

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338**

Request For a Standing Offer Demande d'offre à commandes

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

Title - Sujet Grass Cutting and Landscaping	
Solicitation No. - N° de l'invitation W4M00-12C281/A	Date 2012-05-22
Client Reference No. - N° de référence du client W4M00-12C281	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-208-8068
File No. - N° de dossier WPG-1-34248 (208)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-03	Time Zone Fuseau horaire Central Daylight Saving Time CDT
Delivery Required - Livraison exigée 2012-06-01	
Address Enquiries to: - Adresser toutes questions à: Hamp, Jordanna	Buyer Id - Id de l'acheteur wpg208
Telephone No. - N° de téléphone (204)983-4460 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE "SEE HEREIN"	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

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

2. Summary

The Department of National Defence, has a requirement for the supply of all labour, materials, equipment, transportation and supervision required to maintain the grass areas at the Canadian Forces Base locations in Winnipeg **AND/OR** Thunder Bay **AND/OR** to provide weed control services at Canadian Forces Base Shilo, on an "as and when" requested basis from date of award (approximately August 1, 2012) to 31 July, 2013 with two (2) additional one year renewal option periods, in accordance with the terms and conditions detailed herein at Annex A1, A2 and A3 (respectively).

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).

3. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

The 2006 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: one hundred and twentu (120) days

1.1 SACC Manual Clauses

M0019T (2007-05-25) Firm Price and/or Rates

2. Submission of Offers

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

3. Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

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

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

5. Mandatory Site Visits

Grass Cutting and Landscaping - Winnipeg and Thunder Bay

It is mandatory that the Offeror or a representative of the Offeror visit the work site. Arrangements have been made for site visit to be held on:

12 June 2012, 10:00 a.m., at CFB Winnipeg, 17 Wing, Building 100, Winnipeg, Manitoba.

14 June 2012, 10:00 a.m., at HMCS GRIFFON, 1250 Algoma Street, Thunder Bay, Ontario.

Offerors must communicate with the Contracting Authority no later than two days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Offerors will be required to sign an attendance form. Offerors should confirm in their bids that they have attended the site visit. Offerors who do not attend or send a representative will not be given an alternative appointment and their offers will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Weed Control - Shilo

Not applicable.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (two hard copies)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

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

Section I: Technical Offer

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

Section II: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation**1.1.1 Mandatory Technical Criteria**

The offeror must have a Provincial Pesticide Applicator Licence. A copy of the licence may be required prior to Standing Offer issuance.

1.2 Financial Evaluation

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

1.2.2 SACC Manual Clauses
C3011T (2010-01-11), Exchange Rate Fluctuation

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer. **Up to three (3) Standing Offers may result from this Request for Standing Offer.**

Each requirement as listed below will be evaluated independantly:

- **Grass Cutting and Landscaping - Winnipeg**
- **Grass Cutting and Landscaping - Thunder Bay**
- **Weed Contol - Shilo**

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Issuance of a Standing Offer

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

1.1 Federal Contractors Program - Certification

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 the issuance of a standing offer. If the Offeror, or, if the Offeror 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 issuance of a standing offer.

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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

If the Offeror 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 Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Offeror or the member of the joint venture

- 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 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 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, offerors 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 Offeror a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Offeror 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 Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror 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.

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

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

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

The data must be submitted on an annual basis to the Standing Offer Authority.

The annual report must be provided by October 31.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Contract award to 31 July 2013.

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) periods, from 01 August 2013 to 31 July 2015 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Jordanna Hamp
Supply Specialist
Public Works and Government Services Canada
Western Region
Acquisitions Branch
100-167 Lombard Ave
Winnipeg, MB, R3C 2Z1

Telephone: 204-983-4460

Facsimile: 204-983-7796

E-mail address: jordanna.hamp@pwgsc-tpsgc.gc.ca

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

4.2 Project Authority

The Project Authority for the Standing Offer is:

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

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

4.3 Offeror's Representative

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

Email: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence.

6. Call-up Instrument

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

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$TO BE DETERMINED** (Goods and Services Tax or Harmonized Sales Tax included).

8. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$TO BE DETERMINED** (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority

9. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-03-02), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2012-03-02) Services (Medium Complexity)
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment
- g) Annex C, Insurance Requirements
- h) the Offeror's offer dated **TO BE DETERMINED**

10. Certifications

10.1 Compliance

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

11. Applicable Laws

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

12. SACC Manual Clauses

M3800C (2006-08-15), Estimates

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2012-03-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price in accordance with Annex B1 and/or B2 and/or B3 - Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16), Limitation of Price

4.3 SACC Manual Clauses

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

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

C0711C (2008-05-12), Time Verification

4.3 Single Payment

H1000C (2008-05-12), Single Payment

4.4 Payment by Credit Card

The following credit cards are accepted: **TO BE DETERMINED**

5. Invoicing Instructions

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

Invoices must be distributed as follows:

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

THE CONTRACTOR MUST REFERENCE INVOICE NUMBER TBA FOR INVOICES SUBMITTED FOR ANNEX A1.

THE CONTRACTOR MUST REFERENCE INVOICE NUMBER TBA FOR INVOICES SUBMITTED FOR ANNEX A2.

THE CONTRACTOR MUST REFERENCE INVOICE NUMBER TBA FOR INVOICES SUBMITTED FOR ANNEX A3.

6. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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7. SACC Manual Clauses

A9062C (2011-05-16), Site Regulations

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File No. - N° du dossier

WPG-1-34248

CCC No./N° CCC - FMS No/ N° VME

ANNEX A STATEMENT OF WORK

- A1 - Grass Cutting and Landscaping - Winnipeg - attached electronically
- A2 - Grass Cutting and Landscaping - Thunder Bay - attached electronically
- A3 - Weed Control - Shilo - attached electronically

ANNEX B BASIS OF PAYMENT

INSTRUCTIONS

It is **MANDATORY** that offers submit firm all inclusive prices for the period of the proposed Standing Offer in the following pricing schedules. Offerors may bid on one or more of the locations (i.e. B1 and/or B2 and/or B3). All locations will be evaluated on a stand alone basis. This Annex, when completed, will be considered as the offerer's offer.

Should there be an error in the extended pricing in the offer, the unit pricing will prevail and the extended pricing will be corrected in the evaluation. Any errors in the quantities of the offer will be changed to reflect the quantities stated in the RFSO. The quantities provided below are provided for evaluation purposes only.

GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

FINANCIAL EVALUATION

Each Basis of Payment will be evaluated independantly (i.e. B1, B2, and B3)

- Step 1) For each line item, *Unit Price x Estimated Quantity = Extended Total*
- Step 2) Aggregate of *Extended Totals*
- Step 3) Aggregate of *Extended Totals = Yearly total*
- Step 4) Aggregate of *Yearly Totals = Evaluated Total*

DEFINITIONS

Laid down Cost is defined as the cost incurred by a vendor to acquire a aspecified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

Mark-up is defined as the difference between the vendor's laid -down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit. The Contractor's mark-up costs are to include all costs associated with material pick up and delivery to and from site of work

B1
BASIS OF PAYMENT
GRASS CUTTING AND LANDSCAPING - WINNIPEG

STANDING OFFER AGREEMENT PERIOD PRICING: Date of Award to July 31, 2013.

Item	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
1.	TOTAL area 23.6795 Hectares				
a	CFB 17 Wing Base Area Estimated size: 22.7878 Hectares	10	cut	\$	\$
b	McGregor Estimated size: 0.4391 Hectares	10	cut	\$	\$
c	Chippawa Estimated size: 0.09 Hectares	20	cut	\$	\$
d	Minto 0.2826 Hectares	10	cut	\$	\$
e	2117 Ness Avenue Estimated Size: . 08 Hectares	10	cut	\$	\$
2.	SODDING: Labour, equipment, materials and watering for <i>Unprepared</i> sites:				
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
3.	SEEDING: Labour, equipment, materials and watering for <i>Unprepared</i> sites:				
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
4.	SODDING: Labour, equipment, materials and watering for <i>Prepared</i> sites:				
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
5.	SEEDING: Labour, equipment, materials and watering for <i>Prepared</i> sites:				
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
6.	LANDSCAPING: Repair and Replace (All sites)				

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a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	100	hrs	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	20	hrs	\$	\$
c	Weekends and Statutory Holidays	20	hrs	\$	\$
7. Application of WEED CONTROL products					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	hrs	\$	\$
8. Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of _____ % (not to exceed Manufacturers Suggested Retail Price)					
TOTAL:					\$

OPTIONAL SECOND YEAR PRICING: August 1, 2013 to July 31, 2014.

Item	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
1.	TOTAL area 23.6795 Hectares				
a	CFB 17 Wing Base Area Estimated size: 22.7878 Hectares	10	cut	\$	\$
b	McGregor Estimated size: 0.4391 Hectares	10	cut	\$	\$
c	Chippawa Estimated size: 0.09 Hectares	20	cut	\$	\$
d	Minto 0.2826 Hectares	10	cut	\$	\$
e	2117 Ness Avenue Estimated Size: .08 Hectares	10	cut	\$	\$
2. SODDING: Labour, equipment, materials and watering for Unprepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
3. SEEDING: Labour, equipment, materials and watering for Unprepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
4. SODDING: Labour, equipment, materials and watering for Prepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$

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c	Weekends and Statutory Holidays	5	m ²	\$	\$
5. SEEDING: Labour, equipment, materials and watering for Prepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	100	hrs	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	20	hrs	\$	\$
c	Weekends and Statutory Holidays	20	hrs	\$	\$
7. Application of WEED CONTROL products					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	hrs	\$	\$
8. Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of _____ % (not to exceed Manufacturers Suggested Retail Price)					
TOTAL:					\$

OPTIONAL THIRD YEAR PRICING: August 1, 2014 to July 31, 2015.

Item	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
1.	TOTAL area 23.6795 Hectares				
a	CFB 17 Wing Base Area Estimated size: 22.7878 Hectares	10	cut	\$	\$
b	McGregor Estimated size: 0.4391 Hectares	10	cut	\$	\$
c	Chippawa Estimated size: 0.09 Hectares	20	cut	\$	\$
d	Minto 0.2826 Hectares	10	cut	\$	\$
e	2117 Ness Avenue Estimated Size: .08 Hectares	10	cut	\$	\$
2. SODDING: Labour, equipment, materials and watering for Unprepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
3. SEEDING: Labour, equipment, materials and watering for Unprepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$

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b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
4. SODDING: Labour, equipment, materials and watering for <i>Prepared</i> sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
5. SEEDING: Labour, equipment, materials and watering for <i>Prepared</i> sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	100	hrs	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	20	hrs	\$	\$
c	Weekends and Statutory Holidays	20	hrs	\$	\$
7. Application of WEED CONTROL products					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	hrs	\$	\$
8. Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of _____ % (not to exceed Manufacturers Suggested Retail Price)					
TOTAL:					\$

Standing Offer Agreement Period TOTAL \$ _____

Optional Second Year TOTAL \$ _____

Optional Third Year TOTAL \$ _____

TOTAL EVALUATED OFFER \$ _____

B2
BASIS OF PAYMENT
GRASS CUTTING AND LANDSCAPING - THUNDER BAY

Standing Offer Agreement Period: Date of award to July 31, 2013

Item No.	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
1.	MOWING/TRIMMING:				
a	Class 1 Area (Griffon) Estimated size .5794 hectare	10	cuts	\$	\$
b	Class 2 Area (Griffon) Estimated size 3.6219 hectare	10	cuts	\$	\$
c	Pick-up and disposal of cuttings (Griffon) Estimated size 4.2013 hectare	10	pick-ups	\$	\$
d	Trimming fence line Estimated 125 meters	10	trims	\$	\$
e	Class 1 Area (Armoury) Estimated size 45 m2	10	cuts	\$	\$
f	Class 2 Area (HMCS Boat House) Estimated Size: 3.6219 hectare	10	cuts	\$	\$
2. SODDING: Labour, equipment, materials and watering for Unprepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
3. SEEDING: Labour, equipment, materials and watering for Unprepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
4. SODDING: Labour, equipment, materials and watering for Prepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
5. SEEDING: Labour, equipment, materials and watering for Prepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	100	hrs	\$	\$

Item No.	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	20	hrs	\$	\$
c	Weekends and Statutory Holidays	20	hrs	\$	\$
7. Application of WEED CONTROL products					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	hrs	\$	\$
8. Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of _____ % (not to exceed Manufacturers Suggested Retail Price)					
TOTAL					\$

Optional Second year pricing: August 1, 2013 - July 31, 2014

Item No.	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
1.	MOWING/TRIMMING:				
a	Class 1 Area (Griffon) Estimated size .5794 hectare	10	cuts	\$	\$
b	Class 2 Area (Griffon) Estimated size 3.6219 hectare	10	cuts	\$	\$
c	Pick-up and disposal of cuttings (Griffon) Estimated size 4.2013 hectare	10	pick-ups	\$	\$
d	Trimming fence line Estimated 125 meters	10	trims	\$	\$
e	Class 1 Area (Armoury) Estimated size 45 m2	10	cuts	\$	\$
f	Class 2 Area (HMCS Boat House) Estimated Size: 3.6219 hectare	10	cuts	\$	\$
2. SODDING: Labour, equipment, materials and watering for Unprepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
3. SEEDING: Labour, equipment, materials and watering for Unprepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
4. SODDING: Labour, equipment, materials and watering for Prepared sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
5. SEEDING: Labour, equipment, materials and watering for Prepared sites:					

Item No.	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	100	hrs	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	20	hrs	\$	\$
c	Weekends and Statutory Holidays	20	hrs	\$	\$
7. Application of WEED CONTROL products					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	hrs	\$	\$
8. Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of _____ % (not to exceed Manufacturers Suggested Retail Price)					
TOTAL					\$

Optional Third Year pricing: August 1, 2014 - July 31, 2015

Item No.	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
1.	MOWING/TRIMMING:				
a	Class 1 Area (Griffon) Estimated size .5794 hectare	10	cuts	\$	\$
b	Class 2 Area (Griffon) Estimated size 3.6219 hectare	10	cuts	\$	\$
c	Pick-up and disposal of cuttings (Griffon) Estimated size 4.2013 hectare	10	pick-ups	\$	\$
d	Trimming fence line Estimated 125 meters	10	trims	\$	\$
e	Class 1 Area (Armoury) Estimated size 45 m ²	10	cuts	\$	\$
f	Class 2 Area (HMCS Boat House) Estimated Size: 3.6219 hectare	10	cuts	\$	\$
2. SODDING: Labour, equipment, materials and watering for <i>Unprepared</i> sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
3. SEEDING: Labour, equipment, materials and watering for <i>Unprepared</i> sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$

Item No.	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
c	Weekends and Statutory Holidays	5	m ²	\$	\$
4. SODDING: Labour, equipment, materials and watering for <i>Prepared</i> sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
5. SEEDING: Labour, equipment, materials and watering for <i>Prepared</i> sites:					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	20	m ²	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
c	Weekends and Statutory Holidays	5	m ²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	100	hrs	\$	\$
b	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	20	hrs	\$	\$
c	Weekends and Statutory Holidays	20	hrs	\$	\$
7. Application of WEED CONTROL products					
a	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	hrs	\$	\$
8. Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of _____ % (not to exceed Manufacturers Suggested Retail Price)					
TOTAL					\$

Standing Offer Agreement Period TOTAL	\$ _____
Optional Second Year TOTAL	\$ _____
Optional Third Year TOTAL	\$ _____
TOTAL EVALUATED OFFER	\$ _____

B3
BASIS OF PAYMENT
WEED CONTROL - SHILO

STANDING OFFER AGREEMENT PERIOD PRICING: Date of Award to July 31, 2013.

Item No.	Description	Est'd Qty.	Unit of Issue	Unit Price	Extended Price
1	Call-out including travel expenses	20	Calls-out incl. Round Trip	\$	\$
2	Truck, operator and materials	17	hectares	\$	\$
3	Herbicide product at laid down cost plus mark-up excluding GST:				
	2-4-D Amine	200	litre	\$	\$
	Round-up	200	litre	\$	\$
	Dyccleer	200	litre	\$	\$
TOTAL					

OPTIONAL SECOND YEAR PRICING: August 1, 2013 to July 31, 2014.

Item No.	Description	Est'd Qty.	Unit of Issue	Unit Price	Extended Price
1	Call-out including travel expenses	20	Calls-out incl. Round Trip	\$	\$
2	Truck, operator and materials	17	hectares	\$	\$
3	Herbicide product at laid down cost plus mark-up excluding GST:				
	2-4-D Amine	200	litre	\$	\$
	Round-up	200	litre	\$	\$
	Dyccleer	200	litre	\$	\$
TOTAL					

OPTIONAL THIRD YEAR PRICING: August 1, 2014 to July 31, 2015.

Item No.	Description	Est'd Qty.	Unit of Issue	Unit Price	Extended Price
1	Call-out including travel expenses	20	Calls-out incl. Round Trip	\$	\$
2	Truck, operator and materials	17	hectares	\$	\$
3	Herbicide product at laid down cost plus mark-up excluding GST:				
	2-4-D Amine	200	litre	\$	\$
	Round-up	200	litre	\$	\$
	Dyccleer	200	litre	\$	\$
TOTAL					

Standing Offer Agreement Period TOTAL \$ _____

Optional Second Year TOTAL \$ _____

Optional Third Year TOTAL \$ _____

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

TOTAL EVALUATED OFFER \$ _____

ANNEXC INSURANCE REQUIREMENTS

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.

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.

