

**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> Grounds Maintenance, Snow Removal	
<b>Solicitation No. - N° de l'invitation</b> EW076-141326/A	<b>Date</b> 2014-01-24
<b>Client Reference No. - N° de référence du client</b> PWGSC	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-014-10106	
<b>File No. - N° de dossier</b> EDM-3-36222 (014)	<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 2014-03-10</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> Lau (EDM), Chris	<b>Buyer Id - Id de l'acheteur</b> edm014
<b>Telephone No. - N° de téléphone</b> (780) 497-3981 ( )	<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 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 5101-50 Ave PO Box 518 YELLOWKNIFE Northwest Territories X1A2N4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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Solicitation No. - N° de l'invitation

EW076-141326/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm014

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

PWGSC

File No. - N° du dossier

EDM-3-36222

CCC No./N° CCC - FMS No/ N° VME

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**List of Annexes:**

Annex "A"      Statement of Work  
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Annex "E"      Form PWGSC-TPSGC 572 Task Authorization

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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, Aboriginal Opportunities Consideration, the Insurance Requirements and the Task Authorization Form 572.

### **2. Summary**

For the supply of all labour, materials, and equipment required to perform grounds upkeep, snow removal, and spreading ice inhibitor around Federally owned buildings and properties, Yellowknife, NWT. The contract will be from date of issue for two (2) full years with the option for two (2) one (1) year extensions.

*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."*

*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).*

This procurement is subject to the following Comprehensive Land Claim Agreement (CLCA): Tlicho Land Claim Agreement.

### **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**

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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 twenty (120) 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.

### **Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

a. an individual;

b. an individual who has incorporated;

c. a partnership made of former public servants; or

d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament

Retiring Allowances Act , R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

a.name of former public servant;

b.date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

e.rate of pay on which lump sum payment is based;

f.period of lump sum payment including start date, end date and number of weeks;

g.number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **4. Enquiries - Bid Solicitation**

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

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

## **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

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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 ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Aboriginal Opportunities Consideration (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
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: Aboriginal Opportunities Consideration Bid

Bidders must identify the level and extent of Aboriginal involvement proposed for this project in accordance with Annex C - Aboriginal Opportunities Consideration.

#### Section II: Financial Bid

- 1.1 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.
- 1.2 Exchange Rate Fluctuation

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C3011T (2013-11-06), 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 Aboriginal Opportunities Consideration Evaluation**

In this requirement, the contractor has the ability to receive evaluation deductions through the provision of Tliche Land Claim Agreement involvement in their proposal. A reduction of up to 5% will be taken from the "total assessed offer price" based on the provision of proof that your organization or service provided meets the criteria in Annex "C" - Aboriginal Benefits.

**1.2 Financial Evaluation**

The Total Assessed Bid Price will be calculated in the following method:

- 1) Each line item price will be multiplied by the estimated usage to achieve an extended price.
- 2) The sum of the extended prices will equal the total assessed bid price.
- 3) The total assessed bid price will then be reduced by the Aboriginal Benefit percentage to achieve the evaluated price.

**FOR EVALUATION PURPOSES ONLY**, a reduction of up to **5%** will be taken from the "total firm price" based on the certification submitted as per Annex C.

**2. Basis of Selection****2.1 Basis of Selection - Mandatory Technical Criteria**

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 - 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" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website

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

## 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.

### 2.1 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. Failure to comply with the request may result in the bid being declared non-responsive.

## PART 6 - OTHER REQUIREMENTS

### 1. Insurance Requirements

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

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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.

#### **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.

##### **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 Task Authorization form specified in Annex E .

**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 five (5) 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.

**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.

##### **1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$50,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the 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. 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:

- a) the authorized task number or task revision number(s);
- b) a title or a brief description of each authorized task;
- c) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- d) the total amount, GST or HST extra, expended to date against each authorized task;
- e) the start and completion date for each authorized task; and
- f) the active status of each authorized task, as applicable.

#### For all authorized tasks:

- a) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- b) the total amount, GST or HST extra, expended to date against all authorized TAs.

## 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) (<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. Term of Contract

### 3.1 Period of the Contract

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

**3.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2), one (1) 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 30 calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**4. Authorities**

**4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Christopher Lau  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

5th Floor, Telus Plaza North,  
10025 Jasper Ave.,  
Edmonton, AB T5J1S6

Telephone: 780-497-3981  
Facsimile: 780-497-3510  
E-mail address: christopher.lau@pwgsc.gc.ca

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

**4.2 Project 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.

### 4.3 Contractor's Representative

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

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

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

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

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

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

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

### 5. 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.

### 6. Payment

#### 6.1 Basis of Payment

For the Work described in Annex A - Statement of Work:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, for a cost of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

#### 6.2 Limitation of Expenditure - 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.

#### 6.3 SACC Manual Clauses

H1000C (2008-05-12), Single Payment (*when applicable*)

H1008C (2008-05-12), Monthly Payment (*when applicable*)

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

C2000C (2007-11-30), Taxes - Foreign-based Contractor

C0705C (2010-01-11), Discretionary Audit

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

## 7. 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 any other documents as specified in the Contract;
  - (c) a copy of the invoices, receipts, and vouchers for all direct expenses.
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.

## 8. Certifications

### 8.1 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. 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.)*

## 10. 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) - Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) 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)).*

## 11. SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

**OR**

A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

A9041C (2008-05-12), Salvage

A9068C (2007-05-25), Site Regulations

**12. Insurance - Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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PWGSC

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EDM-3-36222

Buyer ID - Id de l'acheteur

edm014

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX A**

**STATEMENT OF WORK**

***(Attached)***



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**ANNEX B**

**BASIS OF PAYMENT**

***(Attached)***

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## ANNEX C

### ABORIGINAL OPPORTUNITIES CONSIDERATION

#### OPTIONAL:

The following additional percent reduction for aboriginal opportunities consideration allow the Bidder to provide a commitment of Employee Content for any or all of the following Comprehensive Land Claims Agreements that they can support.

The contractor has the ability to receive evaluation deductions for their bid by addressing the aboriginal opportunities consideration. **FOR EVALUATION PURPOSES ONLY**, a reduction of up to 5% may be taken from the "total assessed bid price" based on the provision of proof that your organization or service provided meets the aboriginal opportunities consideration .

In addition, the Bidder must provide a list of names of the person(s) to be hired or alternatively, the proposed method of hiring for the Tlicho Land Claim Agreement.

#### TLICHO AGREEMENT

<b>TLICHO - ABORIGINAL BENEFITS PLAN</b>	<b>Percent Reduction</b>	<b>Yes</b>	<b>No</b>
<b>Training:</b> Bidder has provided an undertaking of a commitment with respect to on-the-job training and apprenticeship programs for the Tlicho citizens under this project.	1%		
<b>Tlicho Recruitment Programs:</b> Included a firm guarantee to use Tlicho employment content in carrying out the work. (Provide a list)	2%		
<b>Sub-contractors:</b> Included a firm guarantee to use Tlicho Sub-Contractors for services or the procurement of supplies and equipment associated with the project. (Provide a list)	2%		
<b>MAXIMUM TOTAL POINTS AVAILABLE</b>	5%		

#### **COMMITMENT TO ABORIGINAL OPPORTUNITIES CONSIDERATION - ON-SITE (EMPLOYEES/TRADES & SUB-TRADES)**

\_\_\_\_\_  
Name - Print

\_\_\_\_\_  
Signature of Authorized Officer of Business

\_\_\_\_\_  
Date

The Contractor certifies herein that it's commitment to aboriginal opportunities consideration submitted with its bid is accurate and complete.

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## ANNEX D

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations:  
Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (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.

**Automobile Liability Insurance**

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

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PWGSC

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**ANNEX “ E”**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

***(Attached)***

## STATEMENT OF WORK

### ANNEX "A"

#### **PART I - SCOPE OF WORK**

##### 1.1 Location

.1 Work covered under this Contract for Public Works and Government Services Canada includes year round maintenance of sidewalks, steps, pedestrian common areas, access to roofs, etc. at all or any Federal building or property that falls under Public Works and Government Services Canada jurisdiction within Yellowknife, NT.

##### 1.2 General

- .1 Scope of work covered by this Contract includes, but is not limited to, the supply of all labour, materials, and equipment required to perform grounds upkeep, snow removal, and spreading ice inhibitor around Federally owned buildings and properties as specified herein.
- .2 Upon request, provide a cost breakdown showing cost per visit at individual sites as follows:
- .1 Materials
  - .2 Clean up litter
  - .3 Lawn mowing, watering and weed control
  - .4 Snow removal / hand shoveling
- .3 The Contractor shall contact the Site Authority upon entering and leaving the sites, when applicable.
- .4 The Contractor must show a demonstrated ability to receive and respond to calls for service during all hours (normal and/or after business hours) by providing telephone numbers for regular service calls and after hours call backs.
- .5 On award of the Contract the Contractor must provide names of personnel performing work on this Contract.

##### 1.3 Snow Removal

- Scheduled**
- .1 The Contractor shall commence snow clearing within two (2) hours of a snowfall of five (5) cm, [two (2) inches], having fallen as measured at the meteorological office and sand all areas.
- .2 In the event of continuing snowfall, the Contractor shall, upon notification, clear snow so that an accumulation of snow so no greater than five (5) cm, [two (2) inches], will remain at any time on a twenty four (24) hour, seven (7) days per week basis. Upon the snowfall ending, the snow shall be promptly cleared from the areas. Sand all areas.
- .3 In the event of drifting snow affecting access to, ad/or travel on the site, the Contractor shall, clear the snow to the designated areas.
- .4 In the event of a light snow fall, less than five (5) cm, [two (2) inches], that poses an operational or safety hazard, the Contractor will sand areas.
- .5 The Contractor shall clear and remove snow, slush and ice from all common area sidewalks to ensure the safety of the pedestrians and the unhindered flow of pedestrian traffic.

.6 The Contractor shall supply all labor and equipment, including the use of ice-melter and sand as needed to fulfill these conditions.

**Unscheduled**

The Contractor at the request of PWGSC should perform the following duties as needed.

.1 Clear and remove snow, slush and ice from driveways, decks, steps and city sidewalks from a vacant units list. Clear snow, slush and ice from driveways, decks, steps and city sidewalks when tenants have vacated a unit without doing so.

.2 Remove snow, slush and ice from roofs and roof vents.

1.4 Grounds keeping

**Scheduled**

.1 To clean and rake out sand in all three (3) playground areas during the months that are free of snow. Replenish the sand when requested by the Site Authority.

.2 Keep all grass areas properly cut to a height of between 3.8 cm and 6.4 cm and all border edges squarely trimmed; maintain grass and planting areas clear of all debris, dead plants, weeds, etc.; properly water all areas during the growing season.

.3 Fertilize lawn in early spring, applied at a rate of ten (10) kilograms per one hundred (100) square metres and the second application in late August, at the rate of six (6) kilograms per one hundred (100) square metres or in accordance with manufacture's recommendations. Spray all grass areas for weed control in May and September. The type of weed in a grass area will determine the type of chemical to be used and its application in accordance with the manufacturer's recommendations.

.4 Remove all litter, old weeds and clippings from all areas covered in the Contract on a weekly basis, immediately before watering grass areas.

.5 To pick up and remove all litter and debris from exterior grounds weekly in the summer months and monthly in the winter.

**Unscheduled**

The Contractor at the request of PWGSC should perform the following duties as needed.

.1 Cut grass, clear debris from vacant units, and units where tenants have vacated without doing so.

.2 Remove tree branches, cut or fallen lumber, leaves, animal feces from Crown Housing units.

.3 Provide loads of gravel, soil and/or seed.

.4 Remove large sections of unusable fence or raised garden frames.

.5 Complete dump runs as requested.

1.5 Materials Supplied by the Crown

.1 Water

.1 Supplied by PWGSC at site.

.2 Potable, (free of impurities).

1.6 Materials Supplied by the Contractor

Fertilizers, peat moss, mulches, top dressing and grass seed, flowers supplied by Contractor.

.2 All materials and supplies must be pre-approved by the PWGSC Site Authority.

.3 Where applicable, the Contractor shall supply environmentally friendly materials, supplies and products.

#### 1.7 Departmental Representative

.1 Work or services performed under this Contract shall be in accordance with the specifications and to the satisfaction of the Site Authority or his representative.

#### 1.8 Licenses and Permits

.1 The Contractor shall be responsible for obtaining and paying for all licenses and permits required to perform the work requested. Obtain all inspections from authorities having jurisdiction.

.2 Provide the authorities having jurisdiction with all information requested.

.3 Furnish these licenses and permits when requested.



## **PART II-GENERAL REQUIREMENTS**

### 2.1 Use of Site

- .1 Limited to areas of work.
- .2 Do not unreasonably encumber site with materials or equipment.

### 2.2 Coordination and Protection

1. Execute work with minimum disturbance to occupants, public and normal use of the buildings. Make arrangements with Department to facilitate execution of work.
- .2 Protect existing property from damage.
- .3 All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.
- .4 Public Works and Government Services Canada accepts no responsibility for unattended equipment on site.

### 2.3 Site Security

- .1 Site security is the responsibility of the Contractor with the approval of Public Works and Government Services Canada.

### 2.4 Meetings

- .1 Attend meetings at site when notified by the Site Authority.

## **PART III - EXECUTION**

### 3.1 Workmanship

- .1 All work shall be performed by skilled operators/labourers.

### 3.2 Work Coordination

- .1 Prearranged work schedules shall be provided to the Site Authority for approval.
- .2 Any shortfall or unsatisfactory work shall be corrected by the Contractor at no additional charge.

**Annex “B”**

**Basis of Payment**

- Firm Unit Prices include all costs associated with providing the service, unless otherwise identified and are firm for the Contract period.
- **Prices must be provided for each line item and as per format shown below.**
- Firm Unit Prices do not include GST; GST will be added to the invoice as a separate line item.
- Estimated usages are for evaluation purposes only and not to be construed as a firm commitment from Canada. Actual usages may vary from these amounts.

Item	Description	Firm Unit Price for Year 1	Firm Unit Price for Year 2	Firm Unit Price for Year 3 (Option)	Firm Unit Price for Year 4 (Option)	Estimated Annual Usage
<b>A</b>		<b>SCHEDULED WORK</b>				
<b>1</b>		<b>Grounds Keeping as per <u>Scheduled Work</u> outlined in Annex “A”, Statement of Work</b>				
a	During regular working hours: Monday through Friday (08:00-17:00)	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	500 hours
b	Outside regular working hours: Monday through Friday	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	5 hours
c	Outside regular working hours: Weekends and Statutory Holidays (17:00-08:00)	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	5 hours
<b>2</b>		<b>Snow Clearing as per <u>Scheduled Work</u> outlined in Annex “A”, Statement of Work</b>				
a	During regular working hours: Monday	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	500 hours

	through Friday (08:00-17:00)					
b	Outside regular working hours: Monday through Friday	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	40 hours
c	Outside regular working hours: Weekends and Statutory Holidays (17:00-08:00)	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	40 hours

Item	Description	Firm Unit Price for Year 1	Firm Unit Price for Year 2	Firm Unit Price for Year 3 (Option)	Firm Unit Price for Year 4 (Option)	Estimated Annual Usage
<b>B</b>		<b>UNSCHEDULED "AS AND WHEN REQUESTED" WORK</b>				
<b>1</b>		<b>Any Additional Grounds Keeping as per <u>Scheduled Work</u> outlined in Annex "A", Statement of Work</b>				
a	During regular working hours: Monday through Friday (08:00-17:00)	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	5 hours
b	Outside regular working hours: Monday through Friday	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	5 hours
c	Outside regular working hours: Weekends	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	5 hours

	and Statutory Holidays (17:00-08:00)					
<b>2</b>		<b>Grounds Keeping as per <u>Unscheduled Work</u> outlined in Annex "A", Statement of Work</b>				
a	During regular working hours: Monday through Friday (08:00-17:00)	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	1750 hours
b	Outside regular working hours: Monday through Friday	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	5 hours
c	Outside regular working hours: Weekends and Statutory Holidays (17:00-08:00)	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	5 hours
<b>3</b>		<b>Any additional Snow Clearing as per <u>Scheduled Work</u> outlined in Annex "A", Statement of Work</b>				
a	During regular working hours: Monday through Friday (08:00-17:00)	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	5 hours
b	Outside regular working hours: Monday through Friday	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	5 hours
c	Outside regular working	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	5 hours

	hours: Weekends and Statutory Holidays (17:00-08:00)					
<b>4</b>		<b>Snow Clearing as per <u>Unscheduled Work</u> outlined in Annex "A", Statement of Work</b>				
a	During regular working hours: Monday through Friday (08:00-17:00)	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	2000 hours
b	Outside regular working hours: Monday through Friday	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	5 hours
c	Outside regular working hours: Weekends and Statutory Holidays (17:00-08:00)	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	5 hours
<b>5</b>	<b>Materials and supplies to be charged at the Contractor's laid-down cost plus a mark-up of _____ %.</b>	_____ %.	_____ %.	_____ %.	_____ %.	\$ 2000
	<b>Total Evaluated Price</b>	\$_____	\$_____	\$_____	\$_____	

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
*(Use form DND 626 for contracts for the Department of National Defence)*

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
*(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)*

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

**A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non

Yes - Oui

If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>



Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date