

**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 a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Ground Handling Service	
<b>Solicitation No. - N° de l'invitation</b> W0125-12T003/A	<b>Date</b> 2012-09-20
<b>Client Reference No. - N° de référence du client</b> W0125-2-T003	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-620-5927
<b>File No. - N° de dossier</b> KIN-2-38107 (620)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-18</b>	
<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Porter, Marta M.	<b>Buyer Id - Id de l'acheteur</b> kin620
<b>Telephone No. - N° de téléphone</b> (613)547-7587 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SUPPLY CUSTOMER SUPPORT FLIGHT STN FORCES P.O.BOX 1000 ASTRA Ontario K0K3W0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |                                                                                                                                                                                                        |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Part 1 | General Information: provides a general description of the requirement;                                                                                                                                |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;                                                                                                  |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;                                                        |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;                                                                                                                                            |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and                                                                                 |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:                                                                                                                                                |
|        | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;                                                                                       |
|        | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.                                                                 |

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### 2. Summary

Request for Regional Individual Standing Offer (RISO) for the provision of ground handling services, specifically for washing and cleaning Hercules Aircrafts at 8 Wing Trenton, Ontario on an as and when requested basis in accordance with the attached Annex "A".

The user of the resulting RISO will be Department of National Defence, 8 Wing, Canadian Forces Base Trenton, Trenton, Ontario, Canada.

The period for placing call-ups against the Standing Offer shall be from Date of Issue to 30 September, 2013 with option to extend the Standing Offer for two additional periods of one year each.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

### 3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

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#### **4. Debriefings**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The text under Subsection 4 of Section 01 – Code of Conduct and Certifications of 2006 referenced above is replaced by:

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

Canada may, at any time, request that a Offeror provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

The text under Subsection 5 of Section 01 – Code of Conduct and Certifications of 2006 referenced above is replaced by.

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

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) days

### 2. 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 **October 10, 2012 at 10:00 a.m., 1 Hanger, Building 575, 76 Westwin Ave., 8 Wing Trenton**. 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

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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.

### **3. Submission of Offers**

Offers 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 Request for Standing Offers.

### **4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### **5. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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 Offer

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

#### Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, "Basis of Payment". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

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- (b)            ( )        Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### 1.1. Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

Failure to meet any of the following mandatory criteria at bid closing will render your submission non-responsive and it will be given no further consideration.

<b>Mandatory Technical Criteria</b>	
<b>MT1</b>	Provision of pricing as requested in Annex B, Basis of Payment.
<b>MT2</b>	<b>Company Profile:</b> Offeror must provide with their offer, documentation to prove that the legal entity which is submitting the offer has performed a minimum of one (1) project within the past three (3) years (from the RFSO closing date) and where project is defined as providing similar Ground Handling services specifically washing and cleaning Hercules Aircraft.
<b>MT3</b>	<b>Resumes:</b> The Offeror must provide with their offer, resumes of all proposed personnel (minimum 5 personnel plus an on-site supervisor for a total of six (6) personnel as per the Basis of Payment).  Resumes for all proposed personnel must clearly demonstrate experience on a minimum one (1) project within the past three (3) years (from the RFSO closing date) and where project is defined as providing ground handling services, specifically, washing and cleaning Hercules aircraft.

#### 1.2 Financial Evaluation

- 1.2.1** SACC Manual Clause M0220T (2007-05-25) Evaluation of Price
- 1.2.2** Bids meeting requirement of the Technical Evaluation will be assessed to arrive at an Aggregate Value based on Delivered Duty Paid Pricing and the estimated usage provided herein at Annex "B" - Basis of Payment.
- 1.2.3** Definition of Aggregate Value: The line item prices are multiplied by the estimated usage to arrive at an extended price. The Aggregate Value is the sum of all extended prices.

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## **2. Basis of Selection**

- 2.1** An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

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

### 1. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

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

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

### 2. Certifications Precedent to Issuance of Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

#### 2.1 Federal Contractors Program - Certification

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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 a reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror 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 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;

( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .

Further information on the FCP is available on the HRSDC Web site.

## **2.2 Canadian Content Certification**

### **2.2.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition**

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Offeror certifies that:

( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

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## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror'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 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Web site.

### 2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **2. Security Requirement**

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

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

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

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

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

#### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### **3.1 General Conditions**

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

The text under Subsection 4 of Section 11 – Code of Conduct and Certifications - Standing Offer of 2005 referenced above is replaced by:

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

##### **3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

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The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "A". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: Date of Issue to December 31;

2nd quarter: January 1 to March 31;

3rd quarter: April 1 to June 30;

4th quarter: July 1 to September 30

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from Date of Issue to June 30, 2013 inclusive.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year periods, from October 1, 2013 to September 30, 2014 and October 1, 2014 to September 30, 2015 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Marta Porter  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 86 Clarence Street  
Kingston, Ontario, K7L 1X3  
Telephone: (613)- 547-7587  
Facsimile: (613)- 545- 8067  
E-mail address: marta.porter@pwgsc.gc.ca

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The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

## 5.2 Technical Authority

The Technical Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Technical Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

## 5.3 Offeror's Representative *(To be completed by the bidder)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, 8 Wing, Canadian Forces Base Trenton, Trenton, Ontario, Canada.

## 7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 9. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2012-07-16), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;

i) the Offeror's offer dated \_\_\_\_\_ .

## 10. Certifications

### 10.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### 10.2 SACC Manual Clauses

M3060C (2008-05-12), Canadian Content Certification

## 11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010C (2012-07-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

The text under Subsection 4 of Section 27 – Code of Conduct and Certifications of 2010C referenced above is replaced by:

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

Section 13 Interest on Overdue Accounts, of 2010C (2012-07-16), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

#### 4. Payment

##### 4.1 Basis of Payment - Limitation of Expenditure

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 in Annex B , to a limitation of expenditure of \$\_\_\_\_\_ **(to be included upon Contract award)**. Customs duties are *included* and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

##### 4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ **(to be included upon Contract award)**. 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:

when it is 75 percent committed, or

four (4) months before the contract expiry date, or

as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. 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.

##### 4.3 Single Payment

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

##### 4.4 SACC Manual Clauses

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

C0711C (2008-05-12), Time Verification

M3800C (2006-08-15), Estimates

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

##### 4.5 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

## 5. 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.

## 6. Insurance Requirements

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

**ANNEX "A"****STATEMENT OF WORK****REFERENCES (to be made available by 8 Wing to the successful supplier):**

- A. DND technical orders C-12-130-000/VC-001.
- B. DND technical orders C-12-010-040/TR-021.
- C. 424 (Transport & Rescue) Squadron AF 9000 plus work instruction (WI) 4.09 ASO 0017.
- D. 424 (Transport & Rescue) Squadron AF 9000 plus WI 4.09 ASO 0017 Annex B, Aircraft
- E. Cleaners Check List for CC130.
- F. Canada Labour Code Part II.
- G. Occupational Safety and Health Act.

**1.0 INTRODUCTION**

A requirement exists for a contractor to supply personnel including a supervisor, washing materials, washing wands, heads and pads and personal protective equipment for the exterior and interior cleaning of CC130 Hercules Aircraft, when requested by the Department of National Defence, for 424 Transport & Rescue Squadron Commanding Officer or the authorized representative, as per the following level of effort:

**2.0 SITE ACCESS**

The movement of personnel, material and equipment within the Base and buildings will be subject to the approval of the 424 Transport & Rescue Squadron Commanding Officer, or his representative hereafter referred to as the Technical Authority (TA). Operational activities may affect access to the locations identified and this information will be provided to the contractor without undue delay from DND.

**3.0 GENERAL REQUIREMENTS****3.1 Definitions:**

- 3.1.1 DND 8 Wing or Customer - 424 (Transport & Rescue) Squadron Commanding Officer, or the authorized or designated representative.
- 3.1.2 Contractor – Company or individual who is issued the Standing Offer.

**3.2 Location of Work Site:**

- 3.2.1 8 Wing is located four (4) Km east of Trenton, Ontario on Highway #2.
- 3.2.2 424 (Transport & Rescue) Squadron is located in 9 Hanger on the north side of Highway #2.
- 3.2.3 Specified work is to be carried out in 1 Hanger, Bay 3 or 4 on the north side of Highway #2.

**3.3 Description of Work:**

Work under this Standing Offer comprises the provision of all labour required to meet or exceed the requirements in accordance with this Standing Offer, specified standards, codes and referenced documents.

3.3.1 In general terms, the work includes the following:

- 2.3.1.1 Preparation of washing materials and equipment;
- 2.3.1.2 Placing of washstands and equipment;
- 2.3.1.3 Washing of aircraft;
- 2.3.1.4 Re-rinsing of aircraft;
- 2.3.1.5 Application of water displacement compounds; and
- 2.3.1.6 Clean up of wash facility.

3.3.2 Cleaning up of wash facility consists of:

- 2.3.2.1 Cleaning of equipment and moving of washstands to designated areas;
- 2.3.2.2 Return of materials, empty containers, pallets, and other associated items to designated areas;
- 2.3.2.3 Shutdown and securing of cleaning equipment;
- 2.3.2.4 Hosing down of hanger floor after wash is complete;
- 2.3.2.5 Cleaning of aircraft wash rack and washroom;
- 2.3.2.6 Disposal of garbage and waste related to wash to designated area;
- 2.3.2.7 Return of issued items to tool crib; and
- 2.3.2.8 Placement of wheel covers on stand to dry.

3.4 Classifications of Wash Jobs

3.4.1 Full wash job consists of the following:

- 3.4.1.1 Include the exterior and interior cleaning of the aircraft as per Reference E "Aircraft Cleaners Check List for CC130"; and
- 3.4.1.2 Minimum of forty-eight (48) hours notice to contractor.

3.4.2 Partial wash job consists of the following:

- 3.4.2.1 Include the exterior and interior cleaning set forth by the Technical Authority and as per each individual call-up;
- 3.4.2.2 Extent of wash will be directed by the Technical Authority and as per each individual call-up; and
- 3.4.2.3 Minimum of forty-eight (48) hours notice to contractor.

3.4.3 Washing of removed aircraft parts:

- 3.4.3.1 Contractor to wash aircraft parts as required;

3.4.3.2 Timing to be determined by the Technical Authority and as per each individual call-up; and

3.4.3.3 Minimum of twenty-four (24) hours notice to contractor.

#### **4.0 SPECIFIC REQUIREMENTS**

##### **4.1 Onsite Documents**

DND, 8 Wing Site Authority will maintain at the job site one copy of the following:

- 4.1.1 Standing Offer or Contract documents;
- 4.1.2 References;
- 4.1.3 Tentative wash job schedule;
- 4.1.4 Material Safety Data Sheets (MSDS) (supplied by contractor);and
- 4.1.5 Other modifications to Standing Offer or Contract.

##### **4.2 Products/Material Supplied by DND, 8 Wing Trenton**

- 4.2.1 Fall arrest system lines will be made available, maintained, and replaced by DND 8 Wing. Condition to be monitored by the Contractor, who must notify DND 8 Wing Site Authority as required. DND 8 Wing Site Authority will provide initial training on the fall restraint safety system;
- 4.2.2 DND 8 Wing Site Authority will regulate access to the tool crib. Access will only be granted if a need arises which is directly related to the washing of the aircraft; and
- 4.2.3 Aircraft maintenance stands will be made available, maintained, and replaced by DND 8 Wing. Condition to be monitored by the Contractor who must notify DND 8 Wing Site Authority as required.
- 4.2.4 All wash equipment (excluding wash wands, heads and pads) will be made available, maintained, and replaced by DND 8 Wing Site Authority. Specifically the wash equipment supplied will be the Portafoamer 01-161-5903 and the pressure wash trailer 21-914-6298 including the pressure washers will be made available, maintained, and replaced by DND 8 Wing Site Authority. Condition to be monitored by the Contractor, who must notify DND 8 Wing Site Authority as required.

##### **4.3 Material and Equipment Supplied by Contractor**

- 4.3.1 All cleaning compounds and chemicals required for washing exterior and interior surfaces of aircraft to be supplied by Contractor and must be found on the approved materials list in C-12-010-040/TR-021. All cleaning compounds and chemicals must be used in accordance with manufacturer's instructions. Whenever the required cleaning compounds and chemicals are not readily available, the Contractor will immediately notify the Site or Technical Authority, preferably in writing. Alternate products for use must be approved for use by the Site or Technical Authority. Under no circumstances must un-recommended flammable or hazardous materials' products be used for cleaning and allowed to collect in the washbasins;
- 4.3.2 All wash wands, wand heads and wand pads to be supplied, maintained, repaired and replaced by Contractor at the Contractor's expense;

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- 4.3.3 Contractor is responsible for co-ordination and purchase of supplies, wands, and materials required by Contractor. The Contractor will be responsible for documenting their use of supplies, products and equipment;
- 4.3.4 Material Safety Data Sheets (MSDS) for all cleaning compounds and chemicals to be supplied by Contractor; and
- 4.3.5 All Personal Protective Equipment (PPE) will be supplied, maintained, repaired and replaced by Contractor. PPE shall be maintained in accordance with Canada Labour Code during the period of the Standing Offer.
- 4.4 Timing of Aircraft Washes
- 4.4.1 Contractor will respond to DND 8 Wing Site Authority's notification of aircraft washes - both full and partial within 48 hours; and for washing of removed aircraft parts within 24 hours; and
- 4.4.2 Contractor will be required to be available for work 24 hours a day, 7 days a week including holidays.
- 4.5 Contractors Use of Site
- 4.5.1 Use of site will be limited to Hanger 1;
- 4.5.2 Contractor will not unreasonably encumber site with materials or equipment;
- 4.5.3 Contractor will not move stored products or equipment, which interfere with operations of DND 8 Wing or other contractors. When stored products or equipment need to be moved, the Contractor will notify the Site and or Technical Authority, who will make the necessary arrangements for their relocation;
- 4.5.4 Contractor will execute work with least possible interference or disturbance to DND's normal use of premises. Contractor will arrange with DND 8 Wing Site Authority to facilitate execution of work;
- 4.5.5 Where equipment (i.e. Maintenance stands) exist in building, only those assigned for Contractor's use shall be used for work within the hanger;
- 4.5.6 Use of the fall restraint safety system installed in the Hanger is mandatory, IAW Reference 6, when walking on aircraft. DND personnel will perform training on the use of the fall restraint safety system. Use of a fall restraint safety harness is mandatory, IAW Reference 6. Should the Contractor choose to use the DND fall restraint safety harness' available, the Contractor must sign them out at the 1 Hanger tool crib;
- 4.5.7 Should the Contractor choose to use restraint harness' and equipment other than those specifically made available for use by DND, these items must be authorised in writing by 424 Transport & Rescue Sqn CO provided; and
- 4.5.8 The Contractor's personnel will use the Contractor provided PPEs.
- 4.6 Partial Occupancy or Use
- DND personnel may require use of hangar areas during wash periods.
- 4.7 Project Meetings

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The Site and or Technical Authority will arrange project meetings and assume responsibility for setting times and location if required.

#### 4.8 Additional Drawings

The Site and or Technical Authority may furnish additional drawings to assist proper execution of work.

#### 4.9 Sanitary Facilities

Sanitary facilities will be available on site.

#### 4.10 Temporary Facilities

4.10.1 DND 8 Wing Site Authority will provide, free of charge, temporary electric power and water source for DND Hercules CC130 aircraft washing purposes;

4.10.2 DND 8 Wing Site Authority to determine delivery points and quantitative limits, including amount of wash water;

4.10.3 Supply of temporary services (electrical power and water lines) by DND 8 Wing Site Authority is subject to 8 Wing requirements and may be discontinued by the Site and or Technical Authority without notice. In an emergency situation or lockdown of the Hanger these services may have to be diverted without any warning. The Site and or Technical Authority will review alternate sources for these temporary services with the Contractor; and

4.10.4 The contractor must return all temporary facilities in the same condition as received.

#### 4.11 Delivery and Storage

4.11.1 DND 8 Wing Site Authority will provide secure storage facilities for contractor supplied wash equipment, materials, supplies and personal protective equipment (PPE);

4.11.2 Contractor will store materials in accordance with supplier's instructions;

4.11.3 DND 8 Wing Site Authority will designate storage areas;

4.11.4 Contractor will maintain storage premises in a neat and tidy condition at all times. PPE Property will be cared for and stored, garbage empty and area cleaned regularly.

4.11.5 Contractor will ensure all equipment and supplies are returned to storage upon completion of aircraft wash;

#### 4.12 Environmental Protection

4.12.1 Contractor will conduct cleaning and disposal operations which comply with local ordinances and environmental laws;

4.12.2 Store volatile waste in approved covered metal containers; and

4.12.3 Contractor must prevent damage to paved or concrete surfaces, buildings, landscaping, curbs, fences, and adjacent property. Contractor will make good of any damage caused by their personnel.

#### 4.13 Building Smoking Environment

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4.13.1 Contractor will comply with local smoking regulations.

## **5.0 AREA CLEANING REQUIREMENTS**

### **5.1 Post cleaning activities**

The Contractor must:

- 5.1.1 Conduct cleaning and disposal operations which comply with environmental protection regulations and laws;
- 5.1.2 Store volatile waste in compliance with environmental protection regulations and laws;
- 5.1.3 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose;
- 5.1.4 Use only cleaning materials in accordance with Reference 2 at Introduction above;
- 5.1.5 Ensure waste materials are placed in on-site containers which are supplied by DND 8 Wing;
- 5.1.6 Manage cleaning operations so that resulting dust, debris, and other contaminants will neither fall on newly cleaned surfaces nor contaminate aircraft or building systems;
- 5.1.7 Maintain work area in a neat and tidy condition and in accordance with health and safety. Materials or equipment left in and around the aircraft will be stored in a manner that does not create a hazardous condition for the Contractor's personnel or DND 8 Wing personnel;
- 5.1.8 Hose down hangar floor after wash is complete; and
- 5.1.9 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

## **6.0 PERSONNEL REQUIREMENTS**

- 6.1 Contractor must provide an on-site supervisor during wash operation who is trained and knowledgeable in aircraft wash procedures. Experienced on-site supervisor and other key personnel providing services are required.
- 6.2 Contractor must provide sufficient number of workers, above the age of majority in the Province of Ontario, to ensure efficient and orderly progression of cleaning operation within time limit as designated by the Site and or Technical Authority. Past Cleaning Experience indicates that:
  - 6.2.1 A wash crew of a minimum of six (6) personnel is recommended to successfully complete a full aircraft wash within one (1) normal working day;
  - 6.2.2 A wash crew of a minimum of six (6) personnel is recommended to successfully complete a partial aircraft wash within two (2) hours; and
  - 6.2.3 1400 gallons of water are typically used for a full DND Hercules CC130 wash job.
- 6.3 Contractor's corporate knowledge of managing and performing aircraft washing/cleaning will demonstrate the capability of the Contractor's and its wash crew's capability to perform work to a

standard and level of quality required and the ability to complete the aircraft wash within time period allowed.

## 7.0 Safety Measures

### 7.1 General Safety

The Contractor shall:

- 7.1.1 Observe safety measures required by Reference 5, 6, Provincial Government Regulations, Workers Compensation Board, and municipal statutes and authorities. In event of conflict or discrepancy between any provisions of above authorities, the most stringent shall apply;
- 7.1.2 Comply with all standing orders or other regulations in force on the site where work is to be performed;
- 7.1.3 All hazards created by contractor shall be marked with warning signs and/or barriers, and
- 7.1.4 Ensure all protective devices, barriers, boarding and the like are maintained in good order until completion of work under this Standing Offer and resultant call-ups (contract) or until removal is ordered by the Site and or Technical Authority.

### 7.2 Overloading

The Contractor shall ensure that no part of the aircraft is subject to loading that will endanger its safety or will cause damage or deformation.

### 7.3 HAZMAT – WHMIS

The Contractor shall:

- 7.3.1 Ensure that hazardous materials are used only by workers who are thoroughly educated to the risks involved with the material and are trained in safe work practices;
- 7.3.2 Immediately report to the Site and or Technical Authority suspected hazardous material not included in this contract and shall halt work in this area until direction has been received from the Site and Technical Authority. Ensure workers are equipped with all necessary PPE required by Labour Canada and/or Provincial Labour Department;
- 7.3.3 Supply and maintain protective clothing and equipment such as, but not limited to rubber gloves, face shields, goggles, respirators, aprons, and safety boots;
- 7.3.4 Apply the most stringent requirements between Provincial Government, Labour Canada, or Health and Welfare Canada regulations;
- 7.3.5 Accept liability and indemnifies the Crown in the event of injury or damage resulting from the use of or exposure to hazardous materials or objects;
- 7.3.6 Make available on site the MSDS for cleaning compounds and hazardous materials as supplied by Contractor;
- 7.3.7 Ensure all employees have read and understand the MSDS;
- 7.3.8 Keep a written record of employee's acknowledgment of having read the MSDS, and
- 7.3.9 Direct all questions regarding hazardous materials to the Site and or Technical Authority.

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## **8.0 SITE VISIT (Pre-Commencement Meeting)**

Upon issue of the standing offer and prior to commencing any work, the Contractor must report to the TA in this specification. This initial post award visit will serve to permit the contractor to acquaint himself with all conditions that may affect his work prior to visiting the work site .

**ANNEX "B"****BASIS OF PAYMENT**

The Standing Offer will be limited to the actual supplies and services ordered and delivered/performed.

SERVICE WASH RATE IS AN "ALL INCLUSIVE COST" WHICH COVERS ALL EXPENSES THAT ARE REQUIRED TO PERFORM THE WORK ON SITE.

Where a cost estimate has been submitted and accepted by the Site Authority, fully completed work or services will be performed or provided at a cost no greater than 110% of such estimate.

HST is not included in the pricing but will be extra and is to be shown as a separate item on all invoices.

**PRICING BASIS "A" - FOB DESTINATION**

**First Year Pricing:** Date of Issue to September 30, 2013

**Second Year Pricing:** October 01, 2013 to September 30, 2014 (1st Option yr.)

**Third Year Pricing:** October 01, 2014 to September 30, 2015 (2nd Option yr.)

**FOR THE FIRST YEAR - Date of Issue to September 30, 2013**

**(including all transportation charges to and from job site)**

	Est. Usage	Unit Price DDP (without HST)
<b>Full Aircraft Wash - interior + exterior</b>		
1. per Hercules aircraft: price per wash performed <b>Within one (1) normal working day</b> (hours from 08:00 to 16:00 hours 7 days a week), price to include wash crew of minimum (5) personnel, plus the on-site supervisor and personnel protective equipment.	ea 12	\$_____ea
2. per Hercules aircraft: price per wash performed after normal working day and including holidays (hours from 16:00 to 08:00 hours 7 days a week), price to include wash crew of minimum (5) personnel, plus the on-site supervisor and personnel protective equipment.	ea 2	\$_____ea
3. washing of removed aircraft parts: price per hour, Contractor to wash a/c parts as required. Timing to be determined by Engineer. Minimum of 24 hrs notice to contractor, Minimum two hours work not to exceed six hours	hr 250	\$_____hr
<b>Partial Aircraft Wash - interior + exterior</b>		
1. per Hercules aircraft: price per wash performed <b>within one (1) normal working day</b> (hours from 08:00 to 16:00 hours 7 days a week), price to	ea 4	\$_____ea

include wash crew of minimum (5) personnel, plus the on-site supervisor and personnel protective equipment.

- |    |                                                                                                                                                                                                                                                                       |       |           |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------|
| 2. | per Hercules aircraft: price per wash performed after normal working day and including holidays (hours from 16:00 to 08:00 hours 7 days a week), price to include wash crew of minimum (5) personnel, plus the on-site supervisor and personnel protective equipment. | ea 1  | \$_____ea |
| 3. | washing of removed aircraft parts: price per hour, Contractor to wash a/c parts as required. Timing to be determined by the Technical Authority. Minimum of 24 hrs notice to contractor, Minimum two hours work not to exceed four hours                              | hr 50 | \$_____hr |

**FOR THE SECOND YEAR - October 1, 2013 to September 30, 2014  
(including all transportation charges to and from job site)**

	<b>Est. Usage</b>	<b>Unit Price DDP (without HST)</b>
<b>Full Aircraft Wash - interior + exterior</b>		
1.	per Hercules aircraft: price per wash performed within one (1) normal working day (hours from 08:00 to 16:00 hours 7 days a week), price to include wash crew of minimum (5) personnel, plus the on-site supervisor and personnel protective equipment.	ea 12 \$_____ea
2.	per Hercules aircraft: price per wash performed <b>after normal working day and including holidays</b> (hours from 16:00 to 08:00 hours 7 days a week), price to include wash crew of minimum (5) personnel, plus the on-site supervisor and personnel protective equipment.	ea 2 \$_____ea
3.	washing of removed aircraft parts: price per hour, Contractor to wash a/c parts as required. Timing to be determined by the Technical Authority. Minimum of 24 hrs notice to contractor, Minimum two hours work not to exceed six hours	hr 250 \$_____hr
<b>Partial Aircraft Wash - interior + exterior</b>		
1.	per Hercules aircraft: price per wash performed <b>within one (1) normal working day</b> (hours from 08:00 to 16:00 hours 7 days a week), price to include wash crew of minimum (5) personnel, plus the on-site supervisor and personnel protective equipment.	ea 4 \$_____ea
2.	per Hercules aircraft: price per wash performed	ea 1 \$_____ea

**after normal working day and including holidays** (hours from 16:00 to 08:00 hours 7 days a week), price to include wash crew of minimum (5) personnel, plus the on-site supervisor and personnel protective equipment.

- |    |                                                                                                                                                                                                                                          |       |           |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------|
| 3. | washing of removed aircraft parts: price per hour, Contractor to wash a/c parts as required. Timing to be determined by the Technical Authority. Minimum of 24 hrs notice to contractor, Minimum two hours work not to exceed four hours | hr 50 | \$_____hr |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------|

**FOR THE THIRD YEAR - October 01, 2014 to September 30, 2015  
(including all transportation charges to and from job site)**

	<b>Est. Usage</b>	<b>Unit Price DDP (without HST)</b>
<b>Full Aircraft Wash - interior + exterior</b>		
1.	per Hercules aircraft: price per wash performed <b>within one (1) normal working day</b> (hours from 08:00 to 16:00 hours 7 days a week), price to include wash crew of minimum (5) personnel, plus the on-site supervisor and personnel protective equipment.	ea 12 \$_____ea
2.	per Hercules aircraft: price per wash performed <b>after normal working day and including holidays</b> (hours from 16:00 to 08:00 hours 7 days a week), price to include wash crew of minimum (5) personnel, plus the on-site supervisor and personnel protective equipment.	ea 2 \$_____ea
3.	washing of removed aircraft parts: price per hour, Contractor to wash a/c parts as required. Timing to be determined by the Technical Authority. Minimum of 24 hrs notice to contractor, Minimum two hours work not to exceed six hours	hr 250 \$_____hr
<b>Partial Aircraft Wash - interior + exterior</b>		
1.	per Hercules aircraft: price per wash performed <b>within one (1) normal working day</b> (hours from 08:00 to 16:00 hours 7 days a week), price to include wash crew of minimum (5) personnel, plus the on-site supervisor and personnel protective equipment.	ea 4 \$_____ea
2.	per Hercules aircraft: price per wash performed <b>after normal working day and including holidays</b> (hours from 16:00 to 08:00 hours 7 days a week), price to include	ea 1 \$_____ea



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File No. - N° du dossier

KIN-2-38107

Buyer ID - Id de l'acheteur

kin620

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

W0125-2-T003

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

**(attached)**

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**ANNEX "D"****INSURANCE REQUIREMENTS****1. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**2. Aviation Liability Insurance**

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, 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.
2. The Aviation 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, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. 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.
  - d. 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.
  - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
  - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such

sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.

- g. 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.
- h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Products and Completed Operations: To cover liability arising from the sale and service of aviation products, assembly and repair activities, in connection with the Work performed by or on behalf of the Contractor.
- j. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.
- k. Non-owned Aircraft Liability: To protect the Contractor for liabilities arising from its use of aircraft owned by other parties including Canada.

### 3. Environmental Impairment Liability Insurance

1. The Contractor must obtain Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - d. Separation of Insureds: 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.
  - d. 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.
  - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.



Government of Canada / Gouvernement du Canada

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W0125-2-T003 (oid 43012522003)

Security Classification / Classification de sécurité  
Unclass

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	424(T&R) Sqn, 8 Wing Trenton
2. Branch or Directorate / Direction générale ou Direction	RCAF
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 External and internal washing of CC130 aircraft	
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 (e.g. cleaners, maintenance personnel) 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 checked="" 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 checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C / PROTÉGÉ C <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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclass

Canada



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**PART A (continued) / PARTIE A (suite)**

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

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

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

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

Special comments:  
Commentaires spéciaux: Reliability required for 8 Wing Restricted Area Pass

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 unscrained personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
If Yes, will unscrained personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes

**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

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

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED materiel 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

**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

e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Y aura-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No  Yes

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Security Classification / Classification de sécurité Unclass
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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	NATO CONFIDENTIAL / NATO CONFIDENTIEL	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?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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Contract Number / Numéro du contrat WD125-2-T003
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) MWO Derrick Ross	Title - Titre Senior Aircraft Maint Superintendent	Signature 	
Telephone No. - N° de téléphone 613-392-2811 ext 3963	Facsimile No. - N° de télécopieur 613-965-2255	E-mail address - Adresse courriel derrick.ross@forces.gc.ca	Date 4 Jul 2012
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Tippy Graham - CF MP GP HQ - Industrial Security Senior Security Analyst	Title - Titre Industrial Security	Signature 	
Telephone No. - N° de téléphone Tel: 416-940-1035 / Fax: 416-940-1000	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: tippy.graham@forces.gc.ca	Date 05 July 2012
15. Are there additional instructions (e.g., Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature 	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 25/07/2012

Jill Mahon  
Contract Security Officer, Contract Security  
Jill.Mahon@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-960-0164 / Fax/Télec - 613-954-