

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services Canada**  
**Telus Plaza North/Plaza Telus Nord**  
**10025 Jasper Ave./10025 ave. Jaspe**  
**5th floor/5e étage**  
**Edmonton**  
**Alberta**  
**T5J 1S6**  
**Bid Fax: (780) 497-3510**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Site Management - Inuvik FOL	
<b>Solicitation No. - N° de l'invitation</b> W0134-14CYLL/A	<b>Date</b> 2013-10-21
<b>Client Reference No. - N° de référence du client</b> DND	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-607-9974	
<b>File No. - N° de dossier</b> EDM-3-36049 (607)	<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 2013-11-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Jenkinson, Lorraine	<b>Buyer Id - Id de l'acheteur</b> edm607
<b>Telephone No. - N° de téléphone</b> (780) 497-3593 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE WCE Contracts 4 Wing Cold Lake PO Box 6550 Stn Forces COLD LAKE Alberta T9M 2C6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

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

**Issuing Office - Bureau de distribution**

**Public Works and Government Services Canada**  
**Telus Plaza North/Plaza Telus Nord**  
**10025 Jasper Ave./10025 ave Jasper**  
**5th floor/5e étage**  
**Edmonton**  
**Alberta**  
**T5J 1S6**

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**TITLE: SITE MANAGEMENT SERVICES, DEPARTMENT OF NATIONAL DEFENCE, FORWARD  
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edm607

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

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CCC No./N° CCC - FMS No/ N° VME

DND

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- 15. Commercial General Liability Insurance
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- Annex "F" - ... DND 626, Task Authorization Form
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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

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

### 2. Summary

- 2.1 The Department of National Defence (DND) has established Forward Operating Locations (FOL) within Northwest Territories for the purpose of military deployment into the Canadian north. These locations are intended for occupation by the military on short notice for discontinuous periods during peacetime, and as necessary during civil or military emergencies. The Inuvik FOL contains hangars to store six fighter jets, is capable of housing 220 personnel and has a full kitchen. The FOL site has three buildings heated with fuel oil or propane. The personnel accommodations building (PAB) has six main furnace/ heating systems. There is an equipment building which houses equipment for the DND mechanics, supply, engineering, firefighters and mobile support equipment operators. There are various air handling units throughout the buildings. The site also has two back up generator systems.

The Contractor will provide all labour, materials, tools, equipment, transportation and supervision necessary to secure, monitor and maintain the Inuvik FOL at a continual state of readiness and operability for DND occupation by providing some or all of the following services based on the mode of operation. The Contractor will conduct the majority of Work required between the hours of 0800 and 1600 hours each Working day or as otherwise directed.

- i. Security Inspections, Alarm Response and Security Escorting
- ii. Building Maintenance, Inspections and Repairs
- iii. Janitorial
- iv. Snow Removal
- v. Potable Water Supply and Septic Removal
- vi. Emergency Environmental Spill Response

- 2.2 It is anticipated the Contract will be effective for a period of three (3) years with one (1), one-year option period.
- 2.3 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) website.
- 2.4 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003 and 2004.
- 2.5 For services requirements, Bidders 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 bid solicitation.
- 2.6 The requirement is limited to Canadian goods and/or services.
- 2.7 Comprehensive Land Claims Agreement (CLCA)
- 2.7.1 This procurement reflects the government contracting obligations addressed in Articles 10.1.4 and 25.1.10, and Appendix C, sections 9.7, 11.6, 13.6 and 17.2 of the Gwich'in Comprehensive Land Claims Agreement (GCLCA). ([http://www.collectionscanada.gc.ca/webarchives/20071115152303/http://www.ainc-inac.gc.ca/pr/agr/gwich/gwic/index\\_e.html](http://www.collectionscanada.gc.ca/webarchives/20071115152303/http://www.ainc-inac.gc.ca/pr/agr/gwich/gwic/index_e.html) )
- 2.7.2 This procurement reflects the government contracting obligations addressed in Article 16.(8) of the Inuvialuit Final Agreement. ([http://www.collectionscanada.gc.ca/webarchives/20071115155259/http://www.ainc-inac.gc.ca/pr/agr/inu/wesar\\_e.html](http://www.collectionscanada.gc.ca/webarchives/20071115155259/http://www.ainc-inac.gc.ca/pr/agr/inu/wesar_e.html) )
- 2.8 There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named [Federal Contractors Program for Employment Equity - Certification](#).

### 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

### 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.

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

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

## **2. Submission of Bids**

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

**Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.**

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

### **3.1 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.

### **3.2 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.

### 3.3 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.

## 4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than SEVEN (7) 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.

## 5. Applicable Laws

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

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.

## 6. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least SEVEN (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 7. Mandatory Site Visit

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

**DATE: 6 NOVEMBER, 2013**

**TIME: 09:30 a.m.**

**Location: FOL Inuvik, meet at front gate**

**Bidders must communicate with the Contracting Authority no later than 12:00 p.m. MST, 4-NOVEMBER-2013 to confirm attendance and provide the names of the person(s) who will attend.**

Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies) (including Commitment of Inuvialuit and Gwich'in Employment Content at Annex "C")

Section II: Financial Bid (2 hard copies)

Section III: 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 corresponds to the bid solicitation.

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

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

Bidders must submit a commitment of Inuvialuit and Gwich'in employment content in accordance with Annex "C".

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **Section II: Financial Bid**

- 2.1 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.

### **2.2 Exchange Rate Fluctuation**

C3011T (2010-01-11), Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

Point rated technical evaluation criteria are detailed in Annex "C" - Commitment of Inuvialuit and Gwich'in Employment Content and Annex "H", Evaluation Criteria.

#### **1.2 Financial Evaluation**

1.2.1 Financial evaluation as per Annex "H", Evaluation Criteria.

## 2. Basis of Selection - Highest Combined Rating of Technical Merit and Price

2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 65 percent of the points of the technical evaluation criteria for each of the three (3) categories subject to point rating:
  - (i) 140 points for category 1.1 Company Management (Total points = 160);
  - (ii) 84.5 points for category 1.2 Building Maintenance / Management (Total points = 130);
  - (ii) 13 points for category 1.3 Emergency Environmental Spill Response (Total points = 20);

2.2. Bids not meeting (choose "(a) or (b) or (c) will be declared non-responsive.

2.3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

2.4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

2.5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

2.6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

2.7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$

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<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1st	3rd	2nd

## 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.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 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.

#### 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](http://www.hrsdc.gc.ca/eng/labour/index.shtml)" list (<http://www.hrsdc.gc.ca/eng/labour/index.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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), for each member of the Joint Venture.

### 2. Additional Certifications Precedent to Contract Award

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

#### 2.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

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

### **1. Security Requirement**

#### **1.1. Before award of a contract, the following conditions must be met:**

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

#### **1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.**

#### **1.3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.**

### **2. Financial Capability**

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

### **3. Bid Financial Security**

#### **3.1 Bid Financial Security**

##### **3.1.1 Bidders must provide bid financial security consisting of:**

- a. a security deposit as defined in clause E0008T, or
  - b. a bid bond form PWGSC-TPSGC 504  
[ <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/504-eng.html> ], which must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies [ <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appl> ].
- 3.1.2. 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.
- 3.1.3. If the **financial security is in the form of a bill of exchange or a government guaranteed bond**, the security deposit must represent **ten (10) percent of the bid price, to a maximum of \$100,000.00**.
- 3.1.4. If the **financial security is a bid bond**, the amount of the bond must represent **ten (10) percent of the bid price, to a maximum of \$100,000.00**.
- 3.1.5. Bidders who provide a security deposit as bid financial security must submit their bid under seal (does not apply in Quebec).
- 3.21 SACC Manual Clauses**  
E0003T (2011-05-16), Security Deposit  
E0008T (2012-07-16), Security Deposit Definition

#### 4. 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 Articles 14, 15, and 16.

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

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

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorizations will be necessary for Work performed under the following articles of the Statement of Work, Annex "A", in accordance with the process detailed herein:

- Article 2.2 Notification of Change of Mode
- Article 3.1 Security Inspections, Alarm Response and Security Escorting, sections 3.1.B.1, 3.1.C.1
- Article 3.2 Building Maintenance Inspections and Repairs, sections 3.2.A.3, 3.2.A.4, 3.2.B.1, 3.2.B.2, 3.2.B.3
- Article 3.3. Janitorial Services, sections 3.3.A.4, 3.3.B.4, 3.3.C.2
- Article 3.4 Snow Removal, section 3.4.A.4, 3.4.B.1
- Article 3.5 Potable Water Supply and Septic Removal, section 3.5.A.1.

### 1.2.1 Task Authorization Process

1.2.1.1 The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex "F".

1.2.1.2 The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

1.2.1.3 The Contractor must provide the Project Authority, within ten (10) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must provide, as a minimum, the following information: the personnel assigned, firm unit prices as per the Basis of Payment, Annex "B", level of effort, materials and supplies, and duration and schedule of each task.

Where replacement of components is more cost effective than repair, the Contractor will make this option known and include this cost in the estimate.

1.2.1.4 The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.1.5 Advance Approval in Cases of Urgency: The Contractor must make every effort to obtain advance approval before starting any Work on a tasking covered by these requirements. In cases of urgency, the Contractor is encouraged to use telephone and/or email to meet this requirement, but must in all cases submit a written request for approval of a Tasking within 3 working days after starting Work. In extremely urgent cases, the Contractor may begin Work without advance approval, but in such cases, the Contractor must seek approval within the next working day. If written approval for starting Work in extremely urgent cases is not sought within the next working day Canada's payment to the Contractor for the tasking may be limited to \$5,000. In all cases of urgency, full support has to be provided by the Contractor as to why the regular process for approval could not be followed.

For the purposes of this Contract urgency is defined as 'the need is one of pressing emergency in which delay would be injurious to the public interest; An emergency may be an actual or imminent life-threatening situation, a disaster which endangers the quality of life or has resulted in the loss of life, or one that may result in significant loss or damage to Canada's property'.

### 1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$100,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

### 1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

### 1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "G". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

#### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

For each authorized task:

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

For all authorized tasks:



Solicitation No. - N° de l'invitation

W0134-14CYLL/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm607

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

DND

EDM-3-36049

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- I. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
  - ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

### 1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence WCE Contracts, 4 Wing Cold Lake. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

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

### 2.1 General Conditions

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 3. Security Requirement

- 3.1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 3.2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

- 3.3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 3.4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
  - (b) Industrial Security Manual (Latest Edition).

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ (fill in start date of the period) to \_\_\_\_\_ inclusive (fill in end date of the period).

### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to \_\_\_\_\_ additional \_\_\_\_\_ year period(s) 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 \_\_\_\_\_ calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lorraine Jenkinson  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
Telus Plaza North  
10025 Jasper Avenue, 5th Floor  
Edmonton, AB T5J 1S6

Telephone: (780) 497-3593

Facsimile: (780) 497-3510

E-mail address: Lorraine.Jenkinson@pwgsc-tpsgc.gc.ca

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

### 5.2 Project Authority

*(to be named in the contract)*

The Project Authority for the Contract is:

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

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

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

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

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

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

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

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

### 5.3 Contractor's Representative

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

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

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

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 [ <http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html> ], 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 [ [http://www.tbs-sct.gc.ca/pubs\\_pol/dcgpubs/ContPolNotices/2012/10-31-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/ContPolNotices/2012/10-31-eng.asp) ] of the Treasury Board Secretariat of Canada.

## 7. Payment

### 7.1 Basis of Payment

**7.1.1 Regularly Scheduled Work:** The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

**7.1.2 Task Authorizations:** The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.2 Limitation of Expenditure

**7.2.1.** Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

**7.2.2.** 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.

- 7.2.3. 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.

### 7.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### 7.4 SACC Manual Clauses

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

### 7.5 Time Verification

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

C0711C (2008-05-12), Time Verification

## 8. Invoicing Instructions

- 8.1. 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

- 8.2. 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.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 9. Certifications

### 9.1 Compliance

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

unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

## 10. Applicable Laws

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

## 11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-06-27), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Commitment of Inuvialuit and Gwich'in Employment Content
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Federal Contractors Program for Employment Equity - Certification;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_, *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: ", as clarified on \_\_\_\_\_" or ", as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s)).*

## 12. Defence Contract

SACC Manual clause A9006C (2012-07-16), Defence Contract

## 13. SACC Manual clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)  
 A9016C (2011-05-16), Hazardous Waste Disposal  
 A9039C (2008-05-12), Salvage  
 A9062C (2011-05-16), Canadian Forces Site Regulations  
 B1501C (2006-06-16), Electrical Equipment  
 B7500C (2006-06-16), Excess Goods

## 14. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Articles 15 and 16. 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.

## **15. Commercial General Liability Insurance**

- 15.1. 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.
- 15.2. 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.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

## 16. Automobile Liability Insurance

- 16.1. 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.
- 16.2. 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.
  - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

## 17. Contract Financial Security

- 17.1 *SACC Manual* clause E0008C (2012-07-16), Security Deposit Definition
- 17.2 Contract Financial Security
  - 17.2.1. The Contractor must provide one of the following contract financial securities within fifteen (15) calendar days after the date of Contract award:
    - (a) a performance bond form PWGSC-TPSGC 505 **in the amount of fifty (50) percent of the annual costs for performing the Work**  
( <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505.pdf> ); or
    - (b) a security deposit as defined in clause E0008C **in the amount of fifty (50) percent of the annual costs for performing the Work.**

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies  
( <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL> ) .



- 17.2.2. 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. 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.
- 17.2.3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

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**Annex "A"**

**STATEMENT OF WORK**

**Site Management Services  
Forward Operation Location (FOL) Inuvik**

**DEPARTMENT OF NATIONAL DEFENCE  
WING CONSTRUCTION ENGINEERING  
4 WING COLD LAKE  
CFB COLD LAKE  
ALBERTA, T9M 2C6**



**Requisition Number: W0134-14-CYLL  
Contract Card: INUVIKLL  
Date: 06 May 2013  
Project Authority: Sgt Chris Flynn  
SOW Template: Version May 2013  
Rev: PWGSC May 2013**

## 1. DESCRIPTION OF WORK

- 1.1. Work under this Contract will comprise the supply of all labour, materials, tools, equipment, transportation and supervision necessary to secure, monitor and maintain the Inuvik Forward Operation Location (FOL) at a continual state of readiness and operability for DND occupation by providing some or all of the following services based on the mode of operation.
  - a) Security Inspections, Alarm Response and Security Escorting;
  - b) Building Maintenance Inspections and Repairs;
  - c) Janitorial;
  - d) Snow Removal;
  - e) Potable Water Supply and Septic Removal; and
  - f) Emergency Environmental Spill Response.
- 1.2. The FOL contains six hangars to store fighter jets, is capable of housing 220 personnel and has a full kitchen. The FOL site has three buildings heated with either fuel oil or propane. The personnel accommodations building (PAB) has six main furnace/heating systems. There is an equipment building which houses equipment for the DND mechanics, supply, engineering, firefighters and mobile support equipment operators. There are various air handling units throughout the building. The site also has two back up generator systems.
- 1.3. The Project Authority will arrange monthly meetings and assume responsibility for setting times, recording and distributing minutes.
- 1.4. The Contractor will conduct the majority of Work required between the hours of 0800 and 1600 hours each working day or as otherwise directed.

## 2. MODES OF OPERATION

- 2.1. The following modes of operation will apply to the Inuvik FOL:
  - a) Dormant Mode: DND considers Inuvik FOL in a dormant state when DND personnel are not on location. The responsibility of the Contractor during Dormant Mode will include daily security inspections, alarm response, security escorting, snow removal (seasonal), building maintenance inspections and repairs, and emergency environmental spill response to ensure that the site is kept in a high standard of operational capability.
  - b) Skeleton Crew: DND considers Inuvik FOL a Skeleton Crew when at least two DND personnel are on location. The responsibility of the Contractor for a Skeleton Crew will include snow removal (seasonal), building repairs and maintenance, janitorial; potable water supply, septic removal; and emergency environmental spill response to ensure that the site is kept in a high standard of operational capability.
  - c) Activation Mode: Is when a small party of DND personnel arrive on site and prep for "Full operation mode" or for site maintenance or inspections. This small party may consist of up to 8 personnel and deploy for up to 3 weeks 3 times a year and may arrive in advance of a large party deployment. Some or all services may be requested by the Project Authority in order for the site to run under full operation conditions; and
  - d) Full Operation Mode: DND considered the Inuvik in Full Operation Mode when a large party of DND personnel deploys on location - this large party may consist of up to 220

personnel. The large party may not deploy at all during the term of the contract agreement.

- 2.2. Notification of change in Mode: The Project Authority will advise the Contractor when the Mode of Operation changes and which Mode will be in operation. All requests from sources other than the Project Authority must be verified by the Project Authority and authorized using the DND 626 form. This is the official approval document required to commence Work in a different mode.
- 2.3. It is expected that the mode of operation for the Inuvik FOL will be the: Skeleton Crew for the duration of this Contract. This mode of operation is subject to change and the Contractor must have the ability to assume full responsibilities for the FOL under Dormant Mode.

### 3. CONTRACTOR SCOPE OF WORK

#### 3.1. ***Security Inspections, Alarm Response and Security Escorting***

##### 3.1.A. Dormant Mode:

##### 3.1.A.1. *Daily Security Inspections*

- a) Security Inspections will be performed daily. During the inspection a 100% check of all doors, windows and gates will be performed on all buildings in a systematic manner in order to ensure that no breach of security or vandalism has occurred. A walk through of all buildings will be performed. All alarm system panels will be inspected;
- b) An inspection log must be filled out daily and must be kept in accurate, legible and orderly logs including time, date, etc. Reporting will be used as evidence of quality of Work. These logs will be sent monthly to the Project Authority

##### 3.1.A.2. *Alarm Response*

- a) The Contractor will be responsible for securing the entire FOL site by being on call 24 hours a day, seven days a week to respond to any alarms through the alarm company. The alarm monitoring is currently carried out by a company in Yellowknife, NWT. The Contractor or his designate will be notified by the alarm company by telephone.
- b) All intrusion, fire, safety and high/low temp alarms are to be responded to by the Contractor personnel, including both Contractor employees and subcontractors ("Contractor personnel"). Respond, identify and either correct the cause or notify the RCMP or Fire Department as required. If an incident has occurred the Contractor must inform the Project Authority by phone and in writing.
- c) Response time:
  - i. Intrusion, fire and safety alarms response time will be within one (1) hour.
  - ii. High temperature alarms response time will be no more than four (4) hours.
  - iii. Low temperature alarms response time will be no more than four (4) hours.

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### 3.1.A.3. *Security Escorting*

- a) Required when DND or the Contractor is having a service performed at the FOL and the service provider has not been security cleared. In this event the Contractor or his security designate will stay with the service provider for the duration of the task being performed.
- b) From time to time members of DND may arrive to perform various tasks and may need to be escorted from the airport to the FOL site and vice versa as they may be unfamiliar with the location.

### 3.1.B. Skeleton Crew / Activation Mode

#### 3.1.B.1. *Daily Security Inspections, Alarm Response and Security Escorting;*

- a) These services will not normally be required during this mode. Project Authority may request these services on an "as and when requested" basis by Task Authorization.

### 3.1.C. Full Operation Mode:

#### 3.1.C.1. *Daily Security Inspections, Alarm Response and Security Escorting;*

- a) These services will not normally be required during this mode. Project Authority may request these services on an "as and when requested" basis by Task Authorization.

## 3.2. ***Building Maintenance Inspections and Repairs***

- a) The Contractor will keep the entire FOL site in a state of repair sufficient to ensure "full operation mode" without notice. If the standard required to meet "full operation mode" is, in the opinion of the Project Authority, not up to standard then immediate actions will be taken by the Contractor to correct any and all issues at hand.
- b) DND will develop a maintenance schedule which the Project Authority will use to request maintenance on an "as and when requested" basis by Task Authorization. The maintenance schedule may include, but is not limited to, the following:
  - Hot water tanks - flush, test, repair, replace
  - Generators - run monthly, during all modes, for a minimum of four (4) hours to ensure they are in proper working order.
  - Fire suppression alarm - annual certification must be conducted by a third party
  - Furnaces - semi-annual maintenance.
- c) The Contractor will take photos before the work commences and after the work is completed and submit the photos to the Project Authority.

### 3.2.A. Dormant Mode:

- 3.2.A.1. Maintenance inspections will be performed once daily during the regular work week, not including holidays. If the designate has the ability to perform both the security and

maintenance inspections at the same time in accordance with the scope of Work, and the employee meets all the minimum standards required, this is acceptable. In the event that the designate cannot carry out all of the scheduled tasks then the Contractor will hire a separate employee who meets all the minimum standards required to conduct the maintenance inspections.

3.2.A.2. An inspection log is to be filled out daily. All daily inspections, repairs and routine maintenance must be kept in accurate, legible and orderly logs including time, date, etc. Reporting will be used as evidence of quality of Work. These logs will be sent monthly to the Project Authority.

3.2.A.3. Deficiencies discovered during daily inspections:

- a) Notify the Project Authority of any required emergency repairs to heating, plumbing, electrical, generators, emergency systems, etc. Such repairs will be carried out immediately upon verbal authorization from the Project Authority to ensure operational capability and then followed up with accompanying paperwork as soon as possible; and
- b) The Contractor will identify non emergency repairs or perceived future problems outside the scope of the regular maintenance routine. The Contractor will prepare a scope of Work with attached cost estimate in accordance with the Basis of Payment and forwarded it to the Project Authority for approval before Work can commence. Approval must be received in writing from the Project Authority in the form of a signed DND 626 Task Authorization, and which is the official approval document required to commence Work.

3.2.A.4. Seasonal maintenance requirements may be requested by the Project Authority on an "as and when requested" basis by Task Authorization. A description of Work to be performed will be provided and the Contractor will provide a cost estimate in accordance with the Basis of Payment and forwarded it to the Project Authority for approval before Work can commence.

3.2.A.5. Ensure buildings are kept at 20 degrees Celsius in cold weather seasons or as directed by the Project Authority.

3.2.A.6. Fire suppression system: The site has a system that incorporates AFFF (Aqueous Film Forming Foam). This system has an internal heating system and must stay operational. Inspect daily.

### 3.2.B. Skeleton Crew / Activation Mode / Full Operation Mode

3.2.B.1. Maintenance and repairs will be conducted on an "as and when requested" basis by Task Authorization. A statement of Work will be provided to the Contractor and the Contractor will provide a cost estimate in accordance with the Basis of Payment and forward it to the Project Authority for approval before Work can commence.

3.2.B.2. Emergency repairs to heating, plumbing, electrical, generators, emergency systems, etc., will be carried out immediately upon verbal authorization from the Project Authority to ensure operational capability and then followed up with accompanying paperwork as soon as possible.

3.2.B.3. Seasonal maintenance requirements will be requested by the Project Authority on an "as and when requested" basis by Task Authorization. A description of Work to be performed will be provided and the Contractor will provide a cost estimate in accordance with the Basis of Payment and forwarded it to the Project Authority for approval before Work can commence.

### **3.3. Janitorial Services**

- a) The Contractor will supply all scrubbing machines, polishers, vacuum cleaners, ladders, brooms, mops etc. required to provide complete janitorial service. The Contractor will supply all toilet paper, paper towels, hand soaps, disposal bags, etc. to provide complete sanitation throughout. Paper products will include one in reserve, e.g.: toilet paper - one installed, one in reserve for each toilet.
- b) Not to be cleaned: Personal rooms, secure offices, mechanical rooms, storage rooms, kitchen storage rooms and refrigeration units are not to be cleaned. Trade related Work that creates a mess and or refuse will be cleaned by the tradesmen performing the Work at the end of each day.
- c) All material and methods must be suitable for the surface intended and must not be harmful to such surfaces and be environmentally safe. The Contractor will provide a list of all cleaning products to be used including MSDS sheets prior to commencement of the Contract.
- d) Provide temporary warning signs in locations where Work is performed and creates a hazardous condition. i.e. "wet floor".
- e) Janitorial/Custodial Closets: Dust and damp mop hard floors; clean and disinfect slop/service sinks; spot clean walls, doors and frames; clean equipment after use; stock and organize supplies on shelves and cart; organize and label containers; ensure room is kept in an orderly fashion, i.e. neatly stored pails.

#### **3.3.A. Dormant Mode:**

3.3.A.1. At the end of each month the following areas of all buildings will be cleaned, dusted, swept and mopped:

- a) Washroom facilities to include, but not limited to, toilets, urinals, sinks, mirrors, ledges, vanities and shower/bath tub units; and buildings' foyer, cafeteria, main hallways, TV viewing areas, and stairwells.

3.3.A.3. The hanger floors will not be mopped unless requested by the Project Authority.

3.3.A.4. Janitorial services may be requested by the Project Authority on an "as and when requested" basis by Task Authorization for areas not listed above.

#### **3.3.B. Skeleton Crew / Activation Mode:**

3.3.B.1. The following areas will be cleaned, dusted, swept and mopped 3 times per week:



a) Washroom facilities to include, but not limited to, toilets, urinals, sinks, mirrors, ledges, vanities and shower/bath tub units; and

b) Buildings' foyer, cafeteria, main hallways, TV viewing areas, and stairwells.

3.3.B.2 Garbage bags are to be removed at least once per week or as required during the regular work week and disposed of in outside dumpsters.

3.3.B.3 The hanger floors will not be mopped unless requested by the Project Authority.

3.3.B.4 Janitorial services may be requested by the Project Authority on an "as and when requested" basis by Task Authorization for areas not listed above.

**3.3.C. Full Operation Mode:**

3.3.C.1. The following areas must be cleaned, dusted, swept and mopped:

a) Once daily during the regular work week: Washroom facilities including, but not limited to, toilets, urinals, sinks, mirrors, ledges, vanities and shower/bath tub units and

b) Three (3) times per week: buildings' foyer, cafeteria, main hallways, TV viewing areas, and stairwells

c) Garbage bags are to be removed once daily during the regular work week and disposed of in outside dumpsters.

d) The hanger floors will not have to be mopped unless requested by the Project Authority.

3.3.C.2. Janitorial services may be requested by the Project Authority on an "as and when requested" basis by Task Authorization for areas not listed above.

**3.4. *Snow Removal***

a) Contractor must have the ability to respond to and remove snow on a 24 hour 7 days per week basis from around all buildings, parking lots, roadways and walkways that belong to DND at the FOL. This includes the Taxi Way up to the hold line at the runway. The Taxi Way must remain clear at all times up to the hangar doors.

b) The Contractor will supply all equipment (front end loader, back hoe, tandem truck, large grader, skid steer (bobcat), etc.) required to provide complete snow removal.

**3.4.A. Dormant Mode:**

3.4.A.1. Regularly scheduled snow clearing: The Contractor will perform snow removal without request according to the following criteria:

a) Snow removal is to commence within 2 hours of a snowfall of five cm having fallen and as measured at the meteorological office;

- b) In the event of continuing snowfall the Contractor will clear snow so that an accumulation of no more than five cm will remain at any time; and
- c) The snow is to be removed from the site and not allowed to encumber access or pile over the top of the fence.

3.4.A.2. During the following weather conditions snow removal will be performed as follows:

- a) **Blizzard conditions:** During blizzard conditions snow removal is not required. The task of snow removal will commence as soon as can safely be performed after the weather clears;
- b) **Blowing snow and snow drifts:** In the event that accumulation has occurred due to blowing snow the Contractor will remove the snow immediately if it is encumbering access or causing security risks. If it is not encumbering or causing security risks then it will be removed at the earliest convenience or at the request of the Project Authority; and
- c) **Ice build up:** During regularly scheduled or requested snow removal, Contractor must physically inspect the walkways, doorways and parking areas for ice accumulation and use ice melt or sand if necessary.

3.4.A.3. **Hand Shovelling Around all doorways:** Snow is to be removed by hand shovelling. Contractor must not use heavy equipment to clear snow from within 1.5 meters of all doorways or openings on buildings or structures, this includes around fuel containers.

3.4.A.4. Snow removal may be required by the Project Authority on an "as and when requested" basis for areas not listed above:

- a) **Emergency or Urgent:** The Contractor will respond to a request from the Project Authority within 2 hours and will commence Work within 3 hours of receipt of notification.
- b) **Non emergency requests:** The Contractor will reply to the Project Authority request within 24 hours and the actual Work will be performed within the time frame agreed to.

3.4.B. Skeleton Crew / Activation Mode / Full Operation Mode:

3.4.B.1. Snow removal services will not normally be required during these modes. DND personnel will be responsible for snow removal during these modes. Project Authority may request these services on an "as and when requested" basis by Task Authorization.

### **3.5. *Potable Water Supply and Septic Removal Service***

3.5.A. Dormant Mode / Skeleton Crew / Activation Mode / Full Operation Mode:

3.5.A.1. Both water and septic services will be on an "as and when requested" basis by Task Authorization. Response time:

- a) **Dormant Mode / Skeleton Crew / Activation Mode - delivery** will be within twenty-four (24) hours of receipt of a signed Task Authorization.

- b) Full Operation Mode - delivery will be within four (4) hours of receipt of a signed Task Authorization.

3.5.A.2. Water tanks to be cleaned, filled and tested by a certified authority to ensure water is potable. Tests to be conducted in accordance with current federal or territorial regulations. Test results are to be forward to the Project Authority.

3.5.A.3. Four (4) potable water holding tanks are located at the FOL site with the following capacities:

- a) One x 5,455 litres
- b) One x 1,360 litres
- c) One x 15,910 litres
- d) One x 1,000 litres

3.5.A.4. Three (3) septic tanks are located at the FOL site with the following capacities:

- a) One x 8,000 litres
- b) One x 2,275 litres
- c) One x 23,865 litres

### **3.6. *Emergency Environmental Spill Response***

3.6.A.1. Dormant Mode / Skeleton Crew / Activation Mode / Full Operation Mode:

3.6.A.1. The FOL site has three fuel tanks for heating fuel. There are also 2 large fuel tanks for holding Jet fuel.

3.6.A.2. As a contingency the Contractor must have the ability to respond to an environmental emergency and must have the ability to handle and remove at least 90,000 litres as a minimum. Emergency response plan will be provided in writing to the Project Authority.

3.6.A.3. The Contractor must dispose of all hazardous materials and residue in accordance with existing provincial and/or municipal regulations and/or bylaws. A disposal manifest will be delivered to the Project Authority to ensure the waste has been accepted by a proper facility.

## **4. CONTRACTOR WARRANTY**

- 4.1. All material/ equipment replaced under this Contract will be warranted as per the manufacturers warrantee. The Contractor is to supply the Project Authority with the associated manufacturer warrantee upon completion of the Work.

## **5. CONTRACTORS USE OF SITE**

- 5.1. For execution of the Work only, subject to the following:

- a) Movement around site will be subject to restrictions imposed by the Project Authority;
- b) Do not unreasonably encumber site with materials or equipment;
- c) Maintain work area in tidy condition, free from accumulation of waste products and debris: and

- d) Execute Work with the least possible interference or disturbance to occupants and normal use of premises.

5.2. Contractor will immediately notify the Project Authority of any damage incident. Damage to any surface feature or underground utilities are included in this definition, such as gas lines, power lines, water lines, sewer lines, airfield lighting, buildings, survey markers, etc.

5.3. Damage caused by the Contractor to DND property including, but not limited to, buildings, equipment, infrastructure, etc., is the responsibility of the Contractor and will be repaired or replaced at no cost to DND.

## 6. WORKMANSHIP

6.1. Workmanship must be of the best quality, executed by workers skilled and ticketed in the respective trades for which they are employed;

6.2. It is the responsibility of the Contractor to supply fully licensed and accredited personnel (employees and subcontractors). All related licenses, tickets and accreditation are the responsibility of the Contractor and must be provided as proof of quality of skills required for the terms of this Contract. The Contractor must not employ any unfit person or anyone unskilled in their respective duties.

6.3. Perform Work in accordance with the latest edition of the National Building Code of Canada and any other of provincial or local application. In any case of conflict or discrepancy, the stringent requirements must apply.

## 7. OPERATIONAL SECURITY

### 7.1. General

7.1.1. The Contractor will report to Detachment Commander (DetCO) when coming on site and sign in and out of the log book and state location of work. The Contractor will not have keys to the site unless the site is in Dormant mode. In other Modes, the Contractor will be given keys to the specific work location upon "logging in" with DetCo.

7.1.2. Work carried out under the terms of this Contract will be conducted within the General Restricted Area (GRA) which is subject to special and unique security regulations. All Contractor's personnel must carry company I.D. and GRA pass. Contractor's personnel without authorized passes in their possession will not be permitted to enter the GRA. If the Project Authority requires the Contractor to work in the GRA where their Reliability clearance does not give them access, the Project Authority will attempt to provide Security Escorts.

7.1.3. The use of cellphones are restricted in the GRA; cell phones equipped with photo cells are not to be used under any circumstances when within the GRA. The use of cell phones is also restricted in the following areas:

- a) Use of cellular phones is prohibited within Refueling compounds; and
- b) Cell phones will not be operated within 15 metres of an aircraft.

7.1.3. Contractor's personnel are not to take any photos or videos within the GRA, except for the purposes of building maintenance and repair as stated in Section 3.2. Otherwise, if a

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photo or video is required, the Project Authority could take the picture for the Contractor. A request must be submitted to the Project Authority well in advance; this request will be considered but might not be supported due to other requirements.

## **8. HEALTH & SAFETY REQUIREMENTS**

### **8.1. Responsibility**

8.1.1. All accidents are to be reported to the Project Authority immediately.

### **8.2. Hazardous Material:**

8.2.1. All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

### **8.3. Unforeseen Hazards**

8.3.1. Any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of Work will be reported to Project Authority immediately verbally and in writing.

### **8.4. Asbestos Discovery**

8.4.1. If during execution of Contract Work, workers uncover or disturb suspected asbestos products that are not covered in the Contract specifications, STOP Work in that area and report to Project Authority immediately. Do not proceed until written instructions have been received from the Project Authority.

### **8.5. Building Smoking Environment**

8.5.1. The FOL has a no smoking policy in effect with exceptions in designated smoking areas. The Contractor is to obtain a copy from the Project Authority and must adhere to it.

### **8.6. DND Fire Safety Requirements**

8.6.1. The Contractor's personnel who will be working at Inuvik FOL must read and abide by the 4 Wing Cold Lake Fire Orders and Regulations for Contractors, which will be provided by the Project Authority before the commencement of the Work.

8.6.2. The Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety before any Work is commenced.

## **9. ENVIRONMENTAL PROTECTION PROCEDURES**

### **9.1. Disposal of Wastes**

9.1.1. Burying of rubbish or waste materials on site is prohibited.

9.1.2. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

9.1.3. Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor.

9.1.4. The Contractor must dispose of all rubbish and residue in accordance with existing provincial/territorial and/or municipal regulations and/or bylaws.

9.2. Drainage

9.2.1. Do not pump water containing suspended materials into waterways, storm drains, sanitary sewers, or drainage systems.

9.2.2. Control the disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

9.3. Work Adjacent to Waterways

9.3.1. Do not dump excavated fill, waste material or debris in waterways.

9.4. Pollution Control

9.4.1. Control emissions from equipment and plant to local authorities emission requirements.

9.5. Spillage

9.5.1. Damage caused by any spillage or by the use of a solution, which is too strong is the responsibility of the Contractor and will be repaired or replaced at no cost to DND.

## 10. SPECIAL PROCEDURES: AIRPORTS IN USE

10.1. When operating within the FOL areas the following restrictions apply:

- a) Do not disrupt airport business except as permitted by Project Authority;
- b) Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
- c) Provide barricades and lights where directed.

10.2. Movement of Equipment and Personnel:

- a) In areas of airport not closed to aircraft traffic, the Contractor will:
- b) Obtain Project Authority's approval on scheduling of Work;
- c) Control movements of equipment and personnel as directed by Project Authority;
- d) Obey signals and directions from escort instantly.
- e) For all services that are required on the airfield an escort will be provided.

10.3. Foreign Object Damage (FOD) Control:

- a) Where travel routes cross active runways, taxiways or aircraft parking aprons, the Contractor and/or his designate must broom clean debris from area immediately;
- b) Where access routes cross active runways, taxiways or parking aprons, the Contractor and/or his designate must keep crossings free of mud and debris at all times; and
- c) FOD Control must be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times, stop and check vehicle tires at all designated FOD Check Stops

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- 10.4 The Contractor will be expected to comply with the Government of Northwest Territories requirements for Airside Vehicle Operating Permit (AVOP) [website: [http://www.dot.gov.nt.ca/\\_live/pages/wpPages/AirportTrafficDirectives.aspx](http://www.dot.gov.nt.ca/_live/pages/wpPages/AirportTrafficDirectives.aspx) .]



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**BASIS OF PAYMENT**

**ANNEX "B"**

- Submission of Prices: Bidders must submit firm unit prices, Canadian customs duties, and excise taxes included, and Applicable Taxes (GST/HST) excluded. GST/HST will be added to any invoice issued against the Contract.
- Unit Prices are to include ALL applicable expenses, including travel time and personnel expenses, to perform the Work and are to remain firm for the period of the Contract.
- For the purposes of the Basis of Payment regular working hours are between (0800-1600) on weekdays.
- Overtime must be authorized in advance by the Project Authority.
- Estimated usages are for evaluation purposes only, actual usages may vary from these amounts.

**1. SECURITY INSPECTION, ALARM RESPONSE AND SECURITY ESCORTING:**

		Firm Rate			
		Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
	Est. Usage	U. of I			
1.1	Security Inspection:	365 days (2 inspections per day)	per day	\$	\$
1.2	Alarm response: Twenty four hours, seven days a week				
a)	Service Call, inclusive of all costs, and first hour of on-site productive labour:	150 Call outs	per call	\$	\$
b)	Labour only in addition to item a) above.	350 hours	per hour	\$	\$
1.3	Security Escorting: firm all inclusive rates on an "as and when requested" basis; 24/7 services of the FOL site.				
a)	Service Call	500 hours	per hour	\$	\$

**2. BUILDING MAINTENANCE INSPECTIONS AND REPAIRS:** The firm rate for daily maintenance inspection and menial tasks during regular work week excluding holidays will be:

		Est. Usage	U. of I	Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
<b>2.1</b>	Daily Inspection maintenance inspection and menial tasks: Monday to Friday	245 inspections per year	per inspection	\$	\$	\$	\$
<b>2.2</b>	Building maintenance, non-emergency and emergency repairs:						
<b>2.2.1</b>	Carpenter						
a)	During regular working hours Monday through Friday	1000 hours	per hour	\$	\$	\$	\$
b)	Outside regular working hours Monday through Friday	75 hours	per hour	\$	\$	\$	\$
c)	Weekends and Statutory Holidays	25 hours	per hour	\$	\$	\$	\$
<b>2.2.2</b>	Electrician						
a)	During regular working hours Monday through Friday	1000 hours	per hour	\$	\$	\$	\$
b)	Outside regular working hours Monday through Friday	75 hours	per hour	\$	\$	\$	\$
c)	Weekends and Statutory Holidays	25 hours	per hour	\$	\$	\$	\$
<b>2.2.3</b>	Plumber/Heating Technician/Propane						
a)	During regular working hours Monday through Friday	1000 hours	per hour	\$	\$	\$	\$
b)	Outside regular working hours Monday through Friday	75 hours	per hour	\$	\$	\$	\$
c)	Weekends and Statutory Holidays	25 hours	per hour	\$	\$	\$	\$

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2.2.9	Trades helper, Supervised							
a)	During regular working hours Monday through Friday	1000 hours	per hour	\$	\$	\$	\$	
b)	Outside regular working hours Monday through Friday	75 hours	per hour	\$	\$	\$	\$	
c)	Weekends and Statutory Holidays	25 hours	per hour	\$	\$	\$	\$	
2.3	Materials and subcontracted Work: (for Building Maintenance Work only)							
2.3.1	Subcontracted Work (other than subcontractors identified in the proposal and other than the categories listed 2.2 above) at actual cost incurred plus a mark-up of ___% as supported by invoice.	\$75,000	per year	%	%	%	%	%
2.3.2	Material and supplies billed at actual cost incurred plus a mark-up of ___% as supported by invoice.	\$300,000	per year	%	%	%	%	%

3. **JANITORIAL:** Firm rate includes all materials, transportation, supplies, personnel, and equipment.

		Est. Usage	U. of I	Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
3.1	Cleaning person(s)	3000 hours	per hour	\$	\$	\$	\$
3.2	Material and supplies billed at actual cost incurred plus a mark-up of ___%. as supported by invoice.	\$75,000	per year	%	%	%	%

**4. SNOW REMOVAL:** Firm rate includes all applicable equipment including operator.

	Est. Usage	U. of I	Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
a) Motor Grader	1000 hours	per hour	\$	\$	\$	\$
b) Loader 950	1000 hours	per hour	\$	\$	\$	\$
c) Tandem Dump Truck	500 hours	per hour	\$	\$	\$	\$
d) Bobcat	1000 hours	per hour	\$	\$	\$	\$
e) Labour/Hand Shovelling	500 hours	per hour	\$	\$	\$	\$

**5. POTABLE WATER SUPPLY AND SEPTIC REMOVAL SERVICE:** The potable water and septic removal service are only required on an "as and when requested" basis by Task Authorization.

	Est. Usage	U. of I	Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
<b>5.1</b> Potable Water : load to be a minimum of 8 cubic meters delivered and unloaded into tanks during normal working hours.						
a) Dormant mode / Activation mode / Skeleton Crew	18 loads per month	per load	\$	\$	\$	\$
b) Full Operation mode	33 loads per month	per load	\$	\$	\$	\$
<b>5.2</b> Septic Removal:	25 loads per month	per load	\$	\$	\$	\$

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**6. EMERGENCY ENVIRONMENTAL SPILL RESPONSE:** Used only for emergency call up on an "as and when requested" basis during unforeseen or uncontrollable circumstances.

		Est. Usage	U. of I	Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
6.1	Spill response	100 hours	per hour	\$	\$	\$	\$

	Contract Year 1 _____ to _____	Contract Year 2 _____ to _____	Contract Year 3 _____ to _____	Option Year _____ to _____
Total Estimated yearly cost:				
TOTAL BID COST - TOTAL LIMITATION OF EXPENDITURE:				
Goods & Services Tax:				

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**COMMITMENT OF INUVIALUIT AND GWICH'IN EMPLOYMENT CONTENT. .... ANNEX "C"**

	Inuvialuit Employee Projected %	Inuvialuit Subcontractor Projected %	Gwich'in Employee Projected %	Gwich'in Subcontractor Projected %	Non -Inuvialuit / Gwich'in content Projected %
1. Inspections and Call outs: (based on items 1.1, 1.2 (a), 1.3 (a) and 2.1 of the Basis of Payment). Total Estimated: 1,275 inspections and call outs.	#: ____ / 1,275 %: ____	#: ____ / 1,275 %: ____	#: ____ / 1,275 %: ____	#: ____ / 1,275 %: ____	#: ____ / 1,275 %: ____
2. Person Hours: (based on items 1.2 (b), 1.3 (b), 2.2, 3.1, 4, and 5.1 (a) of the Basis of Payment). Total Estimated: 13,445 hours.	#: ____ / 15,345 %: ____	#: ____ / 15,345 %: ____	#: ____ / 15,345 %: ____	#: ____ / 15,345 %: ____	#: ____ / 15,345 %: ____
3. Subcontracting/Materials: (based on items 2.3.1, 2.3.2, 3.2 of the Basis of Payment). Total Estimated: \$300,000.00	#: ____ / \$300,000 %: ____	#: ____ / \$300,000 %: ____	#: ____ / \$300,000 %: ____	#: ____ / \$300,000 %: ____	#: ____ / \$300,000 %: ____

- The Bidder is requested to provide a projected number and percentage of Inuvialuit and/or Gwich'in content for each line items above.
- Points will be awarded for Inuvialuit and Gwich'in employment content in accordance with the criterion 2.7 in Evaluation Criteria and Selection Method, Annex "E".

\_\_\_\_\_  
(Name - Print) \_\_\_\_\_ (Signature of Authorized Officer of Business) \_\_\_\_\_ (Date)

The Contractor certifies that it's commitment of Inuvialuit and Gwich'in Employment Content submitted with its bid is accurate and complete.

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## **ANNEX "D"**

### **SECURITY REQUIREMENTS CHECK LIST**

(please see the attached document)



## ANNEX "E"

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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**ANNEX "F"**

**DND 626 TASK AUTHORIZATION FORM**

(please see the attached document)

**ANNEX "G"****TASK AUTHORIZATION USAGE REPORT**

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

<b>REPORT DUE</b>	<b>WORK PERIOD START DATE</b>	<b>WORK PERIOD END DATE</b>
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

<b>TA NUMBER</b>	<b>TA DOLLAR VALUE (GST INCLUDED)</b>	<b>CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)</b>	<b>COMMENTS</b>
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a **NIL REPORT**  
( We have not done any business with Canada under this Contract, for this period).

**SEND TO:**

WST-PA-EDM@pwgsc-tpsgc.gc.ca

Or

Facsimile: (780) 497-3510

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Buyer ID - Id de l'acheteur

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**EVALUATION CRITERIA AND SELECTION METHOD..... ANNEX "H"****PART I. EVALUATION CRITERIA:**

<b>1.</b>	<b>POINT RATED TECHNICAL CRITERIA:</b>		
	Each evaluation criterion has a point allotment that reflects its importance in the bid submission. Each criterion will be assessed and a score will be assigned ranging from 0 to the total point allotment, with 0 meaning the Bid completely fails to satisfy the criterion, and the total allotment meaning the Bid fully meets the criterion.		
<b>1.1</b>	<b>Company Management</b>	<b>Max Points</b>	<b>Score</b>
a)	Performance of Work: Demonstrated ability to secure, monitor and maintain a continual state of readiness and operability for DND occupation at the FOL as specified in the Statement of Work, Annex "A"; provide an outline of how each of the services will be managed. Provide evidence that the Contractor/subcontractor has a good track record, has experience and proven past performance in this field of work.	50	
b)	Team assigned to this Contract: An outline indicating the number of personnel and/or subcontractor that would be utilized to carry out each of the services. Outline the resources and capacity to provide additional resources, if and when needed.  a. Security Inspections, Alarm Response and Security Escorting b. Building Maintenance Inspections and Repairs c. Janitorial Services d. Snow Removal e. Potable Water Supply and Septic Removal f. Emergency Environmental Spill Response	30	
c)	Monitoring of Contractor Personnel (employees and subcontractors): A description of the Contractor's intended methods to supervise and monitor employees or subcontractors to ensure the Work is performed.	20	
d)	Resolution of Problems: a description of how issues related to quality of service, due to poor performance, absenteeism or other reasons, would be resolved.	20	
e)	Health and Safety Practices: Describe how a healthy and safe working environment would be maintained and you would adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National, Provincial and/or Territorial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures.	20	
f)	Reference : Provide a letter of reference (including current contact name and phone number) or performance report that shows performance as fully satisfactory from at least one former or present client for related services as well as a description of the work provided for each of the services .	20	
	Maximum points available [1.1 (a) to (f)]	160	
	Minimum points acceptable (65%)	104	
	Points awarded		

1.2	Building Maintenance / Management	Max Points	Score
1.2.1	<b>Security Inspections, Alarm Response and Security Escorting:</b> Demonstrate that the Contractor or subcontractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work; evidence that the Contractor or subcontractor has a good track record, has experience and proven past performance in this field of work.	20	
1.2.2	<b>Building Maintenance Inspections and Repairs</b>		
a)	Demonstrate that the Contractor or subcontractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work; evidence that the Contractor or subcontractor has a good track record, has experience and proven past performance in this field of work.	20	
b)	Contractor has access to personnel (employees or subcontractors) that possess the minimum requirements to conduct the maintenance inspections (carpenter, electrician, plumbing/heating/propane, welder, painter, oil burner mechanic, refrigeration mechanic, sheet metal worker).	10	
1.2.3	<b>Janitorial Services:</b> Demonstrate that the Contractor or subcontractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work; evidence that the Contractor/subcontractor has a good track record, has experience and proven past performance in this field of work.	20	
1.2.4	<b>Snow Removal:</b>		
a)	Demonstrate that the Contractor or subcontractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work; evidence that the Contractor or subcontractor has a good track record, has experience and proven past performance in this field of work.	20	
b)	The Contractor or subcontractor has the following equipment available: a.front end loader; b.back hoe; c.tandem truck; d.large grader; and e.skid steer (bob cat or similar).	20	
1.2.5	<b>Potable Water Supply and Septic Removal:</b> Demonstrate that the Contractor or subcontractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work; evidence that the Contractor or subcontractor has a good track record, has experience and proven past performance in this field of work.	20	
	Maximum points available (1.2.1 to 1.2.5)	130	
	Minimum points acceptable (65%)	84.5	
	Points awarded		

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1.3	Emergency Environmental Spill Response	Max Points	Score
a)	Demonstrate that the Contractor or subcontractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work; evidence that the Contractor or subcontractor has a good track record, has experience and proven past performance in this field of work.	20	
	Maximum points available	20	
	Minimum points acceptable (65%)	13	
	Points awarded		
2.0	Inuvialuit and Gwich'in Opportunities Consideration	Max Points	Score
2.1	Inuvialuit Opportunities		
a)	Inuvialuit Recruitment Program: Bidder has provided a commitment to use Inuvialuit employment content in carrying out the Work. Points will be awarded where Inuvialuit employment is drawn from the communities within the Inuvialuit Settlement Region. The commitment relates specifically to Contractor personnel.		
i)	Inspections / Call outs: 0-30% of total inspections/call outs: 0-2 points 31-60% of total inspections/call outs: 3-4 points 61-80% of total inspections/call outs: 5-6 points 81-100% of total inspections/call outs: 7-8 points	8	
ii)	Person Hours: 0-30% of total person hours: 0-2 points 31-60% of total person hours: 3-4 points 61-80% of total person hours: 5-6 points 81-100% of total person hours: 7-8 points	8	
b)	Inuvialuit Suppliers: Bidder has provided a commitment to use companies on the Inuit Firm Registry, maintained by the Inuit Regional Corporation, for subcontracting, equipment, supplies and /or services.		
i)	Inspections / Call outs: 0-30% of total inspections/call outs: 0-2 points 31-60% of total inspections/call outs: 3-4 points 61-80% of total inspections/call outs: 5-6 points 81-100% of total inspections/call outs: 7-8 points	8	
ii)	Person Hours: 0-30% of total person hours: 0-2 points 31-60% of total person hours: 3-4 points 61-80% of total person hours: 5-6 points 81-100% of total person hours: 7-8 points	8	
iii)	Materials: 0-30% of total estimated materials cost: 0-2 points 31-60% of total estimated materials cost: 3-4 points 61-80% of total estimated materials cost: 5-6 points 81-100% of total estimated materials cost: 7-8 points	8	

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c)	Training: Bidder has provided a commitment with respect to on-the-job training or skills development, training and apprenticeship programs for the Inuvialuit citizens involved in this Contract.	5	
<b>2.2</b>	<b>Gwich'in Opportunities</b>		
a)	Gwich'in Recruitment Program: Bidder has provided a commitment to use Gwich'in employment content in carrying out the Work. Points will be awarded where Gwich'in employment is drawn from the communities within the Gwich'in Settlement Region. The commitment relates specifically to contractor personnel.		
i)	Inspections / Call outs: 0-30% of total inspections/call outs: 0-2 points 31-60% of total inspections/call outs: 3-4 points 61-80% of total inspections/call outs: 5-6 points 81-100% of total inspections/call outs: 7-8 points	8	
ii)	Person Hours: 0-30% of total person hours: 0-2 points 31-60% of total person hours: 3-4 points 61-80% of total person hours: 5-6 points 81-100% of total person hours: 7-8 points	8	
b)	Gwich'in Suppliers: Bidder has provided a commitment to use Designated Gwich'in Businesses, listed in the Gwich'in Business Director maintained by the Gwich'in Tribal Council, for subcontracting, equipment, supplies and /or services.		
i)	Inspections / Call outs: 0-30% of total inspections/call outs: 0-2 points 31-60% of total inspections/call outs: 3-4 points 61-80% of total inspections/call outs: 5-6 points 81-100% of total inspections/call outs: 7-8 points	8	
ii)	Person Hours: 0-30% of total person hours: 0-2 points 31-60% of total person hours: 3-4 points 61-80% of total person hours: 5-6 points 81-100% of total person hours: 7-8 points	8	
iii)	Materials: 0-30% of total estimated materials cost: 0-2 points 31-60% of total estimated materials cost: 3-4 points 61-80% of total estimated materials cost: 5-6 points 81-100% of total estimated materials cost: 7-8 points	8	
c)	Training: Bidder has provided an undertaking of a commitment with respect to on-the-job training or skills development, training and apprenticeship programs for the Gwich'in Aboriginal citizens involved in this Contract.	5	
<b>2.3</b>	<b>Offices within CLCA</b> : The creation of administrative offices or other facilities in the Inuvialuit or Gwich'in Settlement Region.	5	
	Maximum points available	95	
	Points awarded		



	<b>MAXIMUM TOTAL POINTS AVAILABLE</b>	<b>405</b>	
	<b>TOTAL POINTS AWARDED</b>		
<b>2.</b>	<b>CONTRACT SELECTION - ASSESSED BEST VALUE</b>		
	MERIT: Proponent's Overall Total Point Score/Total Points Available X 60		
	COST : Lowest Total Bid Cost/Proponent's Total Bid Cost X 40		
	ASSESSED BEST VALUE (MERIT + COST)		

## PART II. FINANCIAL EVALUATION

### 1 CALCULATION OF TOTAL BID COST

The financial bid must be submitted in accordance with the Basis of Payment. Financial bids will be assessed as follows:

- a) Annex "B", Parts 1 and 4, items 1, 2.1, 2.2, 3.1, 4, 5 and 6 - the Firm Unit Price quoted for each of these items for each year in the Contract period and the option year will be multiplied by the estimated quantity to arrive at a firm price per item per year;
- b) Annex "B", Items 2.3 and 3.2: the % mark-up quoted for each year in the Contract period and the option year will be multiplied by the estimated quantity to arrive at a firm price per item per year;
- c) The totals of a) and b) above will be added to arrive at the total cost for each year of the contract plus the option year;
- d) The total for each year of the contract plus the option year will be added together to determine the Total Bid Cost - Total Limitation of Expenditure.

## PART III. BASIS OF SELECTION

Bids will be assessed based on the information provided, in accordance with the mandatory and point rated criteria set out herein.

### STEP 1: TECHNICAL EVALUATION:

Threshold Per Category: Each bid must achieve a minimum score of **65%** of the maximum points available in EACH of categories 1.1 to 1.3. Bids that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.

The bids which meet the requirements of steps 1 will be financially evaluated.

**STEP 2: FINANCIAL EVALUATION:**

Financial bids will be assessed in accordance with Part II. Financial Evaluation.

**STEP 3: CONTRACTOR SELECTION:**

The Contractor will be selected on the basis of the Assessed Best Value to Canada taking into account merit (60%) and cost (40%) factors. Best value to Canada will be determined on the basis of the highest combined rating of merit and cost. The scoring of merit is accomplished by prorating the scores against the total available points for merit. The scoring of price is accomplished by giving full marks to the lowest Total Bid Cost, with the other bids given a prorated score. The Bid that offers the highest combined point score for merit and cost will be recommended for award.

**STEP 4: CERTIFICATIONS PRIOR TO CONTRACT AWARD:**

The recommended Bidder will be required to provide the mandatory certifications in Part 5 Certifications prior to contract award. For the bid to be considered responsive, the recommended Bidder must meet these conditions within **ten (10) working days** of a request by the Contracting Authority.



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Gouvernement du Canada

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

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

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

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Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W0134-14-CYLL

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).