

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

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3**

## 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/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

<b>Title - Sujet</b> Grass Cutting/Tonte de la pelouse	
<b>Solicitation No. - N° de l'invitation</b> W0121-13GP12/A	<b>Date</b> 2013-07-12
<b>Client Reference No. - N° de référence du client</b> W0121-13GP12	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$CAL-129-6093
<b>File No. - N° de dossier</b> CAL-3-36012 (129)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-08-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Izzotti, Diana	<b>Buyer Id - Id de l'acheteur</b> cal129
<b>Telephone No. - N° de téléphone</b> (403)292-4421 ( )	<b>FAX No. - N° de FAX</b> (403)292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 15 Wing Moose Jaw PO Box 5000 Stn Main MOOSEJAW Saskatchewan S6H7Z8 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## TABLE OF CONTENTS

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

1. Introduction
2. Summary
3. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Former Public Servant
4. Enquiries - Request for Standing Offers
5. Applicable Laws

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offer Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

### **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **6A. STANDING OFFER**

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Identified Users
8. Call-up Instrument

- 
9. Limitation of Call-ups
  10. Financial Limitation
  11. Priority of Documents
  12. Certifications
  13. Applicable Laws

## **6B. RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Proactive Disclosure of Contracts with Former Public Servants
5. Payment
6. Invoicing Instructions
7. Insurance
8. *SACC Manual* Clauses

### List of Annexes:

- Annex A - Statement of Work  
Annex B - Basis of Payment  
Annex C - Standing Offer Usage Report

## 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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer and 6B, Resulting Contract Clauses:
  - A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - B, 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

Public Works and Government Services on behalf of their client, the Department of National Defence, has a requirement for a Standing Offer to supply Grass Cutting and Grounds Maintenance services at 15 Wing Moose Jaw, Moose Jaw, Saskatchewan.

The Standing Offer period is initially for a two (2) year period from the date of award, with the Option to extend the Standing offer for three (3) additional periods of one (1) year each.

The scope of the work is identified in ANNEX A.

For this services requirements, Offerors that are former public servants in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

### 3. Debriefings

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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2006 (2013-06-01) 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 twenty (120) days

#### 1.1 SACC Manual Clauses

Firm Price and/or Rates

(2007-05-25)

M0019T

Evaluation of Price

(2013-04-25)

M0220T

### 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. Former Public Servant

Contracts awarded to 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 before the issuance of a standing offer.

#### 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 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

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites

as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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 Applicable Taxes.

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **5. Applicable Laws**

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

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.

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### 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	(1 hard copy)
Section II:	Financial Offer	(1 hard copy)
Section III:	Certifications	(1 hard copy)

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 Applicable Taxes must be shown separately on any invoices.

### 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 \_\_\_\_\_

Or

- (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

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

### 2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

The evaluation will be based on the lowest aggregate price of all the items (excepting OTHER SERVICES items) listed in the tables in Annex B - Basis of Payment for the dates specified.

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## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer. The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

### **1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [HRSDC-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### 6A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

- 2.1** There is no security requirement applicable to this Standing Offer.

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### 3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 3.2 Standing Offers Reporting

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

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

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

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

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

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

The period for making call-ups against the Standing Offer is from date of Standing Offer Award for a two year period as identified in ANNEX B - BASIS OF PAYMENT.

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

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) periods of one (1) year each, as identified in ANNEX B - BASIS OF PAYMENT under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

#### **5. Authorities**

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

The Standing Offer Authority is:

Name: Diana Izzotti

Title: Supply Officer

Department: Public Works and Government Services Canada  
Acquisitions Branch

Address: 1650, 635 - 8 Ave SW Calgary, AB T2P 3M3

Telephone: (403) 292-4421

Facsimile: (403) 292-5786

E-mail address: diana.izzotti@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.

## 5.2 Project Authority

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.

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

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

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

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

## 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: To Be Identified in the call-up.

## 8. 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 an electronic version.

## **9. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$ 40,000.00 (Applicable Taxes included).

## **10. Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ To Be Determined at time of Standing Offer award (Applicable Taxes 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 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.

## **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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2013-06-27), General Conditions - Services (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Standing Offer Usage Report;
- i) the Offeror's offer dated \_\_\_\_\_.

## **12. Certifications**

### **12.1 Compliance**

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

### **13. 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 Saskatchewan.

## **6B. 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 (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

If payment by credit card is accepted by the Offeror:

Section 13 - Interest on Overdue Accounts, of 2010C (2013-06-27), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### **3. Term of Contract**

#### **3.1 Period of the Contract**

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

### **4. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension (if applicable), the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive

disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 5. Payment

### 5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$ To be determined at time of contract award. Customs duties are included and Applicable Taxes are extra.

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.

### 5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ To be determined at time of contract award. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 5.3 Single Payment

Single Payment

(2008-05-12)

H1000C



## 5.4 *SACC Manual Clauses*

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

## 5.5 **Payment by Credit Card** (to be determined at time of Standing offer award)

The following credit card is accepted: \_\_\_\_\_.

or

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

## 6. **Invoicing Instructions**

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

2. 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.

## 7. **Insurance**

Insurance (2008-05-12) G1005C

## 8. *SACC Manual Clauses*

Canadian Forces Site Regulations	(2011-05-16)	A9062C
Salvage	(2008-05-12)	A9039C
Defence Contract	(2012-07-16)	A9006C

## ANNEX A STATEMENT OF WORK

### GRASS CUTTING AND GROUNDS MAINTENANCE

#### SECTION 1 SCOPE OF WORK

- (1) The contractor shall provide all labour, materials (including but not limited to top soil, seed, etc), equipment and supervision to provide grass cutting, grass trimming and grounds maintenance at 15 Wing Moose Jaw, Moose Jaw Saskatchewan. The schedule shall be set by the Project Authority. Please refer to the Tables in ANNEX B for estimated usages.
- (2) AREA OF WORK: 15 Wing Moose Jaw, north of Nato Drive inside the perimeter fence and along both sides of 9<sup>th</sup> Ave. SW. for the length of the adjacent Residential Housing boundary fence. (See attached site drawings).

#### DESCRIPTION OF WORK

- (1) SPRING CLEANUP: Rake lawn areas, to loosen matted grass and remove dead vegetation, leaves, stones, paper, salt and sand and other debris accumulated over the winter months. Collect waste and dispose offsite. Immediately, ground conditions permitting, de-thatch grassed areas using an accepted de-thatching/ combing machine and collect all accumulations to dispose offsite. Areas A, E, 1, 2 ,3 and 7(see attached site drawing).
- (2) MOWING /TRIMMING: The lawn areas shall be mown and trimmed by area as in attached drawings. The following shall apply:
  - i. Clean up of debris, rocks, and litter prior to cutting. Grass to be mown to height of 50mm to 63mm. Cuttings must be collected when failure to do so would result in unsightly/damaging clumps
  - ii. Mow from building to all structures such as curbs, manholes, driveways, fences, sidewalks, flagpoles, trees, etc.
  - iii. Trim grass and growth along fence lines, asphalt, sidewalks, curbs (between roadside and curb), buildings, trees, playground equipment. Trimming is also to be done around sign posts, culverts, benches, power poles, guide wires and water valves that occur in the mowing areas.
  - iv Sweep/clean all sidewalks in the mowing areas, after mowing and trimming is completed
- (3) Flower beds and shrub beds: Keep flower and gravel beds weed free and shrubs neatly pruned and shaped.  
Locations: Front and sides of B-64, hill east side of B-64, Chapel Bldg 62 front entrance, Bldg 59 front entrance, and Bldg 162 front entrances and sides.
- (4) Herbicide Spraying as requested by the Project Authority. Contractor must abide by the following parameters:

i ) Supply and apply, at manufactures recommended rates, Banvel (2,4-d Amine 600) or other product approved for the purpose of controlling bind weed.

ii) Supply Material Safety Data Sheet for product to be applied no less than 7 working days prior to commencement of spraying activities.

iii ) Supply copies of current herbicide applicator licenses no less than 7 working days prior to commencement of spraying activities.

iv) Ensure that all industry best practices, manufacturer specifications and provincial and Wing regulations are followed for the safe application of chemical used. This will include the posting and removal of spray notice signs in areas being treated.

(5) Fertilizing as requested by the Project Authority in following areas: A, E, 1, 2 and 7. Contractor must abide by the following parameters:

i ) Supply (products preapproved by Project Authority) and apply, fertilizer at manufactures recommended rates.

ii) Supply Material Safety Data Sheet for product to be applied no less than 7 working days prior to commencement of fertilizing activities.

iii) Ensure that all industry best practices, manufacturer specifications and regulations are followed for the safe application of fertilizer used.

(6) Miscellaneous: Other landscaping as directed by Project Authority.

## SECTION 2 General Requirements

### 1. SERVICE CALLS:

The contractor shall maintain and provide the Project Authority with cell phone numbers and respond to calls within 24 hours.

### 2. EQUIPMENT:

- (1) All equipment shall be licensed.
- (2) All equipment shall be in good repair and operated safety and in accordance with Wing Standing Orders.
- (3) Equipment will not be left running unattended.
- (4) Equipment must be fueled on hard surfaces.
- (5) Debris, discarded containers, etc will not be left or stored at the site.

### 3. DAMAGE

The contractor shall be responsible for all damage incurred during the execution of the work of this contract, and shall at no expense to the Department, repair damage to the satisfaction of the Department.

4. WORKING HOURS:

Timings for work shall be carried out as follows: Areas A-D, and F daylight hours 7 days a week. Timings for Areas E and 1-7 are between 0730 to 1900 hrs Mon-Fri.

5. CLEAN UP:

Daily, on completion of the work, remove all equipment and debris and leave the site in a clean and tidy condition to the complete satisfaction of the Project Authority. Serviceable equipment may be stored in the parking lot west of Bldg 59 lined up against the tree line.

6. SAFETY PROVISIONS:

Contractor and contractor employees must ensure practices, procedures, and activities are consistent with applicable DND, Federal and Provincial safety codes, and standards. The contractor shall provide a point of contact for liaison with DND regarding health and safety matters.

SECTION 3 Payment

- (1) Invoices to be submitted to the Project Authority, no more than once per month, for the services completed.
- (2) Invoices shall include the following:
  - a. Contract number and areas of work;
  - b. Date work carried out;
  - c. Type of work completed;
  - d. The starting and completion time at each area for hourly rate requirements
- (3) All prices shown on the invoice must match those shown on the unit price table which forms part of this agreement. GST/HST will appear as separate items on any invoices.
- (4) The contractor will not invoice DND for equipment repairs, or time the operator spends repairing or replacing equipment, or time the operator is idle as a result of unserviceable equipment.
- (5) No price for mileage or labor time off the site shall be considered.
- (6) Any supervision required shall be built in the hourly cost of operating equipment.

SECTION 4 Unit Price Table

The Contractor agrees that the Unit Price Tables in ANNEX B –BASIS OF PAYMENT are to be used for the purpose of the agreement.

- NOTES:
- i Any supervision or administration costs are borne by the Contractor.
  - ii Travel time to and from 15 Wing is borne by the contractor.
  - iii Lunch breaks and other pauses are borne by the contractor.
  - iv Prices to include all costs including profit and overhead.

Solicitation No. - N° de l'invitation

W0121-13GP12/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal129

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0121-13GP12

CAL-3-36012

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- v Prices entered in the tables must not include GST/HST.
  - vi GST/HST is to be included as a separate item on any invoices.

## ANNEX B BASIS OF PAYMENT

### UNIT PRICE TABLES

Estimated usage numbers are for calculation purposes only and do not indicate an agreement to any guaranteed usage amounts.

Note: Prices offered are to include all costs including supervision, profit and overhead.

GST/HST is not to be included in the Unit Prices and must be shown as a separate item on any invoices.

**Table A: From date of Standing Offer award to 30th June 2015.**

AREA #	Estimated # of Mows/Trims Per Season	Price Per Occurrence	Total \$
1	10		
2	20		
3	10		
4	5		
5	5		
6	5		
7	20		
A	20		
B	5		
C	5		
D	5		
E	20		
F	2		
AREAS	Estimated Occurrence = Once Per Year	Price Per Occurrence	Total \$
A, E, 1, 2, 3, 7	Spring Cleaning		
A, E, 1, 2, 7	Fertilizing		
ALL	Herbicide Spraying		

Solicitation No. - N° de l'invitation

W0121-13GP12/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal129

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

W0121-13GP12

File No. - N° du dossier

CAL-3-36012

CCC No./N° CCC - FMS No/ N° VME

OTHER SERVICES (By Request Only)	
Miscellaneous Grounds Maintenance/Landscaping Hourly Rate \$	\$ _____
Mark-up on material cost %	_____ %

**Table B: OPTION YEAR 1 from July 1st 2015 to 30th June 2016**

AREA #	Estimated # of Mows/Trims Per Season	Price Per Occurrence	Total \$
1	10		
2	20		
3	10		
4	5		
5	5		
6	5		
7	20		
A	20		
B	5		
C	5		
D	5		
E	20		
F	2		
AREAS	Estimated Occurrence = Once Per Year	Price Per Occurrence	Total \$
A, E, 1, 2,3, 7	Spring Cleaning		
A, E, 1, 2, 7	Fertilizing		
ALL	Herbicide Spraying		
OTHER SERVICES (By Request Only)			
Miscellaneous Grounds Maintenance/Landscaping Hourly Rate \$		\$ _____	

Solicitation No. - N° de l'invitation

W0121-13GP12/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal129

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0121-13GP12

CAL-3-36012

Mark-up on material cost %	_____ %
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**Table C: OPTION YEAR 2: July 1st 2016 to 30th June 2017**

AREA #	Estimated # of Mows/Trims Per Season	Price Per Occurrence	Total \$
1	10		
2	20		
3	10		
4	5		
5	5		
6	5		
7	20		
A	20		
B	5		
C	5		
D	5		
E	20		
F	2		
AREAS	Estimated Occurrence = Once Per Year	Price Per Occurrence	Total \$
A, E, 1, 2, 3, 7	Spring Cleaning		
A, E, 1, 2, 7	Fertilizing		
ALL	Herbicide Spraying		
OTHER SERVICES (By Request Only)			
Miscellaneous Grounds Maintenance/Landscaping Hourly Rate \$		\$ _____	
Mark-up on material cost %		_____ %	



**Table D: OPTION YEAR 3 from July 1st 2017 to 30th June 2018**

AREA #	Estimated # of Mows/Trims Per Season	Price Per Occurrence	Total \$
1	10		
2	20		
3	10		
4	5		
5	5		
6	5		
7	20		
A	20		
B	5		
C	5		
D	5		
E	20		
F	2		
AREAS	Estimated Occurrence = Once Per Year	Price Per Occurrence	Total \$
A, E, 1, 2,3, 7	Spring Cleaning		
A, E, 1, 2, 7	Fertilizing		
ALL	Herbicide Spraying		
OTHER SERVICES (By Request Only)			
Miscellaneous Grounds Maintenance/Landscaping Hourly Rate \$		\$ _____	
Mark-up on material cost %		_____ %	

2 Site Pictures: Attached

Solicitation No. - N° de l'invitation

W0121-13GP12/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal129

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0121-13GP12

CAL-3-36012

### ANNEX C STANDING OFFER USAGE REPORT

**Return to:**

Facsimile: (403) 292-5786

Email: WST-ALLOCATION@pwgsc-tpsgc.gc.ca

**The usage reports must be submitted no later than fifteen (15) calendar days after the end of the refresh period.**

**SUPPLIER:****STANDING OFFER NO:****DEPARTMENT OR AGENCY:****REPORTING PERIOD:** ☐ April 1 to June 30☐ July 1 to September 30☐ October 1 to December 31☐ January 1 to March 31

Call-up No.	Description	Value of each call-up (GST included)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
<b>Total Dollar Value Call-ups for this reporting period:</b>		

**NIL REPORT:** We have not done any business with the federal government for this period ☐

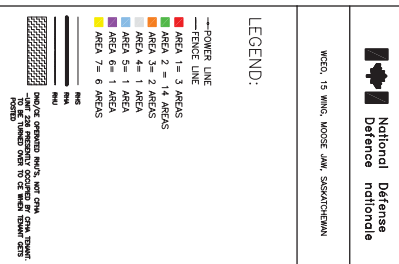
PREPARED BY:

NAME:

TELEPHONE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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