

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Pacific Region  
401 - 1230 Government Street  
Victoria, B.C.  
V8W 3X4  
Bid Fax: (250) 363-3344

**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**

<b>Title - Sujet</b> GRASS CUTTING SERVICES	
<b>Solicitation No. - N° de l'invitation</b> W0103-125088/A	<b>Date</b> 2012-11-30
<b>Client Reference No. - N° de référence du client</b> W0103-125088	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-246-6104	
<b>File No. - N° de dossier</b> VIC-1-34774 (246)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-01-31</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kobenter, Hélène	<b>Buyer Id - Id de l'acheteur</b> vic246
<b>Telephone No. - N° de téléphone</b> (250) 363-3404 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> SEE HEREIN	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>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</b> <b>(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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**\*\* THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT \*\***

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Security Requirements Checklist, and the Task Authorization Form DND 626.

### 2. Summary

This requirement is for periodic grass cutting and trimming services at various sites within British Columbia for the Department of National Defence, CFB Esquimalt, Vancouver Island, BC Canada. Additional grass cuts, trims and other miscellaneous grass maintenance services that may be required on an "as and when requested" basis are included on a Task-Authorized basis.

The period of the contract will be for two (2) years from the date of award with the irrevocable option to extend the term of the contract by one (1) additional year period under the same conditions.

The requirement is divided in five (5) geographical servicing zones.

Estimated expenses per year per servicing zone (GST/HST included):

Zone 1: Greater Victoria - Dockyard/Naden	\$147,000.00
Zone 2: Greater Victoria - Armouries/Workpoint/Permanent Married Quarters (PMQs)	\$116,000.00
Zone 3: Greater Victoria - Colwood/Albert Head/Rocky Point	\$162,000.00
Zone 4: Nanaimo/Canadian Forces Maritime Experimental and Test Ranges (CFMETR) Nanoose	\$ 87,000.00
<u>Zone 5: Greater Victoria - Canadian Forces Ammunition Depot Rocky Point Zone-X</u>	<u>\$110,000.00</u>
	\$622,000.00

The firm portion of work based on the service schedule detailed in the Statement of Work represents approximately 85% of the above noted estimated yearly expenses.

**MANDATORY SITE VISIT(S):** It is mandatory that the Bidder or a representative of the Bidder attend the site visit(s) for the applicable zone(s) for which the Bidder will be submitted a bid. Arrangements have been made for site visit to be held on :

- For zones 1, 2, 3, and 5 (Greater Victoria):
  - Date: January 9, 2013
  - Location: Naden 129 Security Office Naden Way & Admirals Road
  - Time: 10:00 a.m. Pacific Standard Time

- For zone 4 (Nanaimo/Nanoose):  
 Date: January 16, 2013  
 Location: CF Metr Ranchpoint Building 6  
 Time: 10:30 a.m. PST

Bidders must communicate with the Contracting Authority by no later than January 2, 2013 at 3:00 p.m PST to confirm attendance and provide the names of the person(s) who will attend. Failure to confirm attendance by the specified date and time will result in a bidder not being granted access to the site visit proceedings. Bidders will be required to sign an attendance form during the site visit. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative to the visit for a particular zone will not be given an alternative appointment and their bids for that particular zone will be deemed non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

A **BIDDER'S CONFERENCE** will be held in conjunction with the mandatory site visits. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative to the bidder's conference. Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table by no later than January 2, 2013 at 3:00 p.m PST. Any clarifications or changes to the bid solicitation resulting from the bidder's conference will be included as an amendment to the bid solicitation. Bidders who do not attend the bidder's conference will not be precluded from submitting a bid.

Interested suppliers may submit a bid on one, two, three, four, or all five zones. A bid must comply with all requirements of the solicitation and all mandatory technical and financial evaluation criteria to be declared responsive. Bids will be evaluated separately for each zone. The response bid with the lowest aggregate evaluated total price for each zone will be recommended for award of a Contract. Canada intends to issue only one (1) contract award by service area.

There is a **SECURITY REQUIREMENT** associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents Web site](#).

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

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

This PWGSC office provides procurement services to the public in English.

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

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

Delete: sixty (60) days

Insert: two hundred and eighty (280) days

## 2. Submission of Bids

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

## 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) 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 British Columbia.

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(s)

It is mandatory that the Bidder or a representative of the Bidder attend the site visit(s) for the applicable zone(s) for which the Bidder will be submitted a bid. Arrangements have been made for site visit to be held on :

- For zones 1, 2, 3, and 5 (Greater Victoria):
  - Date: January 9, 2013
  - Location: Naden 129 Security Office Naden Way & Admirals Road
  - Time: 10:00 a.m. Pacific Standard Time
- For zone 4 (Nanaimo/Nanoose):
  - Date: January 16, 2013

Location: CF Metr Ranchpoint Building 6  
Time: 10:30 a.m. PST

Bidders must communicate with the Contracting Authority by no later than January 2, 2013 at 3:00 p.m PST to confirm attendance and provide the names of the person(s) who will attend. Failure to confirm attendance by the specified date and time will result in a bidder not being granted access to the site visit proceedings. Bidders will be required to sign an attendance form during the site visit. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative to the visit for a particular zone will not be given an alternative appointment and their bids for that particular zone will be deemed non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 6. Mandatory Bidder's conference

A bidder's conference will be held in conjunction with the mandatory site visits. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative to the bidder's conference. Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table by no later than January 2, 2013 at 3:00 p.m PST. Any clarifications or changes to the bid solicitation resulting from the bidder's conference will be included as an amendment to the bid solicitation. Bidders who do not attend the bidder's conference will not be precluded from submitting a bid.

## 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 - One (1) hard copy**

**Section II: Financial Bid - One (1) hard copy**

**Section III: Certifications - One (1) hard copy**

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, duo tangs 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**

### **II.1 Financial Evaluation Tables**

Bidders must submit their financial bid using the financial evaluation tables B1 through B5 provided under Annex B - Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

A submitted financial bid using a format other than that specified in Annex B will be declared non-responsive.

### **II.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 Evaluation Criteria**

- a. Bidders may bid on one (1), two (2), three (3), four (4) or all five (5) servicing zones identified in the solicitation document. Bidders must clearly identify their servicing zone selection in their technical offer, and submit their financial bid using the corresponding financial evaluation tables.
- b. Bidders must be capable of meeting all requirements listed in the Annex A - Statement of Work. Bidders must demonstrate in their technical bid compliance with all mandatory technical evaluation criteria listed at Annex A - Appendix A1 for each of the servicing zone selected.
- c. Bidders must have attended the mandatory site visits for the service delivery zone(s) identified in their technical offers and financial offers to be given further consideration. Compliance will be verified by the Contracting Authority against the attendance sheets signed by Bidders during the site visits.

- d. Bidders must sign and return a copy of page 1 of the bid solicitation document and related amendments to confirm their agreement with all the terms and conditions of the bid solicitation.
- e. Technical bids will be evaluated separately for each servicing zone.

Failure to meet any of the above mandatory technical evaluation criteria will result in the Bidder's bid being declared non-responsive and given no further consideration.

## 1.2 Financial Evaluation

### 1.2.1 Mandatory Financial Evaluation Criteria

- a. Bidders must submit their financial bid using the financial evaluation tables B1 through B5 provided at Annex B - Basis of Payment . The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.
- b. Bidders must submit firm prices for one or multiple delivery zones. Bids must include firm prices for all services listed in the servicing zone for which they submit prices. The groups of items are as follows:
  - 1. Servicing zone 1 = All services listed in Table B1 at Annex B
  - 2. Servicing zone 2 = All services listed in Table B2 at Annex B
  - 3. Servicing zone 3 = All services listed in Table B3 at Annex B
  - 4. Servicing zone 4 = All services listed in Table B4 at Annex B
  - 5. Servicing zone 5 = All services listed in Table B5 at Annex B

A financial bid addressing only a portion of the services listed in the servicing zone will be declared non-responsive.

Failure to meet any of the above mandatory financial evaluation criteria will result in the Bidder's bid being declared non-responsive and given no further consideration.

### 1.2.2 Calculation of Evaluated Total Bid Price

- a. The evaluated total bid price is the sum of the firm portion of work and of the estimated work to be performed on an "as and when requested basis" through task authorizations specified for each servicing zone for all three (3) periods of the Contract i.e. Year 1 + Year 2 + Option Year 3.
- b. The estimated yearly usage provided in the financial evaluation tables provided at Annex B - Basis of Payment will be applied to the firm rates and mark-up rates on materials submitted for each of the three (3) periods of the contract, then totalled.
- c. The estimated usage for the work to be performed on an "as and when requested" basis" through task authorizations is provided for financial evaluation purposes and does not represent a commitment by Canada. It is only an estimation of the potential value of all Task Authorizations which may be placed against the Contract.
- d. Financial bids will be evaluated separately for each servicing zone.

### 1.2.3 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB Destination, Canadian customs duties and excise taxes included.

## 2. Basis of Selection

## 2.1 Basis of Selection - Mandatory Technical and Financial Criteria

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

## 2.2 Number of Contract Awards

Canada intends to issue only one (1) contract per servicing zone. A contract may combine several servicing zones in the event the same bidder is recommended for award of contracts for multiple servicing zones.

# 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 Precedent to Contract Award

### 1.1 Code of Conduct and Certifications – Related Documentation

By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form- PWGSC-TPSGC 229](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html)) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals

mentioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

## 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

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

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

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953- 8768) a copy of the signed form **LAB 1168**, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture:

- ( ) 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), 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

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

### Definitions

For the purposes of this clause,

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

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

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

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

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

### Work Force Reduction Program

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

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

### **Certification**

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

### **2.3 Workers Compensation Certification - Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Worker's Compensation Board.

The Bidder must provide, within five (5) calendar days following a request from the Contracting Authority, a certificate or letter from the applicable Worker's Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 6 - SECURITY, FINANCIAL, AND INSURANCE REQUIREMENTS**

### **1. Security Requirement**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

### **2. Financial Capability**

SACC Manual clause A9033T (2012-07-16) Financial Capability

### **3. Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, 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

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request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **3.1 Insurance Requirements (*Foreign suppliers*)**

For foreign suppliers, the insurance broker or insurance company must possess a current A.M. Best's rating of no less than "A-" and confirm their rating in this letter.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

#### **1.1 Task Authorization (TA)**

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.

The Contractor must only perform work under Task Authorization for the grass cutting service delivery zone(s) for which it has been awarded a contract.

##### **1.1.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E.
2. 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.
3. The Contractor must provide the Project Authority, within three (3) calendar days of response, 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.
4. The Contractor must not commence work until a TA authorized by the Project 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.

##### **1.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of **\$25,000.00**, 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.

##### **1.1.3 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.

##### **1.1.4 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 on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows: *(Periods inserted at time of contract award)*

1st quarter: \_\_\_\_\_

2nd quarter: \_\_\_\_\_

3rd quarter: \_\_\_\_\_

4th quarter: \_\_\_\_\_

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

### Reporting Requirement - Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

#### For all authorized tasks:

- (i) 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
- (ii) the total amount, GST or HST extra, expended to date against all authorized TAs.

### 1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Department of National Defence, CFB Esquimalt, Construction and Engineering, Victoria BC. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 2.1 General Conditions

2010C (2012-11-19), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

## 3. Security Requirement

1. The Contractor 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 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 must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
  - (b) *Industrial Security Manual* (Latest Edition).

#### 4. Term of Contract

##### 4.1 Period of the Contract

The period of the Contract is for two (2) years from date of Contract award.

##### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 5. Authorities

##### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hélène Kobenter  
Procurement Officer  
Public Works and Government Services Canada  
1230 Government Street, Suite 401  
Victoria, British Columbia Canada V8W 3X4  
Telephone : (250) 363-3404  
E-mail: Helene.Kobenter@pwgsc-tpsgc.gc.ca

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

##### 5.2 Project Authority

The Project Authority for the Contract is: *(Inserted at time of contract award)*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work.

Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative *(As specified in the Bidder's bid)*

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

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

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

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

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

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

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

## 6. Payment

### 6.1 Basis of Payment for the Firm Portion of the Work

For the Work described in Table 1 - Grass cutting schedule of the Statement of Work in Annex A:

In Consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm rates, as specified in Annex B - Basis of Payment for a cost of \$\_\_\_\_\_ (*amount inserted at time of Contract award based on the firm rates offered by the Bidder for the applicable contract period and servicing zone(s)*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.2 Basis of Payment - Limitation of Expenditure for 'On and as Requested' Work Performed through Task Authorizations

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 at Annex B, to the limitation of expenditure specified in the TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the 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.

### 6.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. 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 \$\_\_\_\_\_ (*amount inserted at Contract award up to a maximum of 15 percent of the total cost specified under section 6.1 - Basis of Payment for the Firm Portion of the Work*). 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 will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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.
4. 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.

#### **6.4 SACC Manual Clauses**

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

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

H1001C (2008-05-12) Multiple Payments

### **7. Invoicing Instructions**

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

The Contractor must submit a separate invoice for each individual Task Authorization. Each invoice must be supported by

  - a. A copy of time sheets and overtime approved by the Project Authority;
  - b. A copy of invoices and receipts for all re-imbursable materials and rental equipment.
2. 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.

### **8. Certifications**

#### **8.1 Compliance**

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

#### **8.2 SACC Manual Clauses**

A0285C (2007-05-25) Workers Compensation

### **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (insert the name of the province or territory as specified by the bidder in its bid, if applicable).

### **10. Priority of Documents \***

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2012-11-19), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Security Requirement Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_ (*inserted at contract award*)

## 11. Insurance Requirements

### 11.1 Insurance Requirements (*Canadian Suppliers*)

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 fulfil 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) calendar 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.

### 11.2 Insurance Requirements (*Foreign Suppliers*)

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 fulfil 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) calendar 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 with a current A.M. Best's rating of no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 12. SACC Manual Clauses

- A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
- A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)
- A9062C (2011-05-16) Canadian Forces Site Regulations
- A9019C (2011-05-16) Hazardous Waste Disposal
- B7500C (2006-06-16) Excess Goods

## ANNEX A -STATEMENT OF WORK

### GRASS CUTTING SERVICES

**Dockyard/Naden (D), Work Point (W), Armouries (A), Colwood (C),  
PMQs (P), Nanaimo/Nanoose (N), and Rocky Point CFAD (R)**

**For the DEPARTMENT OF NATIONAL DEFENCE, CFB ESQUIMALT, BC**

Contractor required to provide Grass Cutting Services, which include:

- Mowing and weed / vegetation control of areas indicated on drawings DACPWN\*\*
- Trimming of lawn areas not accessible by lawnmower per drawings DACPWN
- Edging of lawns at shrub beds, flowerbeds, sidewalks and roads per drawings DACPWN
- Leaf pick-up on improved grounds and turf per drawings DACPWN

Landscaping, irrigation, and tree trimming services are expressly excluded from this requirement.

*\*\* Drawing DACPWN with estimated square footage information will be handed out to bidders at the Mandatory site visits (See Part 2, Bidder Instructions). Bidders are responsible for verifying the information provided prior to submitting their bid.*

Including but not limited to the following sites:

Zone	Sites	Locations
1	Dockyard/Naden (D)	Dockyard/Naden; Dockyard/Naden Sportsfield; Esquimalt RD Boulevard/Lyle Street
2	Workpoint (W)	Workpoint Lawns; Workpoint Fields
	Armouries (A)	724 Vanalman
	PMQs (P)	Belmont Park PMQ area; Pacific Community Ctr @ Rosebank Rd. & Ocean Blvd.
3	Colwood (C)	Colwood/Albert Head Road Side; Albert Head; Rocky Point service areas and berms
4	Nanaimo/Nanoose (N)	Nanaimo; Rifle Range; Nanaimo Camp; CF METR; Nanoose Bay
5	Rocky Point X Area (R)	Rocky Point (CFAD)

PMQs = Permanent Married Quarters

CFAD = Canadian Forces Ammunition Depot

CFMETR = Canadian Forces Maritime Experimental and Test Ranges

#### 1. GENERAL

**1.1 Uniformity:** Where more than one mower is used in a single area, mowers must be of the same make and model for identical cutting pattern and height.

**1.2 Quality of Work:** The Contractor must maintain grass areas:

- At as suitable height for safety and beautification.
- At an even height of cut without streaking or missed areas.
- Leaving no scalped edges or circle mower burns.

**1.3 Protection and Preparation:** The Contractor must:

- Prevent damage to buildings, building contents, vegetation, landscaping, curbs, sidewalks, tree, fences, motor vehicles and adjacent property. Any damaged caused by work performed by the Contractor must be replaced by the Contractor at no additional cost to Canada;
- Prior to commencing work remove site furnishings, irrigation systems, and debris\*\* in work area;
- Return irrigation and site furnishing to the original location and configuration upon completion of work. Damaged irrigation systems and site furnishing must be repaired to the satisfaction of the Project Authority or replaced with products of equal quality approved by the Project Authority.

*\*\*included in debris is any windblown branches or fallen leaves on site. Remove and dispose of debris from surface must occur before cutting grass.*

## 2. EQUIPMENT

**2.1 Equipment:** To perform services under this contract, the Contractor must provide the following list of equipment:

- Minimum 21" cut rear bagger mowers with mulching kits (Zone 1, 2, 3, and 4)
- Walk behind or Tractor type, 24" to 60" wide mower with mulching kit (Zone 1, 2, 3, and 4)
- Minimum 60" wide cut tractor type mower size (Zones 1 and 2: Workpoint, Colville Road - Ball diamonds, Soccer field.
- Trimmers (All zones).
- Tractor with minimum 12FT width of roadside cutting flails (Zone 5 - Rocky Point X Area)

**2.2 Maintenance:** All grass cutting equipment must be maintained with sharp cutting edges. The equipment will be inspected frequently by the Project Authority for compliance. Mowers of the type which cause scalping and turf damage must not be used. All other equipment must be maintained in good working condition.

## 3. EXECUTION

**3.1 Timing:** The Contractor must:

- Perform all work at all sites 0730-1630 Mon-Fri (All zones)
- Work during any other period to be approved by the Project Authority;
- Prior to commencement of contract, the Contractor and On-site Foreman must arrange for an on-site meeting with the Project Authority.
- Provide phone numbers to Project Authority. All calls must be returned within 4 hrs and actioned within 24 hrs.

**3.2 Overtime:**

No overtime work must be performed under the Contract unless authorized in advance and in writing by the Project Authority (or designated representative). Any request for payment at the rate(s) specified in the Contract/Standing Offer must be accompanied by a copy of the overtime authorization and a report containing such details as Canada may require with respect to the overtime work performed pursuant to the written authorization.

**3.3 Contractor's Use of Site:**

- Use of site limited to contracted areas as shown on drawings
- Access directly to and from work areas as indicted, subject to:
- Traffic regulations established by DND
- Security regulations established by DND

- Access to all areas of employment is restricted; all contract employees are required to obtain Contractor's passes.
- Provide safety and security of equipment.
- Normal military training will not be interrupted for the carrying out of the work under this Contract. The Contractor, will during its preliminary examination of the site consult with Project Authority to ascertain the times and areas included and will plan its work accordingly. Alternate work schedule to be arranged by Project Authority for work interruptions.

### 3.4 Parking:

Parking of the Contractor's vehicles will be permitted only within the areas marked for visitors. Contractor's vehicles must have signage clearly indicating the Contractor's company. Roadways are not to be blocked by equipment or vehicles including all outside parking areas.

### 3.5 Safety Requirements:

The Contractor must:

- Observe and enforce construction safety measures required by Canadian Construction Safety Code, Provincial Government, Workers' Compensation Board and Municipal statues and authorities;
- Ensure compliance with the standards of Part II Canada Labour Code and the Occupational Health and Safety Regulations as well as compliance with the Works' compensation Act and any regulations thereunder the said Act having to do with the prevention of accidents, the prevention of diseases and the provision of safe working conditions including proper safety equipment, lighting, and ventilation. In the event of conflict between the Workers' Compensation Act and Regulations and Canada Labour Code Part II, and Occupational Health and Safety Regulations, the most stringent provision applies;
- At no time leave equipment operating while unattended;
- Smoking is not permitted in areas where dry vegetation exists or while operating or refuelling equipment.

\*\* Extra Safety precautions are in place at Rocky Point X Area (Zone 5). Safety training and approval of designated employees is mandatory before work commences. Safety training / site evacuation orientation will be provided by the DND Safety Authority for Rocky Point at a date and time mutually agreed upon between DND and the Contractor. Safety training / site evacuation orientation may be required for the other sites.

### 3.6 Disposal of Waste:

Contractor must remove all waste from DND property and dispose of it in accordance with any applicable federal, provincial, regional, and municipal laws:-

### 3.7 Mowing:

All Areas must be cut by a sharp rotary type mower. Excess grass clipping must be removed after each cut for service Level A. At each mowing no more than 1/3 of the grass blade should be removed at any time. Refer to schedule/frequency at Table 1 of Annex A.

### 3.8 Trimming and Edging:

Contractor must:

- Trim grass around buildings, fences, hydrants, poles, signs, flowerbeds, hedges, trees, rock outcropping and all other physical obstructions within areas of grass cutting and other areas on the maps;
- Ensure trimming is completed prior to mowing;
- Trim grass to same height as mowed grass in the applicable areas;
- Prevent damage to tree and other physical obstruction when using mower trimmers and edgers;
- Tree ringed or de-barked by weed eaters or mowers upon Project Authority's evaluation will be replaced at no additional cost;

- NO chemicals may be used as a supplement to mechanical trimming/cutting;
- All improved areas will be trimmed every second mowing;
- Edging will be carried out in all cut areas which contain sidewalks, shrubs, flower-beds, curbs, and roadways every second moving. Areas widen through process of edging will be repaired to original at no additional cost. All improved areas will be trimmed every second mowing.

**3.9 Cleanup:**

- Grass clippings must not be left on mowed areas for Dockyard 101 and Naden 5 (Zone 1).
- Grass deposits on roadways must be removed.
- Sidewalks must be swept on completion of edging.

**3.10 Inspections:** The Project Authority will conduct weekly inspections. Each mowing/cut and trimming/edging must be completed and signed off by Project Authority prior to being invoiced. If work is deemed not satisfactory, the additional required work must be performed at no additional cost.

**3.11 Schedule:****Annex A - Schedule TABLE 1 - GRASS CUTTING SCHEDULE / FREQUENCY**

SERVICE LEVEL AREAS As per DACPWN Drawings	SERVICE LEVEL	FIRM REQUIREMENT	
		CUTS / Year	TRIMS / Year (Includes Edging)
<b>ZONE 1 - NADEN/DOCKYARD (D)</b>			
• Dockyard/Naden Sports Field	A	30	15
• Dockyard/Naden	B	20	11
• Esquimalt RP Boulevard/Lyle St	C	4	4
<b>ZONE 2 - WORKPOINT (W) / ARMOURIES (A) / PMQs (P)</b>			
Workpoint			
• Work Point Lawns	B	20	11
• Workpoint fields	C	4	4
Armouries			
• 724 Vanalman	B	20	11
PMQs			
• Belmont Park PMQ Area	B	20	11
• Pacific Community Centre			
<b>ZONE 3 - COLWOOD (C)</b>			
Colwood/Albert Head Road Side	B	20	11
Rocky Point Service Area & Berms	C	4	4
• Fire Hydrants Rocky Point			
• Sewage Lagoons at Rocky Point and Albert Head			
• Berms			
• Bunkers			
• Lab Area			
• Vegetation between X-Area fence line and Perimeter Road			

SERVICE LEVEL AREAS As per DACPWN Drawings	SERVICE LEVEL	FIRM REQUIREMENT	
		CUTS / Year	TRIMS / Year (Includes Edging)
<b>Zone 4 - NANAIMO/NANOOSE (N)</b>			
<ul style="list-style-type: none"> <li>Nanaimo Military Camp</li> <li>CFMETR Grounds</li> <li>Nanaimo Rifle Range includes all firing points, berms, top and slope butt area slope.</li> </ul>	B	20	11
<ul style="list-style-type: none"> <li>Nanaimo Rifle Range All areas in between the firing points on the 600 and 25 yard ranges (field mowing)</li> </ul>	C	4	4
<b>ZONE 5 - ROCKY POINT X AREA (X)</b>			
<ul style="list-style-type: none"> <li>Rocky Point X Area (CFAD)</li> <li>Field mowing / ditch, roadside</li> </ul>	C	4	4

#### Annex A - Schedule TABLE 2 - MONTHLY SERVICE REQUIREMENTS

MONTH	SERVICE LEVEL	FIRM REQUIREMENT	
		CUTS / Month	TRIMS / Month (includes Edging)
JULY	A	4	2
	B	2	1
	C	1	1
AUGUST	A	5	2
	B	2	1
SEPTEMBER	A	4	2
	B	2	1
	C	1	1
OCTOBER	A	2	1
	B	1	1
MARCH	A	2	1
	B	1	1
APRIL	A	4	2
	B	4	2
MAY	A	5	3
	B	4	2
	C	1	1
JUNE	A	4	2
	B	4	2
	C	1	1

## ANNEX A - APPENDIX A.1 - MANDATORY TECHNICAL EVALUATION CRITERIA

In their technical bid, bidders must demonstrate how they meet all requirements detailed in the Statement of Work at Annex A and address clearly and in sufficient depth all points that are subject to the evaluation criteria listed below 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.

Mandatory Technical Evaluation Criteria		Complies	Does not comply
1	<p><b>Company experience</b></p> <p>Bidders must provide with their bid a a brief description of their company' s experience <b>with a minimum of three (3) projects of similar size &amp; scope within the last five (5) years for each zone that they are bidding on.</b></p> <p>For each project, bidders must at a minimum include the following information with their bid:</p>		
	1.1 Project start and end-date		
	1.2 Project dollar (\$) value		
	1.3 Description of work performed and equipment used		
	1.4 Number of personnel used		
	1.5 Reference names and contact information (phone and or e-mail)		
2	<p><b>Equipment</b></p> <p>Bidders must provide with their bid a list of items and equipment proposed to perform the services detailed in this solicitation.</p> <p>At a minimum, Bidders must provide evidence of compliance with the following equipment requirements detailed under section 2.1 at Annex A:</p>		
	2.1 Minimum 21" cut rear bagger mowers with mulching kits (Zone 1, 2, 3, and 4)		
	2.2 Walk behind or Tractor type, 24" to 60" wide mower with mulching kit (Zone 1, 2, 3, and 4)		
	2.3 Minimum 60" wide cut tractor type mower size (Zones 1 and 2: Workpoint, Colville Road - Ball diamonds, Soccer field).		
	2.4 Trimmers (All zones)		
	2.5 Tractor with minimum 12FT width of roadside cutting flails (Zone 5 - Rocky Point X Area)		

## ANNEX B - BASIS OF PAYMENT

**Bidders must submit their financial bid using the financial evaluation tables provided in this Annex.**

### GRASS CUTTING SERVICES - FIRM REQUIREMENT

Bidders must submit **firm, all-inclusive rates for cuts and trims** for each period of the Contract (Year 1, Year 2, and Option Year 3) using the financial evaluation tables provided in this Annex.

Rates include all labour, tools, equipment, materials, supervision, fuel, transportation and profit required for grass cutting services based on the number of cuts, trims, and service level areas detailed in the firm service schedules in Tables 1 and 2 at Annex A. GST/HST is extra.

Firm rates also include all applicable clean-up, recycling, disposal, and tipping fees.

All trims include edging.

### MISCELLANEOUS GRASS CUTTING SERVICES PERFORMED UNDER TASK AUTHORIZATION

Include additional cuts and trims, trimming of grass/vegetation in rough areas, aeration services, and other grass cutting services not listed in the firm requirement service schedule.

Bidders must submit firm labour rates and mark-up rates on materials and rental equipment for each period of the Contract using the financial evaluation tables provided in this Annex.

The estimated usage for the work to be performed on an "as and when requested" basis" through task authorizations is provided for financial evaluation purposes and does not represent a commitment by Canada. It is only an estimation of the potential value of all Task Authorizations which may be placed against the Contract.

All expenses for miscellaneous services must be approved in writing by the Project Authority under Task Authorization prior to commencing the work.

- **Firm Labour Rates**

Bidders must submit firm hourly rates for each period of the Contract, GST/HST Extra.

Labour rates include all necessary labour, tools, equipment, fuel, materials, supervision, transportation and profit required to complete miscellaneous services on an "as and when requested" basis.

- Regular Hourly rate: 0730 to 1630 hours MON-FRI, except SAT, SUN and Statutory Holidays
- Overtime Hourly rate: 1631 to 0729 hours MON-FRI, and Firm Rate for SAT, SUN and Statutory Holidays

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed in this Annex.

The Contractor will be paid an initial one (1) hour minimum charge calculated from the time the Contractor arrives on-site. All additional chargeable time, over and above the first hour, will be rounded to the nearest quarter hour.

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There will be no travel time or travel and living expenses payable for services rendered within the grass cutting servicing zone.

The Contractor must only perform work under Task Authorization for the grass cutting service delivery zone(s) for which it has been awarded a contract.

Copies of time sheets and overtime approved by the Project Authority must be attached to invoices.

- **Firm mark-up on materials and rental equipment**

Bidders must submit firm mark-up rates for each period of the Contract, GST/HST Extra

The Contractor will be re-imbursed for material and rental equipment at the Bidder's laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges as applicable) plus a firm Mark-up percentage as specified below, and excluding GST/HST which must be shown as a separate item on the invoice for payment.

No rental charges will be paid for free issues items, for tools or equipment incidental to the trade, and for mandatory equipment listed in Annex A.

Copies of receipts must be attached to invoices.

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<b>Financial Evaluation TABLE B1 - ZONE 1 - FIRM RATES (GST/HST extra)</b>							
<b>ZONE 1 - NADEN/DOCKYARD (D)</b>		<b>YEAR 1</b> (12-month period from date of contract award)		<b>YEAR 2</b> (12-month period immediately following Year 1)		<b>OPTION YEAR 3</b> (12-month period immediately following Year 2)	
<b>Firm Requirement Per Annex A - Table 1</b>	<b>Service Level</b>	<b>Firm Yearly Quantity</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate or mark-up percentage</b>
Dockyard/Naden Sports Fields	A	Cut x 30	\$ each	\$ each	\$ each	\$ each	\$ / hour
		Trim x 15	\$ each	\$ each	\$ each	\$ / hour	
Dockyard/Naden	B	Cut x 20	\$ each	\$ each	\$ each	\$ each	\$ / hour
		Trim x 11	\$ each	\$ each	\$ each	\$ / hour	
Esquimalt RD boulevard/Lyle Street	C	Cut x 4	\$ each	\$ each	\$ each	\$ each	\$ / hour
		Trim x 4	\$ each	\$ each	\$ each	\$ / hour	
<b>Miscellaneous Services Under Task Authorization</b>		<b>Est. Yearly Quantity or \$ Amount</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>
Regular Hourly Rate		130 hours	\$ / hour	\$ / hour	\$ / hour	\$ / hour	\$ / hour
Overtime Hourly Rate		15 hours	\$ / hour	\$ / hour	\$ / hour	\$ / hour	\$ / hour
Mark-up on materials and rental equipment		\$10,000.00	+ _____ %	+ _____ %	+ _____ %	+ _____ %	+ _____ %

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<b>Financial Evaluation TABLE B2 - ZONE 2 - FIRM RATES (GST/HST extra)</b>					
<b>ZONE 2 - WORKPOINT (W) - ARMOURIES (A) - PMQs (P)</b>		<b>YEAR 1</b> (12-month period from date of contract award)	<b>YEAR 2</b> (12-month period immediately following Year 1)	<b>OPTION YEAR 3</b> (12-month period immediately following Year 2)	
<b>Firm Requirement Per Annex A - Table 1</b>	<b>Service Level</b>	<b>Firm Yearly Quantity</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>
Workpoint Lawns	B	Cut x 20 Trim x 11	\$ each \$ each	\$ each \$ each	\$ each \$ each
Workpoint Fields	C	Cut x 4 Trim x 4	\$ each \$ each	\$ each \$ each	\$ each \$ each
Armouries	B	Cut x 20 Trim x 11	\$ each \$ each	\$ each \$ each	\$ each \$ each
PMQs	B	Cut x 20 Trim x 11	\$ each \$ each	\$ each \$ each	\$ each \$ each
<b>Miscellaneous Services Under Task Authorization</b>		<b>Est. Yearly Quantity or \$ Amount</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>
Regular Hourly Rate		100 hours	\$ / hour	\$ / hour	\$ / hour
Overtime Hourly Rate		10 hours	\$ / hour	\$ / hour	\$ / hour
Mark-up on materials and rental equipment		\$8,000.00	+ _____ %	+ _____ %	+ _____ %

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<b>Financial Evaluation TABLE B3 - ZONE 3 - FIRM RATES (GST/HST extra)</b>							
<b>ZONE 3 - COLWOOD (C)</b>		<b>YEAR 1</b> (12-month period from date of contract award)		<b>YEAR 2</b> (12-month period immediately following Year 1)		<b>OPTION YEAR 3</b> (12-month period immediately following Year 2)	
<b>Firm Requirement Per Annex A - Table 1</b>	<b>Service Level</b>	<b>Firm Yearly Quantity</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>
Colwood / Albert Head	B	Cut x 20	\$ each	\$ each	\$ each	\$ each	\$ each
		Trim x 11	\$ each	\$ each	\$ each	\$ each	\$ each
Rocky Point Service Area & Berms	C	Cut x 4	\$ each	\$ each	\$ each	\$ each	\$ each
		Trim x 4	\$ each	\$ each	\$ each	\$ each	\$ each
<b>Miscellaneous Services Under Task Authorization</b>		<b>Est. Yearly Quantity or \$ Amount</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>
Regular Hourly Rate		140 hours	\$ / hour	\$ / hour	\$ / hour	\$ / hour	\$ / hour
Overtime Hourly Rate		15 hours	\$ / hour	\$ / hour	\$ / hour	\$ / hour	\$ / hour
Mark-up on materials and rental equipment		\$11,000.00	+ _____ %	+ _____ %	+ _____ %	+ _____ %	+ _____ %

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<b>Financial Evaluation TABLE B4 - ZONE 4 - FIRM RATES (GST/HST extra)</b>							
<b>ZONE 4 - NANAIMO / NANOOSE (N)</b>		<b>YEAR 1</b> (12-month period from date of contract award)		<b>YEAR 2</b> (12-month period immediately following Year 1)		<b>OPTION YEAR 3</b> (12-month period immediately following Year 2)	
<b>Firm Requirement Per Annex A - Table 1</b>	<b>Service Level</b>	<b>Firm Yearly Quantity</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>
Nanaimo / CFMETR	B	Cut x 20	\$ each	\$ each	\$ each	\$ each	\$ each
		Trim x 11	\$ each	\$ each	\$ each	\$ each	\$ each
Nanaimo	C	Cut x 4	\$ each	\$ each	\$ each	\$ each	\$ each
		Trim x 4	\$ each	\$ each	\$ each	\$ each	\$ each
<b>Miscellaneous Services Under Task Authorization</b>		<b>Est. Yearly Quantity or \$ Amount</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>
Regular Hourly Rate		80 hours	\$ / hour	\$ / hour	\$ / hour	\$ / hour	\$ / hour
Overtime Hourly Rate		10 hours	\$ / hour	\$ / hour	\$ / hour	\$ / hour	\$ / hour
Mark-up on materials and rental equipment		\$6,000.00	+ _____ %	+ _____ %	+ _____ %	+ _____ %	+ _____ %

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<b>Financial Evaluation TABLE B5 - ZONE 5 - FIRM RATES (GST/HST extra)</b>				
<b>ZONE 5 - ROCKY POINT X AREA (R)</b>		<b>YEAR 1</b> (12-month period from date of contract award)	<b>YEAR 2</b> (12-month period immediately following Year 1)	<b>OPTION YEAR 3</b> (12-month period immediately following Year 2)
<b>Firm Requirement Per Annex A - Table 1</b>	<b>Service Level</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>	<b>Firm all-inclusive rate</b>
Rocky Point X Area	C	Cut x 4 \$ each	each \$	each \$
		Trim x 4 \$ each	each \$	each \$
<b>Miscellaneous Services Under Task Authorization</b>		<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>	<b>Firm all-inclusive rate or mark-up percentage</b>
Regular Hourly Rate		\$ / hour	\$ / hour	\$ / hour
Overtime Hourly Rate		\$ / hour	\$ / hour	\$ / hour
Mark-up on materials and rental equipment		+ _____ %	+ _____ %	+ _____ %

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## ANNEX C - INSURANCE REQUIREMENTS

### C.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (SIB) 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.
  - (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - (o) 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

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on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment 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 Offeror'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 Offeror'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.

## **C.2 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.

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**ANNEX D - SECURITY REQUIREMENT CHECK LIST**

*(attached at end of solicitation document)*

**ANNEX E - DND 626 TASK AUTHORIZATION FORM**

*(attached at end of solicitation document)*



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

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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)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
DND		CFB ESQUIMALT	
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 Task Authorization contract for Grass cutting and trimming for all CFB Esquimalt. Sites include Dockyard, Naden, Workpoint, Lampson School, Ashton and Bay Street Armouries, Colwood, Albert Head, Rocky Point, PMQ's at Belmont Park, Nanaimo/Nanoosa CF METRE.			
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
5. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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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 / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:  
Commentaires spéciaux : If the contractor is required to access higher security zones, escort will be provided.

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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Security Classification / Classification de sécurité unclassified

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat W0103-12-5088
Security Classification / Classification de sécurité unclassified

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) Ron Ramsdale	Title - Titre Acting Contract Supervisor	Signature 
Telephone No. - N° de téléphone 250-363-7648	Facsimile No. - N° de télécopieur 250-363-5324	E-mail address - Adresse courriel Ronald.Ramsdale@forces.gc.ca
		Date 27 JAN 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	Signature 
Telephone No. - N° de téléphone Tel: 613-946-1035 / Fax: 613-949-1069	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: tippy.graham@forces.gc.ca
		Date 27 mar 2012

15. Are there additional instructions (e.g. Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  No / Non  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) Jill Mahon	Title - Titre Contract Security Officer, Contract Security Division	Signature 
Telephone No. - N° de téléphone Tel/Tél - 613-960-0164 / Fax/Télec - 613-954-4171	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Jill.Mahon@nsgc.nwssc.gc.ca
		Date Apr 11 / 2012

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

<p>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.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <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> <p><b>À L'ENTREPRENEUR</b></p> <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>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> 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>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		