

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 LaurierSt./ 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT**

**CE DOCUMENT CONTIENT UNE CONDITION DE  
SÉCURITÉ.**

<b>Title - Sujet</b> Iqaluit snow removal 11-16	
<b>Solicitation No. - N° de l'invitation</b> EJ196-120085/A	<b>Date</b> 2012-04-26
<b>Client Reference No. - N° de référence du client</b> 20120085	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-279-60364	
<b>File No. - N° de dossier</b> fk279.EJ196-120085	<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 2012-05-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<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> Ladouceur, Joanne	<b>Buyer Id - Id de l'acheteur</b> fk279
<b>Telephone No. - N° de téléphone</b> (819) 956-6647 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PWGSC, Iqaluit Snow Removal, Iqaluit-Nu, X0A-0H0	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

<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>

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Comprehensive Land Claims Agreement (CLCA)
4. Procurement Strategy for Aboriginal Business (PSAB)
5. Trade Agreements - Set Aside
6. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Improvement of Requirement During Solicitation Period
6. Scope of Work

### **PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instruction
  - Section I: Technical Bid
  - Section II: Financial Bid
  - Section III: Certifications

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Certifications Precedent to Contract Award

### **PART 6 - SECURITY**

1. Security Requirement

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

1. Requirement
2. Standard Clauses and Conditions
3. Security Requirement
4. Comprehensive Land Claims Agreement
5. Term of Contract
6. Authorities
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Insurance Requirements
13. Cellular Phones and/or Pagers
14. Government Site Regulations
15. Workers Compensation

Solicitation No. - N° de l'invitation

EJ196-120085/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

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

20120085

File No. - N° du dossier

fk279EJ196-120085

CCC No./N° CCC - FMS No/ N° VME

---

**List of Appendixes:**

- Appendix "A" Statement of Work EJ196-120085
- Appendix "B" Federal Facility Snow Clearing Inventory - Iqaluit (Nunavut)
- Appendix "C" Security Requirements Check List

Solicitation No. - N° de l'invitation

EJ196-120085/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-120085

Buyer ID - Id de l'acheteur

fk279

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

20120085

CCC No./N° CCC - FMS No/ N° VME

---

## **NOTICE**

### **Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Joanne Ladouceur by facsimile 819-956-3600 or by e-mail to Joanne.Ladouceur@tpsgc-pwgsc.gc.ca .

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca/> or by dialing 1-866-368-4646 (Toll free)

---

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, 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.

### **List of Annexes:**

Appendix "A" Statement of Work EJ196-120085

Appendix "B" Federal Facility Snow Clearing Inventory - Iqaluit (Nunavut)

Appendix "C" Security Requirements Check List (SRCL)

### **2. Summary**

#### **2.1 Requirement**

To provide snow removal, disposal and ice control services including all labour, materials, tools, equipment and transportation for Public Works and Government Services Canada (PWGSC), located at Iqaluit, Nunavut, Canada. The locations include but are not limited to the Government of Canada Building, various other Crown owned buildings and housing as identified in Appendix "B". The services must be provided in accordance with the Statement of Work attached here as Appendix "A".

#### **2.2 Period of the Contract**

The period of any resulting Contract shall be for a period of two (2) years with three (3) options to extend the contract each for an additional consecutive twelve (12) month period.

#### **2.3 Security Requirement**

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

Solicitation No. - N° de l'invitation

EJ196-120085/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

f1k279

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

20120085

File No. - N° du dossier

f1k279EJ196-120085

CCC No./N° CCC - FMS No/ N° VME

---

### **3. Comprehensive Land Claims Agreement (CLCA)**

The procurement is subject to the Nunavut Land Claim Agreement. A copy of the Nunavut Land Claims Agreement (NLCA) may be obtained at the following Aboriginal Affairs and Northern Development Canada website: <http://www.aadnc-aandc.gc.ca/eng/1100100030601>

### **4. Procurement Strategy for Aboriginal Business (PSAB)**

This procurement is set-aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB).

### **5. Trade Agreements - Set Aside**

This procurement is set aside from the North American Free Trade Agreement (NAFTA) Annex 1001.2B, Article 1 (d); World Trade Organization - Agreement on Government Procurement (WTO-AGP), Appendix I, Article 1 (d); and Agreement on Internal Trade (AIT) Article 1802, under the provision that each has for set-asides for small and minority businesses.

### **6. 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

- Section 12 of 2003, Standard Instructions entitled Rejection of Bid, is amended as follows:

Replace subsection 1. (a) and (b) with the following:

1. Canada may reject a bid where any of the following circumstances is present:
  - (a) the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
  - (b) an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform.

***The bidder must be in compliance with the Code of Conduct for Procurement, Standard Instructions - Goods or Services - Competitive Requirements.***

### **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 **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

Solicitation No. - N° de l'invitation

EJ196-120085/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

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

20120085

File No. - N° du dossier

fk279EJ196-120085

CCC No./N° CCC - FMS No/ N° VME

---

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 the province or territory where the work is performed.

#### **5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

#### **6. Scope of Work**

It shall be the Contractor's responsibility to ascertain the entire Scope of Work and conditions affecting the work before submission of a bid for this requirement. No allowance shall be made for any extra expense incurred through failure to do so.

### **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**  
**Section II: Financial Bid**  
**Section III: Certifications**

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

Bidders shall duly complete and SIGN the first page of their Request for Proposal document, or upon request from the Contracting Authority.

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

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

#### **1.1 Bidder's Experience and Past Performance.**

1. The bidder must provide evidence of its experience and past performance by referencing two (2) Projects, Contracts or Standing Offers (SO) satisfactorily completed within the past five (5) years, wherein the range of snow removal services provided were comparable in scope and complexity to those described in the Request for Proposal.
2. The evidence provided by the bidder may be verified by Canada. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the bidder being disqualified and no further consideration will be given to the bidder.
3. If the bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be accessed. For each reference provided, the Bidder must address the information contained as shown in the charts that follow.

Solicitation No. - N° de l'invitation

EJ196-120085/A

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

20120085

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-120085

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

<b>REFERENCE NO. 1:</b>	
Name of Client Organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Name & Phone Number of Client Contact	Name: _____ Phone Number: _____
Location of the project or contract:	_____
Value of the project or contract	\$ _____
Performance Period of contract: <b>(indicate day, month and year)</b>	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of project/contract: _____ _____ _____	

<b>REFERENCE NO. 2:</b>	
Name of Client Organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Name & Phone Number of Client Contact	Name: _____ Phone Number: _____
Location of the project or contract:	_____
Value of the project or Contract	\$ _____
Performance Period of contract: <b>(indicate day, month and year)</b>	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of project/contract: _____ _____ _____	

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Pricing detailed below. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

**1. Basis of Pricing (MANDATORY)**

The following requirement **MUST** be strictly adhered to: Failure to do so shall render the bidder's proposal as non-responsive.

**Pricing Schedule 1:****Firm Portion: Regular snow removal and ice control services:**

Firm all inclusive rates including, profit, overhead and all related costs, for the work detailed in the Scope of Work, at Appendix A for all locations identified in Appendix B.

IT IS MANDATORY that the bidders submit firm prices/rates in Canadian Funds for the five (5) years for all items listed hereafter (Pricing Schedule 1, 2...)

<b>1.1 (A) PERIOD - YEAR ONE (1) 1 JUNE 2012 TO 31 MAY 2013</b>			
<b>MONTH</b>	<b>A Government of Canada Buildings</b>	<b>B Housing (including mechanical rooms)</b>	<b>Extended Pricing A + B</b>
June	\$ _____	\$ _____	\$ _____
July	\$ _____	\$ _____	\$ _____
August	\$ _____	\$ _____	\$ _____
September	\$ _____	\$ _____	\$ _____
October	\$ _____	\$ _____	\$ _____
November	\$ _____	\$ _____	\$ _____
December	\$ _____	\$ _____	\$ _____
January	\$ _____	\$ _____	\$ _____
February	\$ _____	\$ _____	\$ _____
March	\$ _____	\$ _____	\$ _____
April	\$ _____	\$ _____	\$ _____
May	\$ _____	\$ _____	\$ _____
<b>1.1 SUB TOTAL:\$</b>			_____

<b>1.1 (B) PERIOD - YEAR TWO (2)</b>			
<b>1 JUNE 2013 TO 31 MAY 2014</b>			
<b>MONTH</b>	<b>A Government of Canada Buildings</b>	<b>B Housing (including mechanical rooms)</b>	<b>Extended Pricing A + B</b>
June	\$ _____	\$ _____	\$ _____
July	\$ _____	\$ _____	\$ _____
August	\$ _____	\$ _____	\$ _____
September	\$ _____	\$ _____	\$ _____
October	\$ _____	\$ _____	\$ _____
November	\$ _____	\$ _____	\$ _____
December	\$ _____	\$ _____	\$ _____
January	\$ _____	\$ _____	\$ _____
February	\$ _____	\$ _____	\$ _____
March	\$ _____	\$ _____	\$ _____
April	\$ _____	\$ _____	\$ _____
May	\$ _____	\$ _____	\$ _____
<b>1.1 SUB TOTAL:</b>			<b>\$ _____</b>

<b>1.2 OPTION PERIOD #1: 1 JUNE 2014 TO 31 MAY 2015</b>			
<b>(ONE YEAR PERIOD)</b>			
<b>MONTH</b>	<b>A Government of Canada Buildings</b>	<b>B Housing (including mechanical rooms)</b>	<b>Extended Pricing A + B</b>
June	\$ _____	\$ _____	\$ _____
July	\$ _____	\$ _____	\$ _____
August	\$ _____	\$ _____	\$ _____
September	\$ _____	\$ _____	\$ _____
October	\$ _____	\$ _____	\$ _____
November	\$ _____	\$ _____	\$ _____
December	\$ _____	\$ _____	\$ _____
January	\$ _____	\$ _____	\$ _____
February	\$ _____	\$ _____	\$ _____
March	\$ _____	\$ _____	\$ _____
April	\$ _____	\$ _____	\$ _____
May	\$ _____	\$ _____	\$ _____
<b>1.2 SUB TOTAL:</b>			<b>\$ _____</b>

**1.3 OPTION PERIOD #2: 1 JUNE 2015 TO 31 MAY 2016  
(ONE YEAR PERIOD)**

<b>MONTH</b>	<b>A Government of Canada Buildings</b>	<b>B Housing (including mechanical rooms)</b>	<b>Extended Pricing A + B</b>
June	\$ _____	\$ _____	\$ _____
July	\$ _____	\$ _____	\$ _____
August	\$ _____	\$ _____	\$ _____
September	\$ _____	\$ _____	\$ _____
October	\$ _____	\$ _____	\$ _____
November	\$ _____	\$ _____	\$ _____
December	\$ _____	\$ _____	\$ _____
January	\$ _____	\$ _____	\$ _____
February	\$ _____	\$ _____	\$ _____
March	\$ _____	\$ _____	\$ _____
April	\$ _____	\$ _____	\$ _____
May	\$ _____	\$ _____	\$ _____
<b>1.3 SUB TOTAL:</b>			<b>\$ _____</b>

**1.4 OPTION PERIOD #3: 1 JUNE 2016 TO 31 MAY 2017  
(ONE YEAR PERIOD)**

<b>MONTH</b>	<b>A Government of Canada Buildings</b>	<b>B Housing (including mechanical rooms)</b>	<b>Extended Pricing A + B</b>
June	\$ _____	\$ _____	\$ _____
July	\$ _____	\$ _____	\$ _____
August	\$ _____	\$ _____	\$ _____
September	\$ _____	\$ _____	\$ _____
October	\$ _____	\$ _____	\$ _____
November	\$ _____	\$ _____	\$ _____
December	\$ _____	\$ _____	\$ _____
January	\$ _____	\$ _____	\$ _____
February	\$ _____	\$ _____	\$ _____
March	\$ _____	\$ _____	\$ _____
April	\$ _____	\$ _____	\$ _____
May	\$ _____	\$ _____	\$ _____
<b>1.4 SUB TOTAL:</b>			<b>\$ _____</b>

**Pricing Schedule 2:****On an "as and when" requested basis - portion: Call up Pricing:**

Firm all inclusive rates including, profit, overhead and all related costs, for the work detailed in the Scope of Work, at Appendix A, and as identified herein.

**PERIOD 1: 1 JUNE 2012 TO 31 MAY 2014 (TWO YEAR PERIOD)**

<b>2.1 EQUIPMENT WITH OPERATOR</b>				
<b>Hours of Service: 24 hours day - 7 days a week</b>				
<b>Item No.</b>	<b>Description</b>	<b>A Estimated hours</b>	<b>B Hourly Rate</b>	<b>A x B Extended Price</b>
2.1.1	One 4-wheel drive loader with a minimum 3.08m <sup>3</sup> (4 yd <sup>3</sup> ) bucket or larger including an Operator.	80 hours	\$ _____	\$ _____
2.1.2	One dump truck with a minimum 11.46m <sup>3</sup> (15 yd <sup>3</sup> ) dump box including an Operator	40 hours	\$ _____	\$ _____
<b>Sub Total: 2.1.1 + 2.1.2</b>				\$ _____

<b>REGULAR HOURS</b>				
<b>Hours of Service: Monday to Friday 8:00 to 17:00 hours</b>				
<b>Item No.</b>	<b>Description</b>	<b>A Estimated hours</b>	<b>B Hourly Rate</b>	<b>A x B Extended Price</b>
2.1.3	A Labourer with hand tools for all snow removal and ice control services	40 hours	\$ _____	\$ _____

<b>OUTSIDE REGULAR HOURS</b>				
<b>Hours of Service: Saturday, Sunday, Statutory Holidays</b>				
<b>Item No.</b>	<b>Description of Item</b>	<b>A Estimated hours</b>	<b>B Hourly Rate</b>	<b>A x B Extended Price</b>
2.1.4	A Labourer with hand tools for all snow removal and ice control services	20 hours	\$ _____	\$ _____

<b>2.2 *Material: Materials will be charged at our laid-down cost plus a mark-up of:</b>				
		<b>A Estimated Expenditure</b>	<b>B Percentage Mark up</b>	<b>A x B Extended Price</b>
Sand may be requested for FOL Access Road and PAB Accommodation Building, Coast Guard Building, Ice Recon., Other Federal Facilities. <b>Gravel may be requested to repair driveways.</b>				
2.2.1	Sand	1,000.00\$	\$ _____	\$ _____
2.2.2	Gravel (3/4 minus, class A gravel)	25,000.00\$	\$ _____	\$ _____
<b>Material Sub Total: 2.2.1 + 2.2.2</b>				\$ _____

**PERIOD #1 "AS AND WHEN" TOTAL: 2.1.1 + 2.1.2 + 2.1.3 + 2.1.4 + 2.2.1 + 2.2.2 \$ \_\_\_\_\_**

**PERIOD 2 - OPTION YEAR 1: 1 JUNE 2014 TO 31 MAY 2015 (ONE YEAR)**

<b>2.3 EQUIPMENT WITH OPERATOR</b>				
<b>Hours of Service: 24 hours day - 7 days a week</b>				
<b>Item No.</b>	<b>Description</b>	<b>A Estimated hours</b>	<b>B Hourly Rate</b>	<b>A x B Extended Price</b>
2.3.1	One 4-wheel drive loader with a minimum 3.08m <sup>3</sup> (4 yd <sup>3</sup> ) bucket or larger including an Operator.	80 hours	\$ _____	\$ _____
2.3.2	One dump truck with a minimum 11.46m <sup>3</sup> (15 yd <sup>3</sup> ) dump box including an Operator	40 hours	\$ _____	\$ _____
<b>Sub Total : 2.3.1 + 2.3.2</b>				\$ _____

<b>REGULAR HOURS</b>				
<b>Hours of Service: Monday to Friday 8:00 to 17:00 hours</b>				
<b>Item No.</b>	<b>Description</b>	<b>A Estimated hours</b>	<b>B Hourly Rate</b>	<b>A x B Extended Price</b>
2.3.3	A Labourer with hand tools for all snow removal and ice control services	40 hours	\$ _____	\$ _____

<b>OUTSIDE REGULAR HOURS</b>				
<b>Hours of Service: Saturday, Sunday, Statutory Holidays</b>				
<b>Item No.</b>	<b>Description of Item</b>	<b>A Estimated hours</b>	<b>B Hourly Rate</b>	<b>A x B Extended Price</b>
2.3.4	A Labourer with hand tools for all snow removal and ice control services	20 hours	\$ _____	\$ _____

<b>2.4 Material: Materials will be charged at our laid-down cost plus a mark-up of:</b>				
		<b>A Estimated Expenditure</b>	<b>B Percentage Mark up</b>	<b>A x B Extended Price</b>
Sand may be requested for FOL Access Road and PAB Accommodation Building, Coast Guard Building, Ice Recon., Other Federal Facilities. <b>Gravel may be requested to repair driveways.</b>				
2.4.1	Sand	1,000.00\$	\$ _____	\$ _____
2.4.2	Gravel (3/4 minus, class A gravel)	25,000.00\$	\$ _____	\$ _____
<b>Material Sub Total : 2.4.1 + 2.4.2</b>				\$ _____

**PERIOD #2 "AS AND WHEN" TOTAL: 2.3.1 + 2.3.2 + 2.3.3 + 2.3.4 + 2.4.1 + 2.4.2 \$ \_\_\_\_\_**

**PERIOD 3 - OPTION YEAR 2: 1 JUNE 2015 TO 31 MAY 2016 (ONE YEAR)**

<b>2.5 EQUIPMENT WITH OPERATOR</b>				
<b>Hours of Service: 24 hours day - 7 days a week</b>				
<b>Item No.</b>	<b>Description</b>	<b>A Estimated hours</b>	<b>B Hourly Rate</b>	<b>A x B Extended Price</b>
2.5.1	One 4-wheel drive loader with a minimum 3.08m <sup>3</sup> (4 yd <sup>3</sup> ) bucket or larger including an Operator.	80 hours	\$ _____	\$ _____
2.5.2	One dump truck with a minimum 11.46m <sup>3</sup> (15 yd <sup>3</sup> ) dump box including an Operator	40 hours	\$ _____	\$ _____
<b>Sub Total: 2.5.1 + 2.5.2</b>				\$ _____

<b>REGULAR HOURS</b>				
<b>Hours of Service: Monday to Friday 8:00 to 17:00 hours</b>				
<b>Item No.</b>	<b>Description</b>	<b>A Estimated hours</b>	<b>B Hourly Rate</b>	<b>A x B Extended Price</b>
2.5.3	A Labourer with hand tools for all snow removal and ice control services	40 hours	\$ _____	\$ _____

<b>OUTSIDE REGULAR HOURS</b>				
<b>Hours of Service: Saturday, Sunday, Statutory Holidays</b>				
<b>Item No.</b>	<b>Description of Item</b>	<b>A Estimated hours</b>	<b>B Hourly Rate</b>	<b>A x B Extended Price</b>
2.5.4	A Labourer with hand tools for all snow removal and ice control services	20 hours	\$ _____	\$ _____

<b>2.6 *Material: Materials will be charged at our laid-down cost plus a mark-up of:</b>				
		<b>A Estimated Expenditure</b>	<b>B Percentage Mark up</b>	<b>A x B Extended Price</b>
Sand may be requested for FOL Access Road and PAB Accommodation Building, Coast Guard Building, Ice Recon., Other Federal Facilities. <b>Gravel may be requested to repair driveways.</b>				
2.6.1	Sand	1,000.00\$	\$ _____	\$ _____
2.6.2	Gravel (3/4 minus, class A gravel)	25,000.00\$	\$ _____	\$ _____
<b>Material Sub Total: 2.6.1 + 2.6.2</b>				\$ _____

**PERIOD #3 "AS AND WHEN" TOTAL: 2.5.1 + 2.5.2 + 2.5.3 + 2.5.4 + 2.6.1 + 2.6.2 \$ \_\_\_\_\_**

**PERIOD FOUR - OPTION YEAR 3: 1 JUNE 2016 TO 31 MAY 2017 (ONE YEAR)**

<b>2.7 EQUIPMENT WITH OPERATOR</b>				
<b>Hours of Service: 24 hours day - 7 days a week</b>				
<b>Item No.</b>	<b>Description</b>	<b>A Estimated hours</b>	<b>B Hourly Rate</b>	<b>A x B Extended Price</b>
2.7.1	One 4-wheel drive loader with a minimum 3.08m <sup>3</sup> (4 yd <sup>3</sup> ) bucket or larger including an Operator.	80 hours	\$ _____	\$ _____
2.7.2	One dump truck with a minimum 11.46m <sup>3</sup> (15 yd <sup>3</sup> ) dump box including an Operator	40 hours	\$ _____	\$ _____
<b>Sub Total: 2.7.1 + 2.7.2</b>				\$ _____

<b>REGULAR HOURS</b>				
<b>Hours of Service: Monday to Friday 8:00 to 17:00 hours</b>				
<b>Item No.</b>	<b>Description</b>	<b>A Estimated hours</b>	<b>B Hourly Rate</b>	<b>A x B Extended Price</b>
2.7.3	A Labourer with hand tools for all snow removal and ice control services	40 hours	\$ _____	\$ _____

<b>OUTSIDE REGULAR HOURS</b>				
<b>Hours of Service: Saturday, Sunday, Statutory Holidays</b>				
<b>Item No.</b>	<b>Description of Item</b>	<b>A Estimated hours</b>	<b>B Hourly Rate</b>	<b>A x B Extended Price</b>
2.7.4	A Labourer with hand tools for all snow removal and ice control services	20 hours	\$ _____	\$ _____

<b>2.8 *Material: Materials will be charged at our laid-down cost plus a mark-up of:</b>				
		<b>A Estimated Expenditure</b>	<b>B Percentage Mark up</b>	<b>A x B Extended Price</b>
Sand may be requested for FOL Access Road and PAB Accommodation Building, Coast Guard Building, Ice Recon., Other Federal Facilities. <b>Gravel may be requested to repair driveways.</b>				
2.8.1	Sand	1,000.00\$	\$ _____	\$ _____
2.8.2	Gravel (3/4 minus, class A gravel)	25,000.00\$	\$ _____	\$ _____
<b>Material Sub Total: 2.8.1 + 2.8.2</b>				\$ _____

**PERIOD #4 "AS AND WHEN" TOTAL: 2.7.1 + 2.7.2 + 2.7.3 + 2.7.4 + 2.8.1 + 2.8.2 \$ \_\_\_\_\_**

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-120085/A

fk279

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20120085

fk279EJ196-120085

Materials will be charged at the laid-down cost plus a mark up. The total price for materials is calculated by adding the mark-up quoted to the total estimated expenditure

(Example: \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i)MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crow. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii)LAID-DOWN COST - The cost incurred by the vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2.1 (i), 2.1 (ii), 2.1 (iii) and 2.2 on form PWGSC-TPSGC GC 227.

**3. TOTAL ASSESSED PROPOSAL PRICE**

**Sum of the Pricing Schedules:**

Pricing Schedule 1 (1.1(A+ B) + 1.2 + 1.3 + 1.4) Total \$ \_\_\_\_\_

Pricing Schedule 2. "As and When" Labour and Materials

Period #1 Total \$ \_\_\_\_\_

Period #2 Total \$ \_\_\_\_\_

Period #3 Total \$ \_\_\_\_\_

Period #4 Total \$ \_\_\_\_\_

**TOTAL ASSESSED PROPOSAL PRICE:**

**(Total of Pricing Schedule 1 and Pricing Schedule 2 (four (4) periods)) = \$ \_\_\_\_\_**

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

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

---

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation and financial criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

#### **A) Technical Evaluation - Mandatory Requirements:**

- 1) Contractor's Experience and Past Performance in accordance with Part 3, Section 1: Technical Bid;
- 2) Submission of a Firm Price/Rate in Canadian funds for all the items listed in the RFP, Part 3, Section II.

#### **B) Nunavut Land Claims Agreement Bid Criteria**

All proposals received that have met all the mandatory requirements will be evaluated and assigned points in accordance with the degree to which the bidder's proposed method of carrying out the work meets the following criteria:

The evaluated bid price will be used for evaluation purposes only and will be calculated by reducing the total actual bid price by a percentage equal to the total number of points assigned through evaluation of the bid in accordance with the NLCA bid criteria, up to a maximum reduction of ten (10) percent. One (1) point will be equal to (1) percent. If awarded the contract, the successful bidder will charge its actual bid price, without the reduction.

Bidders are requested to demonstrate if and how the desirable bid evaluation criteria listed below will be met. In order for points to be assigned to a proposal, a bidder must provide in its bid, written proof of meeting the bid criteria.

<b>BID CRITERIA</b>	<b>AVAILABLE POINTS</b>	<b>SUPPORTING EVIDENCE</b>
The existence of head office, administrative offices or other facilities in the Nunavut Settlement Area.	<b>1</b> points maximum:  One (1) or more office or facilities in the Nunavut Settlement Area.	Provide street address, contact name and telephone or fax number
The employment of "Inuit" labour.  "Inuit" is defined in (1) below	<b>4</b> points maximum:  10-39% Inuit employees (1 point) 40-59% Inuit employees (2 points) 60-79% Inuit employees (3 points) 80-100% Inuit employees (4 points)	Provide number of Inuit employees to be used on the project.
Engagement of "Inuit Firm" described as Inuit professional services, and/or Inuit suppliers that will be utilized in carrying out the work.  "Inuit Firm" is defined below.	<b>2</b> Point maximum:  "Inuit firms" Inuit professional services and/or Inuit supplier 2 points if bidder is an Inuit firm, 1 point if one or more Inuit firm subcontractors.	Provide names of Inuit professional services, and/or Inuit suppliers to be used on the project.
The undertaking of commitment with respect to on-the-job training or skills development for Inuit.	<b>3</b> points maximum:  1 point for each commitment to a training/skill development opportunity	Provide training plans, description of apprenticeship or on-the-job programs, first-aid training plan, etc.
<b>Total Possible Points</b>	<b>10 Points</b>	

For the purpose of interpretation:

(1) "Inuit Firm" is as defined in Article 24.1.1 of the NLCA, or a firm listed on the Nunavut Tunngavik Incorporated (NTI) Inuit Firm Registry (<http://inuitfirm.tunngavik.com/search-the-registry>).

**NLCA Supporting Evidence**

This chart may be utilized (add sheets if necessary) to complete the Supporting Evidence.

BID CRITERIA	SUPPORTING EVIDENCE
<p>The existence of head office, administrative offices or other facilities in the Nunavut Settlement Area.</p>	<p><b>STREET ADDRESS and telephone (ph) or facsimile number (Fx)</b></p> <p><b>Head Office:</b> _____            _____            Ph _____ or Fx _____</p> <p><b>Administrative office:</b> _____            _____            Ph _____ or Fx _____</p> <p><b>Other Facilities:</b>            _____            _____            Ph _____ or Fx _____</p>
<p>The employment of "Inuit" labour.</p>	<p><b>Provide the total number of people to be used on the project.</b> _____</p> <p><b>Provide "Inuit" and non-Inuit names :</b> (attached a separate sheet if needed)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Engagement of "Inuit Firm" described as Inuit professional services, and/or Inuit suppliers that will be utilized in this Contract</p>	<p><b>Provide names of "Inuit Firm" such as Inuit professional service and/or Inuit suppliers, that will be used on the Contract.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

The undertaking of commitment, under the contract, with respect to on-the-job training or skills development for Inuit.	<p><b>Provide training plans, description of apprenticeship, or on the job program, first aid training plan, etc.</b></p> <p><b>Apprenticeship:</b> _____ _____ _____ _____</p> <p><b>On the job program:</b> _____ _____ _____ _____</p> <p><b>First aid training plan, etc.:</b> _____ _____ _____ _____ _____</p>
---	--

**1.3 Set-aside for Aboriginal Business**

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4, Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.

2. The Bidder:

- (i) certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
- (ii) agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
- (iii) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Bidder must check the applicable box below:

- i) ( ) The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

- ii) ( ) The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Bidder must check the applicable box below:

i) ( ) The Aboriginal business has fewer than six full-time employees.

**OR**

ii) ( ) The Aboriginal business has six or more full-time employees.

5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

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

### **C) Basis of Selection**

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

### **Nunavut Land Claims Agreement - Reporting Requirement**

The Contracting Authority may, at any time, by written notice to the Contractor, request a report detailing its compliance with its proposal to meet the evaluation criteria for the Nunavut Land Claims Agreement.

Bidders will not be reimbursed for the cost of responding to this Request for Proposal.

## **PART 5 - CERTIFICATIONS**

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

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

### **1. Certifications Precedent to Contract Award**

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

#### **1.1 Federal Contractors Program - \$200,000 or more (A3030T, 2010-08-16)**

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

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

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

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

**1.2 Owner/Employee Certification - Set-aside for Aboriginal Business**

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (insert "an owner" and/or "a full-time employee") of \_\_\_\_\_ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-aside Program for Aboriginal Business".

2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

### 1.3 Canadian Content Certification

This procurement is conditionally limited to Canadian Services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian Service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

#### 1.3.1 SACC Manual Clause

A3050T (2010-01-11) Canadian Content Definition

### 1.4 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.



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

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

### **1. Requirement**

To provide snow removal, disposal and ice control services including all labour, materials, tools, equipment and transportation for Public Works and Government Services Canada (PWGSC), located at Iqaluit, Nunavut, Canada. The locations include but are not limited to the Government of Canada Building, various other Crown owned buildings and housing as identified in Appendix "B". The services must be provided in accordance with the Statement of Work attached here as Appendix "A".

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

#### **2.1 General Conditions**

2035 (2011-05-16) General Conditions - Higher Complexity - Services, 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/Offeror must comply with the provisions of the:

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

### **4. Comprehensive Land Claims Agreement (CLCA)**

The procurement is subject to the Nunavut Land Claim Agreement. A copy of the Nunavut Land Claims Agreement (NLCA) may be obtained at the following Aboriginal Affairs and Northern Development Canada website: <http://www.aadnc-aandc.gc.ca/eng/1100100030601>

### **5. Term of Contract**

#### **5.1 Period of the Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_, inclusive. (2 year period)

#### **5.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIODS, under the same terms and 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.

Solicitation No. - N° de l'invitation

EJ196-120085/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

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

20120085

File No. - N° du dossier

fk279EJ196-120085

CCC No./N° CCC - FMS No/ N° VME

---

Canada may exercise this option at any time by sending a written notice to the Contractor prior to 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.

## 6. Authorities

### 6.1 Contracting Authority

The Contracting Authority for the Contract is:

Joanne Ladouceur  
Public Works and Government Services Canada  
Real Property Contracting Directorate  
3C2, 11 Laurier Street, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

Telephone Number 819-956-6647  
Facsimile Number: 819-956-3600  
Joanne.Ladouceur@pwgsc-tpsgc.gc.ca

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

### 6.2 Technical Authority

The Technical Authority for the Contract is: ***TO BE PROVIDED AT CONTRACT AWARD***

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

### 6.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

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

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

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

Cellular: \_\_\_\_\_

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

**7. Payment**

**7.1 Basis of Pricing**

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

**7.2 Basis of Payment - Firm Prices and "As and When"**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid firm prices as identified below. Goods and Services Tax or Harmonized Sales Tax extra, if applicable.

- a) Firm rates shall be paid in accordance with **Pricing Schedule 1** at the end of each month as follows:

<b>Month</b>	<b>Percentage of the Firm Lot Price (Pricing Schedule 1)</b>
March	11%
April	14%
May	10%
June	4%
September	6%
October	15%
November	14%
December	9%
January	10%
February	7%

- b) **"As and When Requested" Work**

Any costs incurred for **Extra Work** in accordance with **Pricing Schedule 2** shall be paid, on an "as and when requested" basis, in accordance with the Specification, Annex A, after completion, inspection and acceptance of the work performed.

Canada's total liability under the "as and when requested" portion of the Contract shall not exceed \$ \_\_\_\_\_ Goods and Services Tax or Harmonized Sales Tax extra, if applicable.

The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor shall notify the Contracting Authority in writing as to the adequacy of this sum when:

- (a) it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority.

whichever comes first.

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

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the

Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work.

### 7.3 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure not exceeding **\$ (to be determined) (GST excluded)** of which **\$ (to be determined) (GST excluded)** is for goods and/or services enumerated or described in Basis of Pricing, Pricing Schedule I and **\$(to be determined) (GST excluded)** is for additional goods and/or services that may be requested from time to time at the prices and/or rates set out in Basis of Pricing, Pricing Schedule 2.

### 7.4 SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

A9116C (2007-11-30) T1204 - Information Reporting by Contractor

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

### 8. Invoicing Instructions

All invoices are to be mailed as per page one (1) of this contractual document and must include the following before any payments can be processed. All taxes are to be listed as separate items. Failure to submit the correct information may result in the rejection of invoice for processing.

- A. company name and address;
- B. contract number;
- C. description of routine, schedule and patrol cleaning;
- D. description of additional cleaning and emergency cleaning operations with support documents, as appropriate, and value;
- E. name of the person who requested the service;
- F. Goods and Services Tax/Harmonized Tax as a separate line item;
- G. Client Reference Number;
- H. Procurement Business Number.

### 9. Certifications

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

#### 9.1 SACC Manual Clause

A3000C (2011-05-16) Aboriginal Business Certification

### 10. Applicable Laws

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

## 11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2011-05-16);
- (c) Appendix A, Statement of Work EJ196-120085;
- (d) Appendix B, Federal Facility Snow Clearing Inventory - Iqaluit (Nunavut);
- (e) Appendix C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was amended, insert at the time of contract award:", as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s)).

## 12. Insurance Requirements

### 12.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 11.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 12.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

- 
- (e) **Cross Liability/Separation of Insureds:** Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) **Blanket Contractual Liability:** The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) **Employees and, if applicable, Volunteers** must be included as Additional Insured.
  - (h) **Employers' Liability** (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) **Broad Form Property Damage including Completed Operations:** Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) **Non-Owned Automobile Liability - Coverage for suits against the Contractor** resulting from the use of hired or non-owned vehicles.

### **13. Cellular Phones and/or Pagers**

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

### **14. Government Site Regulations**

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

### **15. Workers' Compensation**

It is mandatory that all persons performing the work be covered under the applicable workers' compensation legislation provided for the benefit of injured employees.

The Contractor is to supply the Departmental Representative with a copy of his safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

Solicitation No. - N° de l'invitation

EJ196-120085/A

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

20120085

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-120085

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

---

## **APPENDIX "A"**

### **STATEMENT OF WORK**

Solicitation No. - N° de l'invitation

EJ196-120085/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-120085

Buyer ID - Id de l'acheteur

fk279

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

20120085

CCC No./N° CCC - FMS No/ N° VME

---

## APPENDIX B

### FEDERAL FACILITY SNOW CLEARING INVENTORY - IQALUIT, NT

Solicitation No. - N° de l'invitation

EJ196-120085/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-120085

Buyer ID - Id de l'acheteur

fk279

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

20120085

CCC No./N° CCC - FMS No/ N° VME

---

## APPENDIX C

### SECURITY REQUIREMENTS CHECKLIST

## QUALITY STANDARDS AND SITE REQUIREMENTS

The site is Iqaluit and the following standards and requirements are considered minimum.

### **SECTION 1**

#### **1. Service to be Performed**

1.A The Contractor will provide snow clearing and ice control at locations listed in Annex B as per the standards and requirements listed below. Annex B indicates the locations that are considered to be firm price locations and which locations are considered to be as and when requested locations. As and when requested locations are only to be initiated by the Contractor following receipt of authorization from the Departmental Representative in the form of a call up.

#### 1.B Blizzard Conditions:

For a blizzard all of the following conditions must occur:

Visibility less than 1 km in snow or blowing snow

Wind speed at least 40 km/h

Temperature 0 C or colder

Conditions lasting for at least 6 hours

#### 1.C Snow removal and ice control calls

1.C.1 Departmental Representative may request service calls for the removal and/or disposal of snow or ice control for any of the locations identified herein at Section 2.11. Priorities .2 "As and When requested Locations".

1.D All requests placed by the Departmental Representative shall be honored at the terms, conditions and prices as quoted in Basis of Pricing, notwithstanding delivery dates.

1.E Contractor shall contact the Departmental Representative upon entering and leaving the sites when applicable.

#### **2. Response time and availability**

The Contractor will advise the Departmental Representative of the telephone number or cell phone number at which he or his representative may be reached at all times.

Immediately upon completion of a blizzard, the Contractor must clear a path for the vehicles at the location of all on call personnel as identified by the Departmental Representative in the event that they receive an emergency call.

The Contractor shall correct, on site, any snow or ice condition deemed hazardous by the Departmental Representative, within one (1) hour or receipt of the call or as soon as municipal road conditions permit safe accessibility to the site.

The Contractor shall respond, on site, to any other service call for snow or ice control within four (4) hours of the call or within four (4) hours after municipal road conditions permit safe accessibility to the site.

Work or services performed under this contract shall be to the satisfaction of the Departmental Representative or it will be redone without extra cost to the department.

The Contractor will be advised in writing by the Departmental Representative, the names of the representatives who are authorized to make service calls.

### **3. Damages**

The Contractor shall immediately report to Departmental Representative all damages on site caused by the Contractor's personnel or equipment. The Contractor shall be responsible for all costs related to the repairs resulting from such damages.

### **4. Vehicles**

All vehicles used on and around the sites shall be clearly identified, clean and meet national and territorial safety standards.

### **5. Personnel**

All work shall be performed by qualified operators. Public Works Government Services Canada (PWGSC) reserves the right to verify the qualifications of any persons performing work under this contract.

### **6. Equipment on Site**

PWGSC accepts no responsibility for Contractor's equipment on site.

### **7. Securing Site**

It is the Contractor's responsibility to secure the work area from unauthorized personnel.

### **8. Plan of Operation**

Contractor shall submit in writing the times of daily site inspections prior to award and shall maintain this schedule throughout the term of the contract. The Contractor shall provide services according to priority set out in Section 2.11. Priorities.

Execute the work with minimum disturbance to the occupants, public and normal use of the site.

Contractor will contact Site Authority in advance to arrange for the relocation of parked vehicles that may interfere with the safe removal of snow from these sites

### **9. Health and Safety**

1 Submit site-specific Health and Safety Plan after date of Notice to Proceed and three(3) days prior to commencement of the Work. Include;

- .1 A site-specific safety hazard assessment.
- .2 Safety and health risk or hazard analysis for site tasks and operation
- .3 the use of personal protective equipment.

.4 procedures to be implemented during emergency situations.

*e.g. Anticipated H&S plans to include a traffic control where work is conducted in or next to a road.*

*Individuals or employees should be protected from falls into open trenches.*

*Contractor's should have copies of trade certificates, fall protection cards, WHMIS cards and Confined space certificates as required.*

2. Submit a copy of the Contractor's Health and Safety Plan.

3. The Departmental Construction Safety Coordinator will review contractor's site-specific Health and Safety Plan and provide comments to Contractor within two (2) days after receipt of plan. Revise plan as appropriate and resubmit before commencement of the Work.

#### 4. General Conditions

.1 Continue to implement, maintain, and enforce plan until final demobilization from site.

.2 Relief from or substitution for any portion or provision of reviewed site-specific Health and Safety Plan must be submitted to the Departmental Representative in writing, either accepting or requesting improvements.

#### 5. Responsibility

.1 Contractor shall be responsible for safety of persons and property on site and for protection of persons off site and environment to the extent that they may be affected by conduct of Work.

.2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

.3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, immediately stop work and advise Departmental Representative verbally and in writing.

#### 6. Correction

.1 Immediately address health and safety noncompliance issues identified by Departmental Representative.

.2 Provide Departmental Representative with written report of action taken to correct noncompliance of health and safety issues identified.

.3 Departmental Representative may stop Work if noncompliance of health and safety regulations is not corrected.

7. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work

## SECTION 2

### **Snow Removal and Ice Control**

Perform snow removal and ice control around federally owned properties as specified herein.

## Quality Standards

The following standards are to be maintained at the sites specified in Annex B.

### 1. Stock piling

Snow is to be piled at designated sites as directed by the Departmental Representative until the piles reach a height of ten (10) feet at which time the Contractor will automatically haul the snow off-site.

Fences and walls of buildings shall be free of blown, plowed or piled snow. No snow shall be banked between individual units.

### 2. Safety

Contractor shall provide safe passage for vehicle and pedestrian traffic to and from all buildings, parking lots, lane ways, and main roads at all times. Traffic movement will be free of safety hazards created by the presence of ice or snow piled even temporarily. *During icy conditions, the contractor will have to monitor the site frequently and treat as necessary to meet this safety requirement within the conditions of the contract.*

### 3. Daily Inspections

Contractor shall inspect daily all areas for sites specified in Annex B to ensure that they meet the safety requirements set out in Section 2 above and that the driveways and access to and from main roads are cleared of snow and ice the full width and that no snow or ice obstructs access to the mechanical rooms.

During the months of June, July, August and September, inspections would only be done if there was precipitation that required service under this contract.

### 4. Clear snow and ice

Contractor shall clear snow and ice from all of the areas which may include but not be limited to: building entrances, emergency exits, steps, doorways, roads, lane ways, ramps, parking for disabled persons, parking lots, and access to main roads. Clearing will be done by 7:00 a.m., 7 days a week.

In the event of a blizzard the Contractor will first plow a pass wide enough to allow vehicle and pedestrian access to and from the property of the federal buildings, facilities and all housing units. Cleaning to full width of the federal building parking lot and driveways to houses, is to be completed within 24 hours thereafter.

Government of Canada Building: Snow and ice are to be removed from all exterior steps and walkways, including the entire front podium area. Metal grate ramps and steps shall be verified to ensure they are free of snow or ice accumulation. Any snow or ice that has accumulated shall be promptly removed. Sand or gravel shall be applied to all areas to ensure a slip free surface.

Vacant Housing: The Contractor will clear snow and ice from vacant housing units. The Departmental Representative will provide the contractor with a list of vacant units and will update the list on a regular basis.

PAB Accommodation Building: An access path 732 cm (24') to 914 cm (30') wide around complete facility is required as a first priority. The Contractor will clear remainder of the site to the fence as the second priority.

#### **5. Ice control agents**

Ice control agents such as sand, must be provided by the contractor to sand parking lots, roadways, entrances and driveways as needed for any of the locations identified in Annex B whether as part of the regular snow removal and ice control or after completing a blizzard snow removal.

#### **6. Clear snow from fire route, fire hydrants, Siamese connections, fuel filler pipes and other services**

Keep fire route, and access to fire hydrants clear of snow and ice at all times. Keep fire hydrants, Siamese connections and fuel filler pipes clear to a diameter of 250 cm (7.5 ft).

#### **7. Clear snow from directional signs**

Directional signage shall be free of snow obstruction.

#### **8. Loading zone**

Do not bank or pile snow temporarily in a loading zone, ditch or drainage area. The Departmental Representative will identify the location to place the snow.

#### **9. Packed snow**

Packed snow on driveways will be uniform in depth and not exceed 10 cm. Surfaces shall be level and free of pot holes and other grade variations.

#### **10. Repairs**

Repairs to signs or walls damaged by the Contractor during winter snow clearing will be completed to satisfaction of Departmental Representative by July 10th.

#### **11. Priorities**

Snow removal and/or ice control at any of the locations indicated in this specification, will be performed in the order indicated below unless otherwise directed by the Departmental Representative.

##### **.1 Firm Price locations:**

Government of Canada Building 969

Houses for PWGSC Staff on 24 hr call. A list will be provided to the Contractor by the Departmental Representative which will be updated on a regular basis.

Green Row Town Housing Units

All remaining Housing Units

- .2 As and When locations: (prior authorization required from the Departmental Representative via a call up against the contract)  
FOL Access Road and PAB Accommodation Building  
Coast Guard Building  
Ice Recon.

**Federal Facility Snow Clearing Inventory - Iqaluit, NT**

<b>Firm Price Locations</b>	
Government of Canada Building	
Green Row Town Houses:	671 Block A-D
	673 Block A-F
	675 Block A-D
	677 Block A-D
	679 Block A-F
	681 Block A-D
	683 Block A-F
Trailer Houses:	180 Atco Trailer
	182 Atco Trailer
	186 Atco Trailer
	188 Atco Trailer
	221 Atco Trailer
	245 Atco Trailer
Suspended Basement Houses:	173 Suspended Basement
	177 Suspended Basement
	179 Suspended Basement
	323 Suspended Basement
	339 Suspended Basement
One Way Street Housing:	462 Happy Valley, One Way Street
	464 Happy Valley, One Way Street
	466 Happy Valley, One Way Street
	468 Happy Valley, One Way Street
	470 Happy Valley, One Way Street
	472 Happy Valley, One Way Street
Priority Houses: (On-Call Staff)	List to be provided to the Contractor by the Departmental Representative and updated regularly.
<b>As and When requested locations</b>	
FOL Access Road and PAB Accommodation Building	
Coast Guard Building	
ICE Recon	



Contract Number / Numéro du contrat EJ196-12-0085
Security Classification / Classification de sécurité UNCLASSIFIED

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

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



Contract Number / Numéro du contrat EJ196-12-0085
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

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

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

Special comments: Only security screened personnel to be utilized.  
Commentaires spéciaux :

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat EJ196-12-0085
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 CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	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).