

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des**  
**soumissions - TPSGC**  
**1550 D'Estimauville Avenue**  
**1550, Avenue d'Estimauville**  
**Québec**  
**Québec**  
**G1J 0C7**

**INVITATION TO TENDER**  
**APPEL D'OFFRES**

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

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

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
TPSGC/PWGSC  
BFC Bagotville, CP 380  
CFB Bagotville, PO Box 380  
Bâtiment 71, local 115  
Building 71, Room 115  
Alouette  
Québec  
G0V1A0

|   |   |
|---|---|
| <b>Title - Sujet</b><br>Snow Removal - Citadel & Upper Town   |   |
| <b>Solicitation No. - N° de l'invitation</b><br>W0106-13V209/A  | <b>Date</b><br>2013-08-05                                       |
| <b>Client Reference No. - N° de référence du client</b><br>W0106-13V209   | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$BAL-001-15542 |
| <b>File No. - N° de dossier</b><br>BAP-3-36116 (001)  | <b>CCC No./N° CCC - FMS No./N° VME</b>                          |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2013-09-17</b>  |   |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Heure Avancée de l'Est<br>HAE  |   |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>   |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Tremblay, Marial   | <b>Buyer Id - Id de l'acheteur</b><br>bal001                    |
| <b>Telephone No. - N° de téléphone</b><br>(418) 677-4000 (4159)   | <b>FAX No. - N° de FAX</b><br>(418) 677-3288                    |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br><br>Department of National Defence (DND)<br>Engr Svc -2 CDSG<br>Valcartier Garrison<br><br>Snow removal at the following sites:<br>- Citadelle of Quebec<br>- Connaught Barracks<br>- St-Louis Barracks<br>- Private married quarters on St-Louis Street |   |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## SNOW REMOVAL - CITADEL AND UPPER TOWN

### DEPARTMENT OF NATIONAL DEFENCE (DND) ENGR SVC - 2 CDSG, VALCARTIER GARRISON

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes are:

- Annex "A" - Statement of Work;
- Annex "B" - Basis of Payment;
- Annex "C" - Insurance Requirements; and
- Annex "D" - Presentation of your bid.

## 1.2 Summary

|                        |   |
|------------------------|---|
| Statement of Work:     | The required snow removal services include the following: clearing, de-icing and disposal of snow and ice from parking areas, sidewalks, access doors and wheelchair access ramps, and ensuring safety at locations on Department of National Defence (DND) premises.               |
| Sites and Areas:       | 1) Citadel of Quebec, 1 Côte de la Citadelle (41 580.5 m <sup>2</sup> );<br>2) Connaught Barracks, 4 Côte de la Citadelle (1 713.9m <sup>2</sup> );<br>3) St-Louis Barracks on D'Auteuil Street (1 662.9m <sup>2</sup> ); and<br>4) PMQ on St-Louis Street (922.76m <sup>2</sup> ). |
| Client:                | Department of National Defence (MDN), Valcartier Garrison, Courcellette, Quebec, Canada, G0A 4Z0.   |
| Contract Period:       | From October 1st, 2013 to September 30th, 2016 (3 years) with two years in option.  |
| Work Period:           | From October 1st to April 30th of each year.  |
| Financial Securities:  | Bid and Contract financial securities are required; financial securities of \$30,000.   |
| Directors:             | Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.   |
| Former Public Servant: | For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 2.4 of Part 2 of the bid solicitation.  |
| Former Public Servant: | 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).   |

## 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

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

Due to the nature of the bid solicitation (bidders must provide a bid financial security with their bid) bids transmitted by facsimile to PWGSC will not be accepted.

Your proposal must be send to the following address:

→ Bid Receiving Unit

Public Works and Government Services Canada (PWGSC)  
1550 D'Estimauville Avenue  
Quebec City, Quebec, Canada, G1J 0C7.

### **2.3 Bid Results**

A public bid opening will be held in the office named Bid Receiving Unit for the receipt of bids shortly after the time set for solicitation closing.

Following solicitation closing, bid results may be obtained by calling at (418) 649-2888.

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## 2.4 Former Public Servant - Competitive Requirements

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, bidders must provide the information required below before contract award.

### 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 Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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



## **2.5 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.6 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

## 2.7 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on:

- When: Thursday, August 27 at 10 a.m.

- Meeting Point:

Citadel of Quebec

1 Côte de la Citadelle

Quebec, Quebec

➔ at the entry, just before the winding tunnel (the "serpentin").

Bidders are requested to communicate with the Contracting Authority five (5) days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Financial Bid ( 1 hard copy)

Section II: Certifications ( 1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponding to the bid solicitation.

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

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

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

- (1) use 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: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

#### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Financial Evaluation**

Bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded. For evaluation purposes, bids received in a foreign currency will be converted to Canadian funds using the appropriate rate of exchange using the rate quoted by the Bank of Canada as being in effect on date of bid closing.

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### **5.1 Mandatory Certifications Required Precedent to Contract Award**

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

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### **5.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" 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 Human Resources and Skills Development Canada (HRSDC) - Labour's website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Bid Financial Security

1. Bidders must provide bid financial security consisting of a security deposit as defined in clause E0008T.
2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. Bidders must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If the financial security is in the form of a bill of exchange or a government guaranteed bond, the amount of the security deposit must be of \$30,000.
4. Bidders who provide a security deposit as bid financial security must submit their bid under seal (does not apply in Quebec).

#### 6.1.1 SACC Manual Clauses

| Number | Date       | Title                       |
|--------|------------|-----------------------------|
| E0003T | 2011-05-16 | Security Deposit            |
| E0008T | 2012-07-16 | Security Deposit Definition |

### 6.2 Insurance Requirements

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

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

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

Numbering will be revised at contract award.

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

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

#### **7.2.1 General Conditions**

2010C (2013-06-27), General Conditions - Medium Complexity - Services, apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from October 1st, 2013 to September 30th, 2016 (3 years) inclusive.

##### **7.3.1.1 Period of Work**

The Work is to be performed during the period of October 1st to April 30th of each year.

#### **7.3.2 Option to Extend the Contract**

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

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

## **7.4 Authorities**

### **7.4.1 Contracting Authority**

The Contracting Authority for the Contract is: Marial Tremblay - Supply Specialist

- Telephone: (418) 677-4000, Ext.: 4159
- Facsimile: (418) 677-3288
- E-mail address: marial.tremblay@pwgsc.gc.ca

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



### 7.4.2 Technical Authority

The Technical Authority for Valcartier Garrison will be represented by the contracts officer or authorized contracts section staff:

(to be completed at contract award by PWGSC)

Name:

Address:

Tel.:

Fax:

E-mail:

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

### 7.4.3 Contractor's Representatives

Name and telephone number of the person responsible for :

(a) Contract Manager:

Name:

Title:

Telephone No.:

Facsimile No.:

E-mail Address:

(b) Service follow-up:

Name:

Title:

Telephone No.:

Facsimile No.:

E-mail Address:

## 7.5 Payment

### 7.5.1 Basis of Payment - Firm Lot Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm lot prices, as specified in Annex "B", for a cost of \$\_\_\_\_\_ on three years (to be completed at contract award by PWGSC). 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.

#### 7.5.1.1 Adjustment of Firm Lot Prices - Years # 4 and 5 in option

The firm lot prices of Annex "B" are to be firm base prices for the three-year Contract period. After that period, the firm base prices will be subject to annual adjustment (increased or decreased) as per the percentage change in the Consumer Price Index (CPI) as published by Statistics Canada for the Quebec region (Table 9-5 - line All-Items - Catalogue # 62-001-X) and calculated for the twelve most recent months period (average rate on 12 months) immediately preceding the end of the Contract period.

Example of the average percentage (%) adjustment of the CPI in June 2013 over a full year: ä

| July<br>2012 | Aug.<br>2012 | Sept.<br>2012 | Oct.<br>2012 | Nov.<br>2012 | Dec.<br>2012 | Jan.<br>2013 | Fev.<br>2013 | Mar.<br>2013 | Apr.<br>2013 | May<br>2013 | June*<br>2013 | Average<br>Rate |
|--------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|---------------|-----------------|
| 1.9          | 2.0          | 1.9           | 1.9          | 1.5          | 1.5          | 0.6          | 1.4          | 0.8          | 0.4          | 0.7         | 1.0           | <b>1.300</b>    |

\* For information, attached hereto as Appendix 1 of Annex "B", an extract of 2 pages of CPI Cataloge, June 2013 only.

### 7.5.2 SACC Manual Clauses

| Number | Date       | Title   |
|--------|------------|---|
| A9117C | 2007-11-30 | T1204 - Direct Request by Customer Department |
| C2000C | 2007-11-30 | Taxes - Foreign-based Contractor              |
| H1008C | 2008-05-12 | Monthly Payment                               |

## **7.6 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:  
  
The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
3. Refer to Section B.3 Equal Instalments to be Billed in Annex "B" before completing your invoice.

## **7.7 Certifications**

### **7.7.1 Compliance**

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

## **7.8 Applicable Laws**

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

## 7.9 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 Articles of Agreement;
- (b) 2010C (2013-06-27), General Conditions - Services (Medium Complexity);
- (c) Annex "A" - Statement of Work;
- (d) Annex "B" - Basis of Payment;
- (e) Annex "C" - Insurance Requirements; and
- (f) the Contractor's bid dated \_\_\_\_\_ (to be completed at contract award by PWGSC).

## 7.10 SACC Manual Clauses

| Number | Date       | Title                            |
|--------|------------|----------------------------------|
| A9006C | 2012-07-16 | Defence Contract                 |
| A9062C | 2011-05-16 | Canadian Forces Site Regulations |

## 7.11 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.

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

## 7.12 Financial Security

1. The Contractor must provide the Contracting Authority with financial security within ten (10) calendar days after the date of contract award. The financial security must be in the form of a security deposit as defined in clause E0008C in the amount of \$30,000 for the entire contract period, including any extension.
2. If, for any reason, Canada does not receive the security deposit in the amount set out above within the specified period, the Contractor will be in default. Canada may, at its discretion, retain the bid financial security and accept another bid, reject all bids or issue a new bid solicitation.
3. If the security deposit is in the form of government guaranteed bonds with coupons, all coupons that are unmatured at the time the security deposit is provided must be attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
4. If the security deposit is in the form of a bill of exchange, Canada will deposit the bill of exchange in an open account in the Consolidated Revenue Fund. Bills of exchange that are deposited to the credit of the Consolidated Revenue Fund will bear simple interest, calculated on the basis of the rates which are in effect during the period the deposit is held.

These rates are published monthly by the Department of Finance and are set to be equal to the average yield on 90-day Treasury Bills, less 1/8 of 1 percent. Interest will be paid annually or, when the security deposit is returned to the Contractor, if earlier. The Contractor may, however, request Canada to hold and not cash the bill of exchange, in which case no interest will become payable.

5. Canada may convert the security deposit to the use of Canada if any circumstance exists which would entitle Canada to terminate the Contract for default, but any such conversion will not constitute termination of the Contract.
6. When Canada so converts the security deposit:
  - (a) the proceeds will be used by Canada to complete the Work according to the conditions of the Contract, to the nearest extent that it is feasible to do so and any balance left will be returned to the Contractor on completion of the warranty period; and
  - (b) if Canada enters into a contract to have the Work completed, the Contractor will:
    - (i) be considered to have irrevocably abandoned the Work; and
    - (ii) remain liable for the excess cost of completing the Work if the amount of the security deposit is not sufficient for such purpose. "Excess cost" means any

amount over and above the amount of the Contract Price remaining unpaid together with the amount of the security deposit.

7. If Canada does not convert the security deposit to the use of Canada before completion of the contract period, Canada will return the security deposit to the Contractor within a reasonable time after such date.
8. If Canada converts the security deposit for reasons other than bankruptcy, the financial security must be reestablished to the level of the amount stated above so that this amount is continued and available until completion of the contract period.

#### **7.12.1 Financial Security Definition**

SACC Manual clause E0008C (2012-07-16), Financial Security Definition.

## **ANNEX " A " - STATEMENT OF WORK**

### **A.1 Statement of Work and its Two Plans**

The Statement of work and its two plans attached hereto are to be inserted at this point and form part of this document.

- ♦ Annex A - Statement of Work (9 pages)
- ♦ 2 plans: L-Q11-9302/009-101 and L-Q10-9302/001-101.

## ANNEX " B " - BASIS OF PAYMENT

### B.1 General

#### B.1.1 Costs and expenses

No payment will be made for specific difficulties (blowing snow, amount of snowfall, ice storm or others).

### B.2 Firm Lot Prices

#### B.2.1 Firm Lot Prices - Snow removal

Firm lot prices include the supply of labour, materials, products, equipment, machinery, transportation, supervision and all that is necessary to fully complete the Work in accordance with Annexe "A" - Statement of Work, administrative fees, and profit.

#### B.2.2 Adjustment of Firm Lot Prices

The firm lot prices are considered to be the base price for a winter in which the amount of snowfall is equal to or less than 350cm. If the quantity is higher than 350 cm, the firm lot prices will be increased by 5%, 10% or 15%. In order to determine the amount of snow that has fallen from the beginning of the contract period to April 30, the Contractor must provide an official letter from Environment Canada's Meteorological Service confirming the data, no later than May 31. The adjustment to the firm lot prices as can be billed on May 31 based on the following rule:

- $x$  = amount of snowfall
- $A$  = adjustment to the percentage increase above the firm lot prices

| Amount of Snowfall   | Adjustment |
|--|------------|
| If $x$ is less than or equal to 350cm                        | $A = 0\%$  |
| If $x$ is greater than 350cm and less than or equal to 400cm | $A = 5\%$  |
| If $x$ is greater than 400cm and less than or equal to 450cm | $A = 10\%$ |
| If $x$ is greater than 450cm                                 | $A = 15\%$ |



### B.2.3 Pricing

- (a) Before submitting your firm lot prices in the table below, refer to clause 7.5 Payment where it is mentioned that applicable taxes are extra.
- (b) Please complete the following table (all cells with the \$ sign):

| Work sites and number of the two plans      |                |                    |                   |                |  |
|---|----------------|--------------------|-------------------|----------------|--|
| L-Q11-9302/009-101                          |                | L-Q10-9302/001-101 |                   |                |  |
| Citadel of Quebec                           |                | Barracks Connaught | St-Louis Barracks | St-Louis PMQ   |  |
| a   |                | b                  | c                 | d              |  |
| Work Periods from October 1st to April 30th | Firm Lot Price | Firm Lot Price     | Firm Lot Price    | Firm Lot Price | Contract Value per Year<br>a + b + c + d |
| 2013-2014                                   | \$             | \$                 | \$                | \$             | \$                                       |
| 2014-2015                                   | \$             | \$                 | \$                | \$             | \$                                       |
| 2015-2016                                   | \$             | \$                 | \$                | \$             | \$                                       |
| ➔ Total contract value over three years:    |                |                    |                   |                | \$                                       |

### B.2.4 Appendix 1 of Annex "B" - Extract of CPI Catalogue

Appendix 1 of Annex "B" attached hereto is to be inserted at this point and forms part of this document.

For the two years in option (2016-2017 and 2017-2018), the firm lot prices indicated in the work period 2015-2016 will be adjusted to the consumer price index (CPI). Please refer to clause 7.5 Payment.

### B.3 Equal Instalments to be Billed

The Contract value per year mentioned in the last column of the table in section B.2.3 above will be divided into five equal instalments billable on the following dates: December 31, January 31, February 28, March 31 and April 30. The April invoice will not be paid until the requirements in section 1.6.3 of Annex "A" have been met.

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## ANNEX " C " - INSURANCE REQUIREMENTS

### C.1 Commercial General Liability Insurance

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

- 
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

## **C.2 Automobile Liability Insurance**

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

## ANNEX " D " - PRESENTATION OF YOUR BID

Below is a checklist of the contents of your bid. This list is not an exhaustive list, it remains the Bidder's responsibility to prepare its bid in accordance with the instructions contained in the Invitation to Tender and provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the Invitation to Tender.

|               |   |
|---------------|---|
| Page 1        | Bidders should include with their bid, <b>the first sheet</b> of this Invitation to Tender properly completed and signed. Refer to 2003 Standard Instructions mentioned in clause <b>2.1 Standard Instructions, Clauses and Conditions</b> .  |
| Page 6        | Bidders must submit their bid only to the address indicated in clause <b>2.2 Submission of Bids</b> .   |
| Pages 7 and 8 | Bidders should submit with their bid, clause <b>2.4 Former Public Servant</b> properly completed.   |
| Page 10       | Bidders should visit the site of works. Refer to clause <b>2.7 Optional Site Visit</b> .  |
| Page 13       | Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Refer to clause <b>5.1.1 Code of Conduct and Certifications - Related documentation</b> . |
| Page 14       | Bidders must submit with their bid, a bid financial security in the form of a security deposit of \$30,000. Refer to clause <b>6.1 Bid Financial Security</b> .   |
| Page 14       | As stated in clause <b>6.2 Insurance Requirements</b> , bidders should submit with their bid, a letter from an insurance broker or an insurance company .....   |
| Page 17       | Bidders should submit with their bid, clause <b>7.4.3 Contractor's Representatives</b> properly completed.  |
| Page 25       | Bidders must include with their bid, section <b>B.2.3 Pricing</b> of Annex "B" duly completed.  |

ANNEX A  
STATEMENT OF WORK

**PART 1 – GENERAL INSTRUCTIONS****1.1 GENERAL**

- .1 The required snow removal services include the following: clearing, de-icing and disposal of snow and ice from parking areas, sidewalks, access doors and wheelchair access ramps, and ensuring safety at locations on Department of National Defence (DND) premises, in accordance with the Statement of Work (SOW) and locations indicated on site plans # *L-Q11-9302/009-101* and # *L-Q10-9302/001-101*.
- .2 Work to be performed includes providing labour, materials, products, equipment, machinery, fuel, transportation, maintenance and repair of equipment and machinery, supervision and everything necessary to complete the Work in accordance with the SOW.

**1.2 DESCRIPTION OF REQUIRED SERVICES**

The Work includes, but is not limited to, the following:

- .1 The Contractor shall remove snow as precipitation occurs, ie, ensure that the site surfaces indicated on site plans # *L-Q11-9302/009-101* and # *L-Q10-9302/001-101* are safe by clearing, de-icing and disposing of snow and ice outside the DND premises, in accordance with the SOW.
- .2 The Contractor shall continually clear and de-ice Côte de la Citadelle, its sidewalk and the tunnel so that the surfaces are kept free of snow and ice at all times.
- .3 The Citadel is an open-air enclosure constructed of stone below ground level, and blowing snow frequently forms drifts.
- .4 When requested by the Technical Authority, the Contractor shall, at no additional charge, move approximately 2,000m<sup>3</sup> of snow to construct a slide (snow pile).
- .5 When requested by the Technical Authority, the Contractor shall, at no additional charge, provide a loader and snow blower with a driver, for the purpose of building the snow pile. (The estimated time required for this is a maximum of 10 hours.)
- .6 Along the edges of the surfaces to be cleared of snow, the Contractor shall place markers in the fall and remove them in the spring. The markers shall be provided by the Contractor.
- .7 The Contractor shall perform the springtime cleanup of the surfaces where snow was cleared.
- .8 When requested by the Technical Authority, the Contractor shall, at no additional charge, remove piles of snow and ice cleared from roofs by DND and dispose of the snow and ice in accordance with section 3.5.
- .9 The Contractor must comply with the snow clearance policy of the City of Quebec concerning clearance (blowing or removal) of major snow accumulations that may constitute a hazard to persons or material resources.

ANNEX A  
STATEMENT OF WORK

**1.3    LOCATION ACCESS**

- .1    The terms and conditions for accessing the site shall be specified by the Technical Authority at the start-up meeting (section 1.9).
- .2    Traffic on the work site will be subject to troop movements and to the regulations in force at Valcartier Garrison and its detachments in the Quebec City area.

**1.4    LOCATION OF WORK**

- .1    Citadel of Quebec, 1 Côte de la Citadelle (*site plan # L-Q11-9302/009-101*)  
(Estimated area: 41,580.5m<sup>2</sup>)
- .2    Connaught Barracks, 4 Côte de la Citadelle (*site plan # L-Q10-9302/001-101*)
  - a)    One (1) parking area  
(Estimated area: 1625.9m<sup>2</sup>)  
Thirteen (13) building access doors, Connaught 1 & 2  
(Estimated area: 1m x 1.5m = 1.5m<sup>2</sup> x 13 doors = 19.5m<sup>2</sup> / references #1 through #13)
  - b)    Four (4) garage doors in the courtyard  
(Estimated area: 1m x 3m = 3m<sup>2</sup> x 4 doors = 12m<sup>2</sup> / references G1, G2, G3, G4)
  - c)    One (1) wheelchair access ramp and access door  
(Estimated area: 1.5m x 5m = 7.5m<sup>2</sup> / reference H1)
  - d)    One (1) access sidewalk and access door #1  
(Estimated area: 2m x 8m = 16m<sup>2</sup> / reference T1)
  - e)    One (1) access sidewalk and access door #2  
(Estimated area: 5m x 2m = 10m<sup>2</sup> / reference T2)
  - f)    One (1) access sidewalk and access door #3  
(Estimated area: 7m x 5m = 35m<sup>2</sup> / reference T3)
- .3    St-Louis Barracks on D'Auteuil Street (*site plan # L-Q10-9302/001-101*)
  - a)    Two (2) parking areas  
(Estimated area: 1662.9m<sup>2</sup>)
- .4    Private married quarters (PMQ) on St-Louis Street (*site plan # L-Q10-9302/001-101*)
  - a)    One (1) parking area  
(Estimated area: 922.76m<sup>2</sup>)

## ANNEX A STATEMENT OF WORK

### 1.5 **SAFETY STANDARDS**

- .1 The Contractor shall comply with Quebec's *Act respecting occupational health and safety* and any other provincial act or regulation concerning the Commission de la santé et de la sécurité du travail (CSST), including the *Regulation respecting industrial and commercial establishments* (S-2.1, r.9) and the *Safety Code for the construction industry*, published under regulation S-2.1, r.6. The Contractor shall also comply with federal acts, regulations and standards, the *Canada Labour Code*, DND fire safety regulations, and industry usage standards. In the event of a discrepancy or conflict between legislative provisions, regulatory provisions and safety standards, the most stringent provisions or standards shall prevail.
- .2 At the start-up meeting (see section 1.9), the Technical Authority shall explain the actions to be taken in the event of a hazardous situation and provide the emergency telephone numbers to call from the worksites.
- .3 The Contractor shall suspend the Work at the request of the Technical Authority if the Technical Authority believes that the Work is not being performed safely or in accordance with the applicable safety statutes.
- .4 The Contractor shall supply any equipment or devices needed to meet the requirements of subsection 1.5.1, including personal protection equipment and a first-aid kit.
- .5 The Contractor shall inform all relevant persons of any health and safety risks prior to commencing the Work and regularly throughout the performance of the Work. The Contractor shall keep a record of the information communicated, including the date and time of the communication.

### 1.6 **RESPONSIBILITIES OF THE CONTRACTOR**

- .1 The Contractor is responsible for keeping up to date on weather forecasts and for regularly checking the surfaces to be cleared in order to ensure that contract requirements are met.
- .2 The Contractor is responsible for inspecting with the Technical Authority the locations to be cleared, for preparing inspection reports and submitting copies to the Technical Authority prior to the start of the winter season and for reporting any observed damage or damage caused to DND property during the season.
- .3 Once the snow has melted, the Contractor is responsible for repairing any damage caused during snow removal.

### 1.7 **WORK INSTRUCTIONS**

- .1 All communication concerning the performance of the Work must be directed to the Technical Authority only. The Technical Authority is responsible to the Construction Engineering Branch Contracts Section at Valcartier Garrison.
- .2 Requests for removal of snow accumulations resulting from clearing of the roofs by DND will be made by the Technical Authority, but they do not require an order form. See section 1.2.8.

ANNEX A  
STATEMENT OF WORK

**1.8 AVAILABILITY AND TIMEFRAMES**

**Availability**

- .1 Services shall be provided regardless of the day or time, even on weekends and holidays. Unless otherwise indicated by the Technical Authority, services shall be offered in a manner that does not interrupt work in progress.
- .2 For the duration of the service contract, the individuals in charge of administration must be reachable by telephone, fax and/or e-mail on working days.
- .3 The Contractor shall appoint a designated representative to the site and ensure that the Technical Authority can contact the representative by phone 24 hours a day, 7 days a week, without exception, from October 1 to April 30. The Contractor shall provide a replacement for that person, if necessary. The representative(s) shall have the authority to take orders from the Technical Authority and execute them. The Contractor is responsible for ensuring that he or she or his or her representative(s) is(are) reachable at all times.

**Response times**

- .4 **Continually** remove snow and ice from the Côte de la Citadelle, its pedestrian sidewalk and the tunnel so that the street and the sidewalk are kept free of snow and ice at all times.
- .5 Once one or more snowfalls total 50mm or more, the Contractor shall immediately carry out snow removal work in the designated locations. However, the Contractor shall not construe this as permission to leave 50mm of snow and/or ice on the ground during snow removal.
- .6 When drifts form due to blowing snow, whether or not precipitation has occurred, the Contractor shall immediately carry out snow removal work in the designated locations.
- .7 The Contractor shall clear parking areas, roads, access doors and access sidewalks of snow and ice to their full dimensions before 6:00 am during and after each snowfall, to the Technical Authority's satisfaction.
- .8 Unless otherwise indicated by the Technical Authority, disposal of ice and snow must take place between 8:00 pm and 6:00 am for the Citadel and the Connaught Barracks and between 6:00 am and 10:00 pm for the St-Louis Barracks and the private married quarters (PMQ).
- .9 All snow removal work must be started promptly and be completed within the following timelines:
  - A) Fall of 5cm to 15cm: snow removal operations must be completed within 24 hours of return to settled weather conditions.
  - B) Fall of 15cm to 25cm: snow removal operations must be completed within 48 hours of return to settled weather conditions.
  - C) Fall exceeding 25cm: snow removal operations must be completed within 72 hours of return to settled weather conditions.
- .10 Unavailability of equipment does not constitute a reason for not providing service.



ANNEX A  
STATEMENT OF WORK

**1.9 START-UP MEETING**

- .1 A start-up meeting shall be held as soon as possible following the award of the service contract. The Technical Authority shall contact the Contractor's representative as soon as possible after the service contract is awarded to determine the date and location of the meeting.
- .2 This start-up meeting constitutes an administrative information meeting to facilitate the successful execution of the service contract. Documents cannot be modified during the meeting.

**1.10 ENVIROMENTAL PROTECTION****Protection of flora and fauna**

- .1 The Contractor must take all necessary precautions to protect the natural environment in the performance of work. Trees bordering the site must be protected from root or trunk damage.

**Petroleum hydrocarbon spills**

- .2 The Contractor must ensure that a response kit is present in case of a petroleum hydrocarbon spill resulting from the use of machinery on the site.
- .3 Any spill shall immediately be reported to the Technical Authority.
- .4 In the event of an accidental spill by the Contractor, remediation of the site must meet the standards of and be approved by DND Environment.
- .5 The Contractor shall be responsible for performing the work required for site cleanup and remediation and for the costs associated with it.

**PART 2 – EQUIPMENT AND PRODUCTS****2.1 EQUIPMENT**

- .1 In accordance with the SOW, the Contractor must be able to supply the machinery needed to fully complete the snow removal work indicated on site plans # *L-Q11-9302/009-101* and # *L-Q10-9302/001-101*.
- .2 Subject to subsection 2.1.1, the operating capacity of the machinery (power, box dimensions, snowplough and buckets) and the number of vehicles required shall be determined by the Contractor, on the basis of the scope of work and weather conditions, to ensure that performance deadlines and requirements concerning the quality of the Work are met.
- .3 All equipment must be in perfect working order to ensure that work can be carried out satisfactorily and safely.
- .4 The Contractor shall use equipment that does not risk damaging pavement or sidewalks. The Contractor shall not use serrated blades.
- .5 Fuel, transportation, maintenance and repair costs shall be entirely assumed by the Contractor.

## ANNEX A STATEMENT OF WORK

- .6 DND is not responsible for any potential machinery breakdowns that might result from poor surface quality in the areas to be cleared (potholes, uneven surfaces, obstacles, etc). The Contractor is responsible for regularly inspecting the condition of surfaces and taking note of irregularities in order to make any necessary adjustments to the way the vehicles are driven.
- .7 All equipment must be able to pass easily through a winding tunnel (the “*serpentin*”) measuring 10'1" wide and 14'6" high.
- .8 The equipment required for the work at the Dalhousie Gate must be able to pass through the Dalhousie Gate. The Dalhousie Gate is an archway with protruding irregular stones at its base. The passageway is approximately 9' high and 7'10" wide at wheel level and 8'10" wide at mid-height (see site plan # *L-Q11-9302/009-101*).
- .9 Before the contract is awarded, a clearance test may be required for a tractor and truck at the tunnel and the Dalhousie Gate.

### 2.2 **PRODUCTS**

- .1 Bulk road salt (type 1 sodium chloride) used for pavement de-icing shall comply with Canadian General Standards Board standard CAN/CGSB 15.9-92.
- .2 Bulk road salt used to melt ice must be effective from at least 0°C to -15°C.
- .3 Sodium chloride must be free of gravel, clay, minerals and any foreign substances that could cause caking or clumping.
- .4 Additives to prevent caking must not significantly alter the properties of the salt.

Bulk road salt requirements:

| <b>Parameter</b>            | <b>Minimum</b> | <b>Maximum</b> |
|-----------------------------|----------------|----------------|
| Water content               | -              | 1.5            |
| Calcium chloride (weight %) | 93%            | -              |
| Sieve 12.5mm                | 100            | -              |
| Sieve 10mm                  | 95             | 100            |
| Sieve 5mm                   | 20             | 90             |
| Sieve 2.5mm                 | 10             | 60             |
| Sieve 630µm                 | -              | 11             |

- .5 The sand used must be free from impurities and comply with the applicable standards.

ANNEX A  
STATEMENT OF WORK

**PART 3 – PERFORMANCE****3.1 SITE SAFETY**

- .1 The Contractor shall supply and install safety guard rails and signage required for public safety.
- .2 The Contractor shall ensure safety at all times and ensure that pedestrians do not approach the equipment.
- .3 The Contractor shall replace manhole covers and street grates that may have been moved. If this is not possible, the Contractor shall install temporary signage and immediately notify the Technical Authority.

**3.2 CLEARING**

- .1 The Contractor shall clear snow in the order of priority indicated on site plans # *L-Q11-9302/009-101* and # *L-Q10-9302/001-101*.
- .2 The Contractor shall contact the guardroom to have the gate opened for Priority 1 snow removal.
- .3 The Contractor shall clear snow from the full width of surfaces indicated on site plans # *L-Q11-9302/009-101* and # *L-Q10-9302/001-101*, using the appropriate equipment.
- .4 The Contractor shall clear snow and ice from manholes and street grates and use hand tools if necessary.
- .5 At intersections, the Contractor shall remove snow banks left behind by snow clearing at cross streets, even if the cross streets have been cleared by the City.
- .6 The Contractor shall remove excess snow from the corners of lots adjacent to intersections so that drivers coming out of parking areas and off access roads have good visibility at all times. The Contractor shall leave a one-metre layer of snow on lawns to prevent damage from freezing or equipment.
- .7 The Contractor must not push snow onto roads, parking areas, or fire hydrants or PIV access ways already cleared or to be cleared by the City, DND or other contractors.
- .8 The Contractor shall perform snow removal work and choose loading areas in a manner that allows vehicles and pedestrians to circulate safely at all times.
- .9 When there are snowdrifts, even without precipitation, the Contractor shall ensure that access roads, parking areas, sidewalks, access doors and other designated areas remain clear, so that vehicles and pedestrians can circulate normally.
- .10 Given that access to the site will be subject to troop movements (see subsection 1.3.2), parking areas may be empty, partially occupied or fully occupied by either military or civilian vehicles. Despite this fact, snow clearing must be performed in accordance with the SOW. DND cannot guarantee that parking areas will be empty after a snowfall.

ANNEX A  
STATEMENT OF WORK

**3.3 DE-ICING** (*Sanding and salting*)

- .1 At any time or upon the request of the Technical Authority, the Contractor shall supply and scatter sand, salt or any other de-icing product to melt snow or ice remaining on the work site in order to make it slip resistant and reduce the thickness of or remove the hardened snow or ice so that the complete surface of the parking areas, access roads, sidewalks, and building accesses are safe for vehicles and pedestrians at all sites identified on site plans # *L-Q11-9302/009-101* and # *L-Q10-9302-001-101*.
- .2 Scattering services are an integral part of the clearing and removal work and shall also be provided at no additional cost at all times, based on need, ie, including between snowfalls.
- .3 The scattering of chemical de-icers and abrasives shall also extend to situations involving ice pellets, freezing rain and surfaces that have become icy because of cold temperatures, whether there has been rain or not.
- .4 When the weather forecast includes ice pellets or freezing rain, the Contractor shall immediately scatter chemical de-icers as needed, so as to prevent ice formation.
- .5 The scattering rates used by the contractor shall comply with the rates recommended by the product manufacturers, on the basis of site needs and use, so as to meet the contract requirements.

**3.4 CONTINUOUS REMOVAL OF SNOW AND ICE FROM CÔTE DE LA CITADELLE**

- .6 The Contractor shall remove snow and spread sand or salt, depending on the temperature, so that the road and the sidewalk are kept free of snow and ice at all times.
- .7 Spreading of sand or salt on the sidewalk shall be done manually or mechanically, in such a way that sand or salt is kept off the grass.

**3.5 DISPOSAL OF SNOW AND ICE**

- .1 With the exception (on request) of construction of the snow pile (approximately 2,000m<sup>3</sup>), the Contractor shall transport and dispose of snow and ice outside DND premises. The Contractor shall find a site where unloading is authorized by the City and the Ministère du Développement durable, de l'Environnement, de la Faune et des Parcs (MDDEFP) and pay any fees charged by the site owner.
- .2 The Contractor shall not blow snow over the walls of the Citadel or on the property.
- .3 Snow pile:

For the purpose of constructing a slide, when requested by the Technical Authority, the Contractor must move approximately 2,000m<sup>3</sup> of snow and spread it over a surface area of approximately 822m<sup>2</sup> to the north-east of the parade ground, near the museum. (See site plan # *L-Q11-9302/009-101*.)

Note that after the activity is over (mid-February), snow must no longer be pushed to this location.

The snow pile must be made of snow taken from the areas specified for snow removal in the contract.

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The Contractor must provide a loader and a snowblower with a driver, to be available on the Technical Authority's request for construction of the snow pile.

The Contractor will not be responsible for removing the snow pile.

DND will take responsibility for any impact resulting from the snow pile.

**3.6 PLACEMENT OF MARKERS**

- .1 In the fall, the Contractor shall supply and place markers along the surfaces to be cleared, on either side of intersections and at the four corners of parking areas. The markers, which may be either wooden or metal posts, must be firmly staked in the ground and must be at least two (2) metres high. The ends of the posts shall be of a fluorescent colour. The Contractor shall remove the markers in the spring.

**3.7 CLEANING OF SURFACES WHERE SNOW WAS CLEARED**

- .1 By April 30 of each year, the Contractor shall clean up the surfaces where snow was cleared by removing accumulated sand left from sanding operations. The Contractor shall be responsible for disposing of the sand collected from the surfaces.





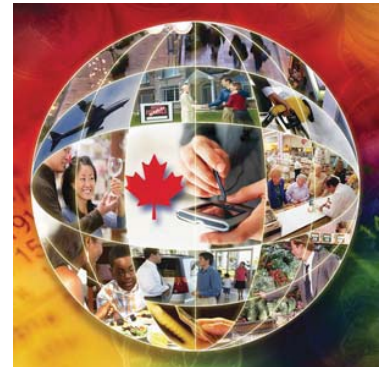


Catalogue no. 62-001-X

Appendix 1 of Annex "B" - Extract of CPI Catalogue

# The Consumer Price Index

June 2013



Statistics  
Canada

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Canada

Canada



Table 9-5

The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted — **Quebec**

|   | CANSIM<br>vector<br>number | Indexes      |              |              | Percentage change        |                           |
|---|----------------------------|--------------|--------------|--------------|--------------------------|---------------------------|
|   |                            | June<br>2012 | May<br>2013  | June<br>2013 | May 2013 to<br>June 2013 | June 2012 to<br>June 2013 |
|   |                            | 2002=100     |              |              | %                        |                           |
| <b>All-items CPI</b>  | <b>(v41691783)</b>         | <b>120.6</b> | <b>121.9</b> | <b>121.8</b> | <b>-0.1</b>              | <b>1.0</b>                |
| <b>Special aggregates</b>   |                            |              |              |              |                          |                           |
| All-items CPI excluding food  | (v41691908)                | 117.7        | 119.1        | 118.9        | -0.2                     | 1.0                       |
| All-items CPI excluding food and energy   | (v41691909)                | 113.5        | 114.7        | 114.4        | -0.3                     | 0.8                       |
| All-items CPI excluding energy  | (v41691914)                | 117.5        | 118.7        | 118.5        | -0.2                     | 0.9                       |
| All-items CPI excluding gasoline  | (v41693255)                | 118.1        | 119.3        | 119.1        | -0.2                     | 0.8                       |
| Energy <sup>1</sup>   | (v41691915)                | 155.4        | 158.5        | 159.6        | 0.7                      | 2.7                       |
| <b>All-items CPI (1992=100)</b>   | <b>(v41713412)</b>         | <b>139.3</b> | <b>140.9</b> | <b>140.7</b> | <b>-0.1</b>              | <b>1.0</b>                |
| <b>Food</b>   |                            |              |              |              |                          |                           |
| Food purchased from stores  | (v41691785)                | 133.6        | 134.3        | 134.5        | 0.1                      | 0.7                       |
| Meat  | (v41691786)                | 135.2        | 139.1        | 139.3        | 0.1                      | 3.0                       |
| Dairy products  | (v41691796)                | 133.7        | 134.6        | 133.2        | -1.0                     | -0.4                      |
| Bakery and cereal products (excluding infant food)  | (v41691801)                | 148.9        | 150.4        | 152.0        | 1.1                      | 2.1                       |
| Fresh fruit   | (v41691805)                | 123.9        | 118.4        | 122.9        | 3.8                      | -0.8                      |
| Fresh vegetables  | (v41691808)                | 115.3        | 115.6        | 117.1        | 1.3                      | 1.6                       |
| Food purchased from restaurants   | (v41691815)                | 131.4        | 133.6        | 134.3        | 0.5                      | 2.2                       |
| <b>Shelter</b>  |                            |              |              |              |                          |                           |
| Rented accommodation  | (v41691817)                | 112.2        | 113.5        | 113.5        | 0.0                      | 1.2                       |
| Owned accommodation   | (v41691819)                | 130.0        | 130.6        | 130.8        | 0.2                      | 0.6                       |
| Homeowners' replacement cost  | (v41691820)                | 147.7        | 150.1        | 151.2        | 0.7                      | 2.4                       |
| Homeowners' home and mortgage insurance   | (v41691822)                | 153.6        | 154.5        | 153.8        | -0.5                     | 0.1                       |
| Homeowners' maintenance and repairs   | (v41691823)                | 128.2        | 133.5        | 132.7        | -0.6                     | 3.5                       |
| Water, fuel and electricity   | (v41691824)                | 128.9        | 129.9        | 130.2        | 0.2                      | 1.0                       |
| Electricity   | (v41691825)                | 114.1        | 116.4        | 116.4        | 0.0                      | 2.0                       |
| Natural gas   | (v41691827)                | 98.7         | 100.7        | 100.8        | 0.1                      | 2.1                       |
| Fuel oil and other fuels  | (v41691828)                | 251.9        | 234.6        | 238.8        | 1.8                      | -5.2                      |
| <b>Household operations, furnishings and equipment</b>  |                            |              |              |              |                          |                           |
| Household operations  | (v41691830)                | 124.4        | 125.3        | 125.2        | -0.1                     | 0.6                       |
| Telephone services  | (v41691832)                | 121.2        | 123.0        | 123.0        | 0.0                      | 1.5                       |
| Internet access services and subscriptions to online content providers (excluding online newspapers and periodicals) (200212=100) | (v41693221)                | 95.3         | 94.2         | 94.2         | 0.0                      | -1.2                      |
| Household furnishings and equipment   | (v41691837)                | 100.0        | 98.2         | 98.6         | 0.4                      | -1.4                      |
| <b>Clothing and footwear</b>  |                            |              |              |              |                          |                           |
| Women's clothing  | (v41691846)                | 71.6         | 76.2         | 73.2         | -3.9                     | 2.2                       |
| Men's clothing  | (v41691847)                | 87.6         | 92.0         | 84.8         | -7.8                     | -3.2                      |
| Footwear  | (v41691849)                | 95.8         | 100.3        | 101.0        | 0.7                      | 5.4                       |
| <b>Transportation</b>   |                            |              |              |              |                          |                           |
| Private transportation  | (v41691853)                | 126.9        | 128.9        | 129.0        | 0.1                      | 1.7                       |
| Purchase and leasing of passenger vehicles  | (v41691855)                | 92.9         | 94.7         | 94.1         | -0.6                     | 1.3                       |
| Gasoline  | (v41691858)                | 181.3        | 186.3        | 188.0        | 0.9                      | 3.7                       |
| Passenger vehicle insurance premiums  | (v41691861)                | 158.1        | 154.3        | 154.3        | 0.0                      | -2.4                      |
| Public transportation   | (v41691863)                | 138.2        | 140.4        | 140.8        | 0.3                      | 1.9                       |
| <b>Health and personal care</b>   |                            |              |              |              |                          |                           |
| Health care   | (v41691869)                | 118.4        | 119.9        | 119.6        | -0.3                     | 1.0                       |
| Personal care   | (v41691875)                | 119.2        | 119.2        | 120.0        | 0.7                      | 0.7                       |
| <b>Recreation, education and reading</b>  |                            |              |              |              |                          |                           |
| Recreation  | (v41691879)                | 90.6         | 89.7         | 90.1         | 0.4                      | -0.6                      |
| Education and reading   | (v41691887)                | 132.5        | 133.6        | 133.8        | 0.1                      | 1.0                       |
| <b>Alcoholic beverages and tobacco products</b>   |                            |              |              |              |                          |                           |
| Alcoholic beverages   | (v41691892)                | 112.6        | 116.2        | 115.3        | -0.8                     | 2.4                       |
| Tobacco products and smokers' supplies  | (v41691898)                | 149.2        | 159.2        | 159.4        | 0.1                      | 6.8                       |

Note(s): See "Data quality, concepts and methodology — Explanatory notes for tables" section.