

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement
4. Debriefings

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Arrangements
3. Former Public Servant - Notifications
4. Federal Contractors Program for Employment Equity - Notification
5. Enquiries - Request for Supply Arrangements
6. Applicable Laws

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Supply Arrangement
5. Authorities
6. Identified Users
7. On-going Opportunity for Qualification
8. Priority of Documents
9. Certifications
10. Applicable Laws
11. Insurance

B. BID SOLICITATION

1. Bid Solicitation Documents
2. Bid Solicitation Process

C. RESULTING CONTRACT CLAUSES

Solicitation No. - N° de l'invitation

W010C-12C178/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa121

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

W010C-12-C178

File No. - N° du dossier

PWA-2-68029

CCC No./N° CCC - FMS No/ N° VME

1. General

List of Annexes:

Annex A	Requirement
Annex B	Security Requirements Checklist
Annex C	Geographic Capability Self Identification
Annex D	Reporting Requirements
Annex E	Sample Bid Solicitation

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;

Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided; and

Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:

6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;

6B, includes the instructions for the bid solicitation process within the scope of the SA;

6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement, Geographic Capability Self Identification, Security Requirements Checklist, Reporting Requirements and Sample Bid Solicitation.

2. Summary

Public Works and Government Services Canada (PWGSC) seeks to establish, on behalf of the Department of National Defence (DND), a Supply Arrangement for snow removal services. The Supply Arrangement will exist until such time as Canada no longer considers it to be advantageous to use the Supply Arrangement to award contracts under the Supply Arrangement framework for the Department of National Defence. Snow removal services include all labour, materials, tools, supervision, and equipment necessary for snow removal, snow hauling, sanding, salting, etc at various DND sites within Nova Scotia as specified.

There are eleven (11) areas that will be contracted via solicitations from this Supply Arrangement. Bidders are to indicate which sites they can perform services (Annex C). Additional site may be added in the future.

1. Bedford Rifle Range
2. Amherst Area*
3. Dartmouth Area*
4. Cape Breton Area*
5. Debert Area*

-
6. New Glasgow Armoury
 7. Newport Corner Area*
 8. Pictou Armoury
 9. Springhill Armoury
 10. Truro Armoury
 11. Mill Cove

* - indicates that area contains multiple work sites

The Bedford Rifle Range contract will contain a security requirement. All security requirements detailed in this Request for Supply Arrangement will apply to the Bedford Rifle Range only. Bidders who do not wish to receive future opportunities for the Bedford Rifle Range will not be subject to the security requirements detailed.

There is a security requirement associated with this requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6A - Supply Arrangement.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

Successful offerors will be placed on the Supply Arrangement for Snow Removal Services. Each season, the Department of National Defence will solicit bids from the supply arrangement holders identified for an area as outlined Supply Arrangement B - 2.0 - Bid Solicitation Process.

3. Security Requirement

There is a security requirement associated with the requirement of the Supply Arrangement. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Supply Arrangement and Resulting Contract Clauses.

4. Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2013-06-01) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Arrangements

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

3. Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

4. Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Human Resources and Skills Development Canada (HRSDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on HRDCS-Labour's website .

5. Enquiries - Request for Supply Arrangements

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

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

6. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (2 hard copies)
Section II: Certifications (2 hard copies)

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

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

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, suppliers 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 Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

Suppliers must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Bidders must submit the following information:

A) Three (3) Contracts in good standing within the last 3 years of snow removal services for commercial or industrial properties/roadways
- Include site/facility address, contract value, and client contact info

2. Basis of Selection

2.1 An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.

3. Security Requirement

Security requirements for this Supply Arrangement apply only to call-ups for locations that are identified as having a security requirement (see Annex C for a listing). Only suppliers that identify interest in locations identified with a security requirement will be subject to the security requirements listed in this Supply Arrangement. Suppliers that indicate interest in locations that do not have a security requirement will not be subject to the security requirements listed in this Supply Arrangement.

1. Before issuance of a solicitation for a location with a security requirement, the following conditions must be met:

(a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;

(b) the Supplier'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 6A - Supply Arrangement;

(c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites

2. Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.

3. For additional information on security requirements, suppliers should consult the "Security Requirements for PWGSC Bid Solicitation - 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 Web site.

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and documentation to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default, if any certification made by the Supplier is found to be untrue whether during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

1. **Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement**

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

By submitting an arrangement, the Supplier certifies that the Supplier and its affiliates are in compliance with the Code of Conduct and Certifications - Arrangement in Section 01 of Standard Instructions 2008. The related documentation therein required will assist Canada in confirming that the certifications are true.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

The Supply Arrangement covers the Work described in the Requirement at Annex A.

2. Security Requirement

2.1 The following security requirement (SRCL and related clauses) applies and form part of the Supply Arrangement.

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

Solicitation No. - N° de l'invitation

W010C-12C178/A

Amd. No. - N° de la modif.

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

W010C-12-C178

File No. - N° du dossier

PWA-2-68029

Buyer ID - Id de l'acheteur

pwa121

CCC No./N° CCC - FMS No/ N° VME

2020 (2013-04-25) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

3.2 Supply Arrangement Reporting

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

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

The data must be submitted on an annual basis to the Supply Arrangement Authority.

The data must be submitted to the Supply Arrangement Authority no later than February 1st.

4. Term of Supply Arrangement - determined at award

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins ----.

5. Authorities

5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Alex Russell
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax, NS

Telephone: (902) 496-5168
Facsimile: (902) 496-5016
E-mail address: alex.russell@pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

5.2 Supplier's Representative

Name: _____
Title: _____
Address: _____

Telephone: ____ - _____
Facsimile: ____ - _____

E-mail:

6. Identified Users

The Identified User is: Base Construction Engineering, Department of National Defence, Halifax, NS

7. On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

8. 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 the Supply Arrangement;
- (b) the general conditions 2020 (2013-04-25), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Requirement;
- (d) Annex B, Security Requirement Check List;
- (e) Annex C, Contractors Geographic Capability Self-Identification;
- (f) Annex D, Reporting Requirements;
- (g) the Supplier's arrangement dated _____.

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

10. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

B. BID SOLICITATION

1. Bid Solicitation Documents

The bid solicitation will contain as a minimum the following:

- (a) security requirements (if applicable);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;
- (h) conditions of the resulting contract.

2. Bid Solicitation Process

2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

2.2 The bid solicitation will be sent directly to suppliers who have self-identified (Annex C) for a specific location and meet the security requirement (if applicable).

Bid solicitations that do not have a security requirement will be sent directly from BCE Halifax, DND.

Bid solicitations that contain a security requirement will be sent directly from PWGSC Acquisitions Branch.

For bid solicitations with an estimated value that exceeds the NAFTA threshold for services, a notice will be posted to GETS.

C. RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

2010C (2013-04-25) - General Conditions - Services (Medium Complexity)

The above conditions are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2. Invoicing Instructions

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

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;

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment:

FCE Accounts Payable
Maritime Forces Atlantic
PO Box 99000, Stn Forces
Willow Park, Bldg #7
Halifax, NS
B3K 5X5

3. Applicable Laws

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

4. 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 2010C Services (Medium Complexity);
- (c) Appendix A, Statement of Work;
- (d) Appendix B, Basis of Payment;
- (e) the Contractor's bid dated _____.

5. 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.

6. 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.

6.1 General Conditions

2010C (most recent date), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7. Term of Contract**7.1 Period of the Contract**

The period of the contract is for one year.

8. Proactive Disclosure of Contracts with Former Public Servants

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

9. Limitation of Price

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

10. Multiple Payments

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

11. Applicable Laws

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

Solicitation No. - N° de l'invitation

W010C-12C178/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa121

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

W010C-12-C178

File No. - N° du dossier

PWA-2-68029

CCC No./N° CCC - FMS No/ N° VME

ANNEX A

REQUIREMENT

Document titles "*Specification, Supply Arrangement, Snow Removal for DND, Various sites of CFB Halifax in NS, Job No. W010C-12C178*" dated 2011-10-31.

Solicitation No. - N° de l'invitation

W010C-12C178/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWA-2-68029

Buyer ID - Id de l'acheteur

pwa121

CCC No./N° CCC - FMS No/ N° VME

W010C-12-C178

ANNEX B

SECURITY REQUIREMENTS CHECK LIST

ANNEX C**GEOGRAPHIC CAPABILITY SELF IDENTIFICATION**

Firms are to indicate below which locations they are geographically capable of performing services for. Bid solicitations will only be sent to firms who indicate that the work site is within their geographical capability.

Work Site Location		Security Required	Geographically Capable
1. Bedford Rifle Range		Yes	YES ____ NO ____
2. Amherst Area	Amherst Armoury	No	YES ____ NO ____
	Amherst Rifle Range		
3. Dartmouth Area	Osbourne Head Gunnery Range	No	YES ____ NO ____
	Dockyard Annex (NAD)		
4. Cape Breton Area	Victoria Park Armoury	No	YES ____ NO ____
	Glace Bay Armoury		
	Canadian Coastal Radar site		
	Sydney Rifle Range		
5. Debert Area	Great Village TX	No	YES ____ NO ____
	Masstown RX		
	Debert Rifle Range		
6. New Glasgow Armoury		No	YES ____ NO ____
7. Newport Corner Area	NRS Newport Corner	No	YES ____ NO ____
	Windsor Armoury		
8. Pictou Armoury		No	YES ____ NO ____
9. Springhill Armoury		No	YES ____ NO ____
10. Truro Armoury		No	YES ____ NO ____
11. NRS Mill Cove		No	YES ____ NO ____

Solicitation No. - N° de l'invitation

W010C-12C178/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa121

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

W010C-12-C178

File No. - N° du dossier

PWA-2-68029

CCC No./N° CCC - FMS No/ N° VME

ANNEX D

REPORTING REQUIREMENTS

Periodic Usage Report Form

As a requirement of this Request for Supply Arrangement, a report shall be submitted as follows: (***)The final report is to provide a list showing items requisitioned that represent approximately the total value of contracts derived from the Supply Arrangement.***). **The holder understands that it is their responsibility to implement a system for tracking contracts against this supply arrangement in order to provide usage reports and ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the supply arrangement.**

Return to:

Public Works and Government Services Canada
 Acquisitions
 Real Property Contracting (NS)
 1713 Bedford Row / PO Box 2247
 Halifax, Nova Scotia B3J 3C9
 ATTN: Alex Russell
 Alex.russell@pwgsc.gc.ca

Supply Arrangement Snow Removal Services, DND	Supply Arrangement Number:		Start Date of SO (DD/MM/YYYY)		End Date of SO (DD/MM/YYYY)	
Total Value to Date \$	Total Value for Reporting Period \$		Start Reporting Period (DD/MM/YYYY)		End Reporting Period (DD/MM/YYYY)	
Order Number on bid solicitation	Work Description	Item Quantity	Unit of Measure (each, litre, etc.)	Date of Order of solicitation	Date of Delivery Start/ completion	Value of Work (not including HST/GST)

Solicitation No. - N° de l'invitation

W010C-12C178/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWA-2-68029

Buyer ID - Id de l'acheteur

pwa121

CCC No./N° CCC - FMS No/ N° VME

W010C-12-C178

ANNEX E

SAMPLE BID SOLICITATION

Department of National Defence



Specification

Supply Arrangement

**Snow Removal for DND
Various sites of CFB Halifax in NS**

CFB Halifax, NS

Job No. W010C-12-C178

2011-10-31

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	GENERAL INSTRUCTIONS	5
01 35 30	HEALTH AND SAFETY REQUIREMENTS	4
01 35 35	DND FIRE SAFETY REQUIREMENTS	4
<u>Division 31 - Earthwork</u>		
31 00 00	SNOW REMOVAL	4
31 00 00.01	ANNEX A BEDFORD RIFLE RANGE	2
31 00 00.02	ANNEX B AMHERST AREA	3
31 00 00.03	ANNEX C DARTMOUTH AREA	4
31 00 00.04	ANNEX D CAPE BRETON AREA	5
31 00 00.05	ANNEX E DEBERT AREA	4
31 00 00.06	ANNEX F NEW GLASGOW ARMOURY	2
31 00 00.07	ANNEX G NEWPORT CORNER AREA	3
31 00 00.08	ANNEX H PICTOU ARMOURY	2
31 00 00.09	ANNEX J SPRINGHILL ARMOURY	2
31 00 00.10	ANNEX K TRURO ARMOURY	2
31 00 00.11	ANNEX L MILL COVE	2

PART 1 - GENERAL

- 1.1 RELATED REQUIREMENTS .1 Section 31 00 00 SNOW REMOVAL.
.2 Geographic areas Annexes.
- 1.2 DESCRIPTION OF WORK .1 Work under this Supply Arrangement comprises the furnishing of all labour, material, tools, and equipment required for snow clearing and removal, hand shovelling complete with salting and sanding at various sites of CFB Halifax throughout Nova Scotia as indicated in this specification and drawings.
- 1.3 LOCATIONS OF JOB SITES .1 Work sites included in this Supply Arrangement include the following geographic areas of CFB Halifax:
- .1 Bedford rifle range - Bedford, NS;
 - .2 Amherst area to include:
 - .1 Amherst Armoury;
 - .2 Amherst rifle range.
 - .3 Dartmouth area to include:
 - .1 Osbourne Head gunnery range - Cow Bay, NS;
 - .2 Shannon Park - Dartmouth, NS;
 - .3 Dockyard Annex(NAD) - Dartmouth, NS.
 - .4 Cape Breton area to include:
 - .1 Victoria Park Armoury - Sydney, NS;
 - .2 Glace Bay Armoury - Glace Bay, NS;
 - .3 Canadian Coastal radar site;
 - .4 Sydney rifle range.
 - .5 Debert area to include:
 - .1 Great Village TX site;
 - .2 Masstown RX site;
 - .3 Debert rifle range.
-

- 1.3 LOCATIONS OF JOB SITES (Cont'd)
- .1 (Cont'd)
 - .6 New Glasgow Armoury - New Glasgow, NS;
 - .7 Newport Corner area to include:
 - .1 NRS Newport Corner - Newport Corner, NS;
 - .2 Windsor Armoury - Windsor, NS.
 - .8 Pictou Armoury - Pictou, NS;
 - .9 Springhill Armoury - Springhill, NS;
 - .10 Truro Armoury - Truro, NS;
 - .11 NRS Mill Cove - Mill Cove, NS.
- 1.4 ENGINEER
- .1 All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Formation Construction Engineering Officer(FCEO).
 - .2 The address of the Engineer for each geographic area can be found in their respective Annex.
 - .3 The Engineer of each area will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting.
- 1.5 PERFORMANCE
- .1 All work performed must be for and to the satisfaction of the Engineer.
- 1.6 SITE ACCESS
- .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
 - .2 While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities. Engineer will provide copies of relevant Standing Orders.
- 1.7 PRE-JOB MEETING
- .1 Immediately upon receipt of award of the Service Contract, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work.
-

-
- 1.8 CONTRACTOR'S USE OF SITE
- .1 Contractor will be briefed on use of site by Engineer.
 - .2 Do not unreasonably encumber site with materials or equipment.
 - .3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
 - .4 Site may be used by DND for military operations. Coordinate use of site with Engineer.
- 1.9 PROTECTION OF PROPERTY
- .1 Equipment must be operated in such a manner so as to avoid any damage to pavement, curbs, gun mounts and DND property.
 - .2 Any damage to DND property must be reported to the Engineer within 24 hours and must be repaired by the Contractor to DND standards at no expense to the Crown.
 - .3 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work if necessary.
- 1.10 CODES AND STANDARDS
- .1 Perform work in accordance with Provincial, Municipal Regulations and By-Laws. The Contractor will be responsible for any charges imposed by such Regulations and By-Laws.
 - .2 Meet or exceed requirements of Contract documents, specified standards, codes and referenced documents.
- 1.11 LOCATION OF EQUIPMENT AND FIXTURE
- .1 Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate.
- 1.12 SITE VISIT
- .1 Provided drawings might not be fully accurate and have missing areas or fixtures. The Engineer of the geographic area will cover all areas and requirements during the site visit.
 - .2 Visit of the site prior to the closing date of the Tender at own expense.
 - .3 Failure to visit the sites, to examine the specifications and drawings or otherwise to become familiar with site conditions, will not relieve the Contractor of any responsibility to provide the complete work in accordance with the Contract documents.
-

- 1.13 CLEAN-UP .1 Disposal of debris related to snow removal, will be the Contractor's responsibility and must be off DND property.
- .2 On completion of the Work under the Service Contract, all surplus material including materials declared surplus by DND, plant, tools, equipment and debris must be removed from the job site.
- .3 The job site must be left clean, neat and in a safe condition at the end of each work day to the complete satisfaction of the Engineer.
- 1.14 WORKMANSHIP .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
- .4 The Contractor must employ a competent and experienced supervisor with the authority to speak on his/her behalf on day-to-day routine matters.
- 1.15 INSPECTION .1 All work and materials covered by this specification will be subject to inspection at any times and all times by the Engineer or his/her elected representative.
- 1.16 SUPPLEMENTAL REGULATIONS .1 The Contractor will ensure that all Contractor and sub-contractor's personnel understand and comply with the regulations at all times when within the confines of CFB Halifax, NS.
-

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 CONSTRUCTION SAFETY MEASURES
- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
 - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
 - .2 Refer to Section 01 35 35, DND Fire Safety Requirements.
 - .3 Engineer will provide a copy of any relevant special written instructions to be followed.
 - .4 **Prior to Contract**
 - .1 Bidders/Tenders are to provide a copy of the company's safety policy, signed by the owner or authorized representative of the company.
 - .2 Bidders/Tenders are to provide documents and evidence to the satisfaction of the Crown indicating that the bidder/tender has successfully completed an independent SAFETY AUDIT and will maintain that safety audit for the life of the Contract(Contractor and Sub-contractor(s)).
 - .5 **Before Work Begins**
 - .1 Bidder/Tender to provide documentation indicating all safety training attained for each person who will be involved with the Contract.
 - .6 The following disciplinary measures will be taken for any violations of safety under this Supply Arrangement/Contract:
 - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation(Violation will be documented on Contract file, copy to Contractor DCC or PWGSC).
 - .2 **Second Violation:** Written warning to Contractor for second infraction of a safety regulation(Violation will be documented on Contract file, copy to Contractor, DCC or PWGSC).
-

1.1 CONSTRUCTION SAFETY MEASURES
(Cont'd)

- (Cont'd)
- .3 **Third Violation:** A third violation of a safety regulation may result in the termination of the Contract with a recommendation to the Contracting authority that the Contractor be denied access to Formation Construction Engineering Contracts(Documented to Contract file, copies to Contractor, DCC or PWGSC).
 - .4 **Serious Violation:** For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer, a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer(Violation documented on Contract file, copies to Contractor, DCC or PWGSC).
 - .5 **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations that result in charges being laid by a regulator, and the Contractor being found guilty by the courts may result in that contractor being denied access to Formation Construction Engineering Contracts.

1.2 FALL PROTECTION

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10(2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.3 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panelboards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labelling is required for all new & modified installations.
- .2 The warning label must also include information regarding «arc flash hazard category(0 to 4)» and the «Flash Protection Boundary» as defined in ANSI/NFPA 70E-2000. All projects specifications must include short circuit study and flash hazard analysis.
- .3 In accordance with the new CSA Standards Z462-08 para 4.3.3.3 Electrical Contractors are now required to perform a shock and flash hazard analysis to select the appropriate PPE to wear.

1.3 ARC FLASH
(Cont'd)

- .3 (Cont'd)
Electrical Contractors are now required Arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.4 SAFETY

- .1 The Contractor must provide a copy of their company's Occupational Health and Safety Policy Program. It must meet the Provincial Occupational Health and Safety Acts. The Engineer will instruct the Contractor where the Federal Standards apply.
- .2 The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies will be made available to Department of National Defence upon request.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work must be retained and made available to the Engineer immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and Contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures(SOP) and safe work practices(SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .5 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these will not be permitted on the site.
- .6 Must ensure that all applicable personal protective equipment(PPE) is used.
- .7 The Engineer must coordinate arrangements for the Contractor to be briefed on site safety within fourteen(14) days of award of Contract.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 EMERGENCY REPORTING .1 Telephone Number: Dial 9-1-1
- 1.2 FIRE SAFETY ENFORCEMENT .1 Within the confines of the Base, the prescription and enforcement of mandatory Fire Safety measures will be exercised under the authority of the Formation Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada(NBCC) and the National Fire Code of Canada(NFC), including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Engineer reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the Fire Safety Requirements.
- 1.3 FIRE SAFETY BRIEFING .1 Prior to commencement of work under this Contract, the Engineer will arrange a meeting of all parties concerned to review and clarify requirements for Fire Safety measures. This may involve a briefing by the Formation Fire Chief.
- .2 The Engineer will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.
- 1.4 FIRE WATCH .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Dockyard Fire Hall at the time of issuance of the hot work permit.
- 1.5 FIRE EXTINGUISHERS .1 Provide and maintain in operational condition fire extinguishers as prescribed by the Formation Fire Chief.
- 1.6 SMOKING PRECAUTIONS .1 In accordance with these Fire Safety Requirements particular to the work area and site, the Engineer and Formation Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .2 Smoking is prohibited in all buildings.
-

-
- 1.6 SMOKING PRECAUTIONS (Cont'd) .3 In all other areas, exercise care and comply with written or oral directives of the Engineer for the use of smoking materials.
- 1.7 REPORTING FIRE INCIDENTS .1 Report immediately all fire incidents as follows:
- .1 Activate nearest fire alarm, or
 - .2 Dial 9-1-1 or designated number given at the time of briefing.
 - .3 Telephone Engineer.
- .2 Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.
- 1.8 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEM .1 Notify Formation Fire Chief at least 48 hours prior to scheduling any work that may require Fire Alarm and/or Protection Systems to be:
- .1 Obstructed in any way.
 - .2 Shut-off.
 - .3 Left inactive at the end of a working day or shift.
- .2 Do not commence any such work until Engineer confirms approval and direction by the Formation Fire Chief.
- .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Engineer and the Formation Fire Chief.
- 1.9 BLOCKAGE OF ACCESS FOR FIRE FIGHTING APPARATUS .1 Obtain approval of the Engineer and Formation Fire Chief 24 hours prior to commencing any work that by any means would impede access for fire fighting apparatus. Immediately notify the Engineer of any infringement on minimum vertical or horizontal clearances either inside or outside buildings, as prescribed by the Formation Fire Chief.
-

1.10 RUBBISH AND
WASTE MATERIALS

- .1 Storage:
 - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the Formation Fire Chief and removed as directed by the Engineer.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
 - .1 All rubbish must be removed from the work site at the end of the work day or shift or as directed by the Engineer.

1.11 FLAMMABLE
LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed and guided by the requirements established by the Formation Fire Chief.
 - .2 Indoor storage of flammable liquids must not exceed thirty(30) litres provided that they are stored in areas and containers approved by the Formation Fire Chief.
 - .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Formation Fire Chief.
 - .4 The Engineer will not permit indoor storage of quantities of flammable liquids exceeding thirty(30) litres for on-site work purposes, without the written permission of the Formation Fire Chief.
 - .5 Transfer of flammable liquids within buildings is prohibited.
 - .6 Transfer of flammable liquids will not be carried out in the vicinity of open flames or any type of heat producing devices.
 - .7 Flammable liquids having a flash point below 22°C such as naphtha or gasoline must not be used as solvents or cleaning agents.
 - .8 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are not to exceed thirty(30) litres. Dumping or burning of flammable liquids on site is prohibited.
-

1.12 HAZARDOUS
SUBSTANCES

- .1 Exercise special precautions necessary to safeguard life and property from damage by fire or explosives.
- .2 If the work entails the use of any toxic or hazardous materials, chemicals or explosives, or otherwise creates a hazard to life, safety or health, work will be in accordance with the most recent edition of the requirements of the National Fire Code of Canada, and measures prescribed by the Formation Fire Chief.

1.13 HAZARDOUS
HOT WORK

- .1 Prior to commencing any "Hot Work" involving open flame, burning, welding or heating, the Contractor must obtain a "hot work permit" issued by the Formation Fire Chief at the Dockyard Fire Hall, 427-3500.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 WORK INCLUDED .1 The services to be performed must consist of snow and ice clearing and removal in the areas shown on the drawings and/or as specified by the Engineer.
- .1 Driveways;
 - .2 Parking areas;
 - .3 Walkways;
 - .4 Approaches to and around fire hydrants.
- .2 Salting - paved areas.
- .3 Sanding - gravel/dirt areas.
-
- 1.2 SITE INFORMATION AND DRAWINGS .1 Additional snow removal information and drawings for the specific geographic areas can be found in the following Annexes:
- .1 Annex A Bedford Rifle Range;
 - .2 Annex B Amherst Area;
 - .3 Annex C Dartmouth Area;
 - .4 Annex D Cape Breton Area;
 - .5 Annex E Debert Area;
 - .6 Annex F New Glasgow Armoury;
 - .7 Annex G Newport Corner Area;
 - .8 Annex H Pictou Armoury;
 - .9 Annex J Springhill Armoury;
 - .10 Annex K Truro Armoury;
 - .11 Annex L Mill Cove.
-
- 1.3 GENERAL REQUIREMENTS .1 Locations where snow may be dumped and/or stockpiled for each area will be designated by the Engineer.
- .2 Rubber tired power equipment only, must be used on paved roads and parking areas.
-

1.3 GENERAL
REQUIREMENTS
(Cont'd)

- .3 **Call-outs:**
- .1 Notification of requirement of services will be by telephone.
 - .2 The Engineer and/or site authority will be the only authority for requesting services. The Contractor will be advised of the names of individuals authorized to demand his/her services.
- .4 **Response to call-outs:**
- .1 Automatic response to snowfall must not exceed 30 minutes. Balance of equipment must be on site not later than two(2) hours for major snowfalls.
- .5 **Sequence of operations for snow clearing and removal:**
- .1 All areas marked on the drawing must be kept open as requested by the Engineer; roads will be cleared to a width of 4.8m(16ft). Once snow has stopped falling, these areas must be cleared to their full width; such clearing must be completed no later than 24 hours after the snow stops.
 - .2 When requested to carry out total snow clearing and removal of all areas, sanding, salting is included as described in para 1.5.3 and 1.5.4 of this section. The Contractor must employ as many persons, pieces of equipment, operators, and supervisors as will be required to perform the work under the terms of this Contract.
- .6 **Quantities:**
- .1 Quantities of equipment, operators, shovellers, supervisors and salt must be agreed upon between DND and the Contractor prior to commencement of work.

1.4 MATERIALS

- .1 **Salt:** Sodium chloride obtained from natural deposits(rock salt) or produced by man(evaporated, solar, or other) must meet the following requirements.
- .1 **General:** The material must consist of:
 - .1 Sodium chloride(NaCl) 94.0%(tolerance, -0.5%)
 - .2 Moisture content 1.5% maximum.
 - .2 **Gradation:** Sodium chloride must conform to the requirements as detailed below:

- 1.4 MATERIALS (Cont'd) .1 Salt:(Cont'd)
.2 Gradation:(Cont'd)

SIEVE SIZE / PERCENT PASSING POINT OF PURCHASE / TOLERANCE DELIVERY POINT

14 000	100	0
10 000	95-100	0
5 000	20-90	±5.0
2 500	10-60	±5.0
630	0-10	±5.0

- .3 **Condition:** Sodium chloride material must always be in a free-flowing state until used. All sodium chloride material must be uniformly treated with an anti-caking conditioner(YPS or equivalent). The conditioner must be uniformly applied at a minimum rate of 50ppm by the Supplier.

- .2 **Sand:** Winter sand must consist of natural or manufactured aggregate. Winter sand must be composed of clean, hard uncoated particles and must be free of organic matter, clay lumps and other deleterious material.

- .1 **Gradation:** The gradation of the winter sand must conform to the requirements as detailed below when tested by washed sieve analysis according to ASTM C117-04 and ASTM C136-06. GRADATION OF WINTER SAND.

SIEVE DESIGNATION / CUMULATIVE PERCENT PASSING

2500 / 65-95
630 / 20-70
315 / 5-35
160 / 0-15
80 / 0-6

- .2 **Moisture Content:** When delivered, the maximum allowable moisture content for winter sand must not exceed 7%, when tested in accordance with ASTM D2216-10.

1.5 METHOD OF OPERATIONS

- .1 The Contractor's personnel will be responsible to check in at the Armoury or at the main gate prior to working or snow removal operations as required by Engineer.
- .2 The Contractor will advise the Engineer should DND or other vehicles require to be removed to facilitate snow clearing.
- .3 **Salting:** Ice conditions on roads, driveways and parking areas must be treated with road salt. Apply by mechanical spreader, at the rate of 0.32kg per 9.29m squared(2/3 lbs per 100ft²).

1.5 METHOD OF
OPERATIONS
(Cont'd)

- .4 **Salting Walkways:**
- .1 As directed by the Engineer or on-site authority, apply road salt to all walkways around buildings when requested or required, and immediately following snow removal operations.
 - .2 When Contractor encounters ice on walkways or if ice formation is imminent, they must be salted immediately.
- .5 **Fire Hydrants:**
- .1 Paths must be shoveled from cleared areas to all fire hydrants and an area must be kept around a ll fire hydrants at all times. Such area must not be less than 0.6m(2ft) all around each hydrant.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W010C-12-C178
Security Classification / Classification de sécurité UNCLASSIFIED

**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 MARLANT/FCE	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Snow Removal Various Areas of Nova Scotia		
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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> 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"/>



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W010C-12-C178
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

Special comments:
Commentaires spéciaux : IF REQUIRED, A COMMISSIONAIRE WILL BE PROVIDED

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat W010C-12-C178
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(les) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX E

PART 1 - GENERAL INFORMATION

1. Statement of Work

Department of National Defence has a requirement for snow removal services at _____ as specified in Appendix A and the terms of the Supply Arrangement W010C-12C178.

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 (<https://buyandsell.gc.ca/policy-and-guidelines>) 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 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

It is mandatory that bidders submit firm prices/rates for ALL items in the cost form, including no cost items.

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

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

PART 5 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

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

3. Authorities

3.1 Technical Authority

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.

4. Payment

4.1 Basis of Payment –choose appropriate term based on Basis of Payment used

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid **firm price OR firm unit prices**, as specified in Annex B. Customs duties are excluded and Applicable Taxes are extra.

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

APPENDIX A

STATEMENT OF WORK

APPENDIX B

BASIS OF PAYMENT