing and Middleton Park, Trenton, Mountain View Detachment, TX Site, Pt Petrie and RX Site Carrying Place and various other satellite locations of Canadian Forces Base (CFB) Trenton as shown on the Contract drawings and/or in the specification.

b. Work Included:

Work covered in this Contract includes, but is not necessarily confined to the following:

- (c) Maintenance and upgrading of grounds as specified and/or indicated .

2. SITE ACCESS

1. The movement of men, material and equipment within the Wing and building shall be subject to the approval of the Wing Construction Engineering Officer (WCEO).

2. Access to 8 Wing Trenton will be restricted to military personnel, authorized government employees and civilians who have received prior authorization to enter the Base area. To obtain authorization, all contractors must provide to the Technical Authority, the name(s), address(es) and phone number(s) of all employees who require access to Base facilities for the performance of their contractual obligations. It will be the Contractor's responsibility to maintain accurate and up-to-date employee lists. Canada will not be held responsible for failure to meet delivery dates and contractual obligations should their employees be denied access because prior authorization for them has not been obtained.

3. STANDARDS

- a. Throughout the various sections and subsections of this specification reference is made to domestic, national and international standards. These standards shall be considered an integral part thereof and shall be read in conjunction with the specification as if they were reproduced herein. The Contractor shall therefore be fully familiar with their contents and requirements. The latest edition of all standards shall be applicable unless a specifically dated edition is mentioned.

b. When reference is made to certain detailed drawings, catalogues or similar related data as published by equipment suppliers, the Contractor shall be solely responsible for obtaining these from the described sources.

4. REFERENCE TO TRADE NAMES

When trade names are used in this specification they are not necessarily restrictive unless specifically noted. The acceptability of materials other than those specified shall be determined by the Technical Authority.

5. ACCEPTABILITY OF MATERIAL AND/OR EQUIPMENT

- a. The acceptance of materials and/or equipment other than those specified shall be determined by the Technical Authority.
- b. Request for acceptance of non-specified materials/equipment shall be submitted in writing to:

8 Wing Trenton
PO Box 1000, Stn Forces
Astra, Ontario
K0K 3W0

Attention: Wing Construction Engineering Officer

The request must be supported with sufficient product information to enable the Technical Authority to make an assessment.

6. SCHEDULE OF WORK

- a. The Contractor shall arrange his work in such a manner as to cause the least inconvenience to the building occupants.
- b. Work on job site shall be carried out between the hours of 0700 and 1600, Monday to Friday, unless authorized otherwise by the Technical Authority.

7. USE OF PREMISES

- a. The Contractor shall be responsible for the provision of storage facilities which may be required for the storage of his equipment and materials.
- b. The Contractor shall confine his apparatus, storage of materials and operations of his workmen to limits indicated by law, ordinance or the direction of the Technical Authority, and shall not unreasonably encumber the site.

8. SITE VISIT

Prior to commencing the Contract, the Contractor shall report to the Technical Authority.

9. RESPONSIBILITY

The Contractor shall be responsible for location and protection of underground and overhead utilities and shall contact utility companies as required.

10. DAMAGE TO EXISTING FACILITIES

The Contractor must take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused shall be made good without undue delay and at no expense to the owner.

11. PLANS AND SPECIFICATIONS

The Contractor shall have at all times on the site, a complete, up-to-date set of drawings.

12. CLEAN UP

The Contractor shall effect a daily clean up of the debris resulting from his work, and all hazardous impediments shall be removed from the site at the end of each days work.

13. FIRE SAFETY REQUIREMENTS

a. Fire Safety Plan

Contractors and their personnel shall be familiar with this section and its requirements.

b. Fire Department Briefing

The Technical Authority shall coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Wing Fire Chief before any work is commenced.

c. Reporting Fires

- (1) Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- (2) Report immediately all fire incidents to the Fire Department as follows:
 - (a) Activate nearest fire alarm box, or
 - (b) Telephone 911.
 - (c) Person activating fire alarm shall exit building and remain in area to direct Fire Department to scene of fire, and provide other details as required.
 - (d) When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

d. Interior and Exterior Fire Protection and Alarm Systems

- (1) Fire protection and alarm systems shall not be:
 - (a) Obstructed.
 - (b) Shut off.

- (c) Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.

(2) Fire hydrants, standpipes and hose systems shall not be used for other than fire fighting purposes unless authorized by the Fire Chief.

e. Fire Extinguishers

The Contractor shall supply fire extinguishers, as scaled by the Fire Chief, necessary to protect, in an emergency, the work in progress and the Contractors physical plant site.

f. Blockage of Roadways

The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

g. Smoking Precautions

Smoking is not permitted in any base building or facility.

h. Rubbish and Waste Materials

(1) Rubbish and waste materials are to be kept to a minimum.

(2) The burning of rubbish is prohibited.

(3) Removal:

All rubbish shall be removed from the work site at the end of the work day or shift or as directed.

(4) Storage:

(a) Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.

(b) Greasy or oily rags or materials subject to spontaneous combustion shall be deposited and kept in an approved receptacle and removed as required in 14.h.(3).

i. Flammable Liquids

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

(2) Flammable liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.

(3) Transfer of flammable liquids is prohibited within buildings or on jetties.

- (4) Transfer of flammable liquids shall not be carried out in the vicinity of open flames or any type of heat-producing devices.
- (5) Flammable liquids having a flash point below 38°C such as naphtha or gasoline shall not be used as solvents or cleaning agents.
- (6) Flammable waste liquids, for disposal, shall be stored in approved containers located in a safe, ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

j. Hazardous Substances

- (1) If the work entails the use of any toxic or hazardous materials, chemicals, and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
- (2) The Fire Chief is to be advised, and "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
- (3) Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
- (4) Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

k. Questions and/or Clarification

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

14. SAFETY AND SECURITY

- 1. 8 Wing Trenton Safety and Security Regulations shall be issued to the Contractor by the Wing Construction Engineering Squadron's Contract Officer, as applicable, at the first project meeting.
- 2. Contractor's employees will wear CSA approved safety footwear minimum Grade 1 while on site.

15. BLOCKAGE OF ROADWAYS

- a. The Military Police, Fire Hall and Hospital shall be advised of any work that would impede traffic. This includes access to parking lots, closing off of one or both lanes resulting in re-routing of traffic, erection of barricades, lights, etc.

b. The Contractor and Technical Authority shall liaise with the Military Police to arrange traffic patterns as necessary prior to commencement of work.

c. All barricades, lights, etc., shall be provided by the Contractor.

16. WHMIS

a. Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets.

b. Deliver copies of WHMIS data sheets to Technical Authority on delivery of materials.

SECTION B

1. SCOPE OF WORK

a. Work Included

(1) Grass cutting, clean-up and trimming as directed by the Technical Authority.

(2) Removal and disposal of debris from ditches, grassed areas, etc.

(3) Collection and disposal of garbage from garbage cans in various locations including the supply and replacement of plastic garbage bags.

(4) Watering of flower beds, weeding, etc.

(5) Landscaping

(a) Supply and placing of grass seed, sod and fertilizers, including compaction and rolling as directed by Technical Authority.

(b) Water new sod and seeded areas during periods of no precipitation for a minimum period of two(2)weeks, for two (2) hours per day, or as directed by Technical Authority.

2. EXECUTION AND MATERIAL

Landscaping

a. Topsoil

Material capable of supporting good vegetative growth and suitable for use in top dressing, landscaping and seeding.

b. Building Protection

(1) Protect existing buildings and surface features which may be affected by work from damage while work is in progress and repair damage resulting from work .

c. Restoration

- (1) Upon completion of work, remove surplus materials and debris from DND property, trim slopes and correct defects as directed by Technical Authority.
- (2) Clean and reinstate areas as directed by Technical Authority.

d. Seeding and Fertilizing

- (1) Seed: Canada "Certified" seed, "Canada No. 1 lawn grass mixture" in accordance with government of Canada "Seeds Act" and "Seeds Regulation". 60% Kentucky Bluegrass, 30% creeping Red Fescue and 10% Perennial Ryegrass.
- (2) Fertilizer: Complete synthetic, slow release with 35% of nitrogen content in water insoluble form, 35-15-10 minimum to Canada "Fertilizers Act" and "Fertilizers Regulations".

e. Water

Supplied by D.N.D. at designated source.

f. Seed Bed Preparation

- (1) Verify that grades are correct. If discrepancies occur, notify Technical Authority and do not commence work until instructed by Technical Authority.
- (2) Fine grade surface free of humps and hollows to meet existing grades to tolerance of plus or minus 15 mm, surface draining naturally.
- (3) Cultivate fine grade approved by Technical Authority to 25 mm depth immediately prior to seeding.
- (4) Prior to seeding, incorporate a minimum of .5 kg of actual nitrogen per 100 m².
- (5) Obtain approval of top soil depth before starting seeding. A minimum depth of 100 mm screened top soil shall be used.

g. Seed Placement

- (1) For manual seeding:
 - (a) Use "Cyclone" type manually operated seeders.
 - (b) Use manually operated, water ballast, landscaping, type, smooth steel drum roller. Ballast as directed by Technical Authority.
 - (c) Use equipment and method acceptable to Technical Authority.
- (2) On cultivated surfaces, sow seed uniformly at rate of 2.5 kg/100 m².
- (3) Blend applications 150 mm into adjacent grass areas to form uniform surfaces.

- (4) Sow half of required amount of seed in one direction and remainder at right angles.
- (5) Embed seed into soil to depth of 10 mm. Not less than 85% of seed to be placed at specified depth and covered by soil.
- (6) Consolidate manually seeded areas by rolling area with equipment approved by Technical Authority immediately after seeding.
- (7) Sow during calm wind conditions.
- (8) Water with fine spray to avoid seed wash-out. Water to ensure penetration of minimum 50 mm.
- (9) Protect seeded areas against damage. Remove this protection after lawn areas have been accepted by Technical Authority.
- (10) Contractor to provide keep off signs for a minimum of two (2) weeks after seeding.

h. Sodding

Sod: Number One Turf grass Nursery Sod. Sod that has been especially sown and cultivated in nursery fields as turf grass crop.

- (1) Not more than two broadleaf weeds or ten other weeds per 40 sq. m.
- (2) Density of sod sufficient so that no soil is visible when mown to height of 40 mm.
- (3) Mowing height limit: 35 to 65 mm.
- (4) Soil thickness of sod: 9 to 15 mm thickness.
- (5) Water sodded areas in sufficient quantities to maintain optimum soil moisture condition to depth of 75 to 100 mm.

i. Sod - Delivery

- (1) Schedule deliveries in order to keep storage at job site to minimum without causing delays.
- (2) Deliver, unload and store sod on pallets.
- (3) Deliver sod to site within 24 hours of being lifted and lay sod within 36 hours of being lifted.
- (4) Do not deliver small, irregular or broken pieces of sod.
- (5) During wet weather allow sod to dry sufficiently to prevent tearing during lifting and handling.

- (6) During dry weather protect sod from drying and water sod as necessary to ensure its vitality and prevent dropping of soil in handling. Sod with more than 5% dead grass will be rejected.

j. Sod - Execution

- (1) Obtain approval of topsoil grade and depth before starting sodding. A minimum depth of 50 mm of screened topsoil shall be used.
- (2) Lay sod during growing season. Sodding during dry summer period, at freezing temperatures or over frozen soil is not acceptable.
- (3) Lay sod in rows, perpendicular to slope, smooth and even with adjoining areas, and with joints staggered. Butt sections closely without overlapping or leaving gaps between sections. Cut out irregular or thin sections with a sharp knife.
- (4) Provide close contact between sod and soil by means of light roller. Heavy rolling to correct irregularities in grade is not permitted.

k. Acceptance - Seeding and Sodding

Seeded and sodded areas will be accepted by Technical Authority provided that:

- (1) Areas are uniformly established and turf is free of rutted, eroded, bare or dead spots and free of weeds.
- (2) Areas have been cut at least once.
- (3) Areas have been fertilized.

L. GRASS CUTTING

The work outlined in this section pertains to grass cutting

1. SITE OF WORK

Grass Cutting will be done when maximum height is 4-1/4" is reached, and must be cut to a height of 3 1/4" for all zones in Pricing Basis "A".

Zone 1- grassed areas (approx.40 acres) on south side of Base as indicated on Site Plan and/or as directed by Technical Authority.

Zone 2- grassed areas (approx.70 acres) located on South and North sides of Base as indicated on Site Plan and/or as directed by Technical Authority.

Zone 3- grassed areas (approx. 144 acres) located in Middleton Park as indicated on Site Plan and/or as directed by Technical Authority.

Zone 4- individual vacant PMQ lots as directed by Technical Authority.

Zone 5- grassed areas along both sides of RCAF Rd. and Hwy.2 adjoining D.N.D. property (approx.7 acres) as indicated on Site Plan and/or as directed by Technical Authority.

Zone 6- 594 English Settlement Rd. Site (approx. 4 acres) as indicated on Site Plan and/or as directed by Technical Authority.

Zone 7- ZZR Beacon Building Site located at 156 Millennium Parkway, Belleville, Ont. (approx. 2 acres) as indicated on Site Plan and/or as directed by Technical Authority.

Zone 8- Sports Field located on RCAF Rd. (approx. 11 acres) as indicated on Site Plan and/or as directed by Technical Authority.

Zone 9- Belleville Armoury located at 187 Pinnacle St. (approx. 1.5 acres) grass cutting and removal of grass clippings as indicated on Site Plan and/or as directed by Technical Authority

Zones 10-13 will be cut as and when requested.

Zone 10- Pointe Petrie TX Site (approx.3 acres) located at 275 Pt. Petrie Rd. as indicated on Site Plan and/or as directed by Technical Authority.

Zone 11- Mountain View Detachment (approx.70 acres) as indicated on Site Plan and/or as directed by Technical Authority.

Zone 12- Carrying Place RX Site located at 21124 Loyalist Parkway (approx. 5 acres) as indicated on Site Plan and/or as directed by Technical Authority.

Zone 13- (approx.1 acre) Shelton House located at 3424 County Rd. 2.

3. EXECUTION AND MATERIAL

(1) The cutting of grass must be within the Zone boundaries as shown on drawings and/or as directed by the Technical Authority.

(2) The Sports Field (Zone 1), Zone 2, and Zone 9 areas with alternating cutting patterns.

(3) Cutting heights may be increased during periods of drought when so determined by the Technical Authority.

(4) Grassed areas must be cut at an even height without streaking or missed areas.

(5) Mowing will not be carried out when in the opinion of the Technical Authority, the grass is too wet or a long period of dry weather persists.

(6) All litter and debris must be removed from grassed areas prior to cutting.

(7) The Contractor must be responsible for the collection and disposal of garbage from containers located in grassed areas including the supply and replacement of plastic garbage bags of the proper size to accommodate such containers each time grass cutting is performed.

(8) Grass must be trimmed around buildings, fences, hydrants, poles, posts, signs, flower beds, hedges, trees, and all other obstructions within areas of grass cutting. Note: No trimming required on outer fence at Zone 10.

(9) Grass trimming must be completed no later than 4 hours after mowing is completed.

(10) Trim grass to same height as mowed grass in the applicable area.

(11) Prevent damage to trees and other physical obstructions when using power operated trimmers.

(12) Ditch bottoms and slopes are included and must be cut in a safe manner.

(13) To ensure accessibility at Carrying Place RX Site and Pt. Petrie TX Site the Contractor must telephone the Technical Authority prior to leaving for site.

(14) Cut grass front and rear of vacant MQ lots as requested by the Technical Authority.

(15) The Contractor shall commence work within 24 hrs. of notice from Technical Authority requesting service and will cut through a specific zone in a pre-planned sequence. All work to be completed to the satisfaction of the Technical Authority.

(16) The grass clippings may be left on the newly cut area provided they are evenly distributed with **exception of areas around Belleville Armouries, B29 and B38 which will be left free of clippings**. Bunching of clippings is not permitted. If bunching occurs, the Contractor must remove the clippings or have them raked out evenly as directed by the Technical Authority.

(17) Grass cutting equipment must be operated by experienced operators, capable of making all necessary adjustments to ensure a proper cut, as specified herein.

(18) Care shall be taken when cutting grass to avoid the clippings falling on any sidewalk, road, parking lot, hardstand, flower beds, etc. Clippings so distributed shall be the Contractor's responsibility for removal.

(19) The Contractor must have sufficient men and equipment available to cut all areas identified in this requirement within 7 calendar days or before it exceeds the specified cut height by 1" whichever occurs first. . This is critical during May, June and July when cut frequency is at it's highest rate.

3. PROVISION OF LABOUR

Provision of labour to support general maintenance as required to grounds including gardening, flood control, etc.

4. Equipment Recommended.

At a minimum, the contractor should have the following items.

1. Four (4) pieces of rear discharge mobile equipment capable of 60-72" cuts.
2. Two (2) Z-turn mowers capable of 42" cuts c/w grass catchers.
3. One (1) Rear discharge Wide Area mower capable of 16 ft. cut.

4. One (1) Rear discharge Wide Area mower capable of 11 ft. cut.

5. Four (4) push mowers c/w grass catchers min.21" cut.

6. Equipment recommended to maintain the sports field

(a) Min of 30 hp tractor with turf tires.

(b) 72" (inches) Ball diamond Groomer

(c) Overseeder....covers 60" (inches) at a time

(d) Top Dresser

Equipment must not leak oil or fuel. The Technical Authority reserves the right to reject any equipment he deems to be unsuitable for this requirement.

7. Any equipment which will be operated on roadways must be equipped with slow moving signs and yellow flashing lights.

8. Grass cutting equipment must be in a sharpened condition at all times and be of a type that is capable of being adjusted to ensure an even cut free of ridges.

ANNEX "B" - Basis of Payment

Bidders will provide firm, all-inclusive rates (exclusive of HST).

All estimated usages are included for evaluation purposes only and do not represent a commitment on behalf of Canada.

CONTRACT YEARS:

Year #1: from date of award to 31 March 2014

Year #2: 01 April 2014 to 31 March 2015

Year #3: 01 April 2015 to 31 March 2016

PRICING BASIS "A"

A firm, all-inclusive lot price for grass cutting within the below specified Zones.

Grass must be cut when it reaches a maximum height of 4-1/4" to a minimum of 3-1/4".

Item	Description:	YEAR #1 Annual lot price	YEAR #2 Annual lot price	YEAR #3 Annual lot price
1	Zone 1 areas (Sports Field)			
2	Zone 2 areas (South Side			
3	Zone 3 areas			
4	Zone 4 areas (Middleton Park)			
5	Zone 5 areas			
6	Zone 6 areas			
7	Zone 7 areas			
8	Zone 8 areas			
9	Zone 9 areas			

PRICING BASIS “B”

TASK AUTHORIZATIONS

YEAR #1, 2 & 3: Grass Cutting “as and when requested zones

Year One (1) Estimated Usage will be 40% less than years 2 & 3.

Item	Description	Est'd Usage YEAR #, 2 & 3	Unit of Issue Per cut	Year 1 Unit Price Per cut	Year 2 Unit Price Per cut	Year 3 Unit Price Per cut
1a.	Zone 10 areas	12	cut			
1b.	Zone 11 areas	12	cut			
1c	Zone 12 areas	3	cut			
1d	Zone 13 areas	4	cut			

Item	Description	Est'd Usage YEAR #2 & 3	Unit of Issue	Year 1 Unit Price	Year 2 Unit Price	Year 3 Unit Price
2	Grass Cutting Services					
2a.	Price for mowing additional areas as and when requested	40	acres	/acre	/acre	/acre

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File No. - N° du dossier
KIN-2-38298

Buyer ID - Id de l'acheteur
kin690
CCC No./N° CCC - FMS No/ N° VME

Item	Description Supply and Install	Est'd Usage YEAR # 2 & 3	Unit of Issue	Year 1 Unit Price	Year 2 Unit Price	Year 3 Unit Price
3a.	Topsoil	160	cubic metre	\$ /m3	\$ /m3	\$ /m3
3b.	Seeding	160	Square metre	\$ /m2	\$ /m2	\$ /m2
3c.	Sodding	1,000	Square metre	\$ /m2	\$ /m2	\$ /m2

PRICING BASIS “B” - YEAR #1, 2 and 3: Landscaping and “as and when requested” grass cutting

Item	Description	Est'd Yearly Usage 2 & 3	Unit of Issue	Year 1 Unit Price	Year 2 Unit Price	Year 3 Unit Price
4	Labour					
4a.	Provision of Labour, General Maintenance to roads, & grounds, including gardening.	160	\$ hrs	\$ /hr	\$ /hr	\$ /hr

PRICING BASIS “C” - Material: Estimated usage: \$5,000.00 per year

Material not listed in Pricing Basis "B", not free issue and not available through other standing offers will be supplied at the contractors cost plus a % markup of:

Year one (1): ____% Year two (2) , ____% Year three (3), ____%

ANNEX C

INSURANCE REQUIREMENTS

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 \$5,000,000 per accident or occurrence and in the annual aggregate.

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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- M. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- Q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

- N. **Litigation Rights:** Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:
Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. **Automobile Liability Insurance**

The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence. The policy must include the following:

Third Party Liability - \$5,000,000 Minimum Limit per Accident or Occurrence

Accident Benefits - all jurisdictional statutes

Uninsured Motorist Protection

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation

W0125-13K259/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-2-38298

Buyer ID - Id de l'acheteur

kin690

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

W0125-13-K259

CCC No./N° CCC - FMS No/ N° VME

ANNEX "D"

DND 626 TASK AUTHORIZATION FORM

Solicitation No. - N° de l'invitation

W0125-13K259/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin690

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

W0125-13-K259

File No. - N° du dossier

KIN-2-38298

CCC No./N° CCC - FMS No/ N° VME

Annex “E”

Security

TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat <hr/> Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À Delivery location – Expédiez à Delivery/Completion date – Date de livraison/d'achèvement	<div> TO THE CONTRACTOR <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> </div> <div> À L'ENTREPRENEUR <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> </div> <div style="text-align: right; margin-top: 20px;"> <div style="display: inline-block; width: 40%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: inline-block; width: 60%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> Date for the Department of National Defence pour le ministère de la Défense nationale </div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="text-align: right; margin-top: 20px;"> <div style="display: inline-block; width: 40%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: inline-block; width: 60%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div> </div>		

**Instructions for completing
DND 626 - Task Authorization**

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



Government of Canada
Gouvernement du Canada

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Security Classification / Classification de sécurité
UNCLASSIFIED

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
OND 8 WING TRENTON		8 WCE	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail GROUNDS MAINTENANCE 8 WING TRENTON AND VARIOUS SATELLITE UNITS			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <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:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un Guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

