

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government Services Canada/Réception des soumissions Travaux publics et Services gouvernementaux Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

## 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> WILDLIFE CONROL	
<b>Solicitation No. - N° de l'invitation</b> W0133-13T026/A	<b>Date</b> 2014-01-24
<b>Client Reference No. - N° de référence du client</b> W0133-13T026	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-240-6422	
<b>File No. - N° de dossier</b> VIC-3-36156 (240)	<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> Pacific Standard Time PST
<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> Hogg(VIC), Mike	<b>Buyer Id - Id de l'acheteur</b> vic240
<b>Telephone No. - N° de téléphone</b> (250) 363-3916 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 19 WING COMOX W OPS ATC P.O.BOX 1000 STN MAIN LAZO British Columbia V0R2K0 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 - Pacific Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<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 (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, 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 personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
  3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
  4. The Contractor must comply with the provisions of the:
    - (a) Security Requirements Check List and security guide
    - (b) Industrial Security Manual (Latest Edition).
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### 2. Statement of Work

The Work to be performed is detailed under Annex "A".

### 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

## **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.

## **3. Enquiries - Bid Solicitation**

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

## **4. Applicable Laws**

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

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

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

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid ( 2 hard copies)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications ( 1 hard copy)

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

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

### **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.

### **2. Basis of Selection**

- 2.1** A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

## **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 2004. The related documentation therein required will assist Canada in confirming that the certifications are true.

### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, 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 personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide
  - (b) Industrial Security Manual (Latest Edition).

### 2. Statement of Work

The Work to be performed is detailed under Annex "A".

### 3. 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.

#### 3.1 General Conditions

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

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract to 2017-03-31 inclusive with the option to extend for an additional (2) two 1-year periods.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mike Hogg  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Telephone: 250-363-3916  
Facsimile: 250-363-0395  
E-mail address: mike.hogg@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.

#### 5.2 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.

### 5.3 Contractor's Representative

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

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

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

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

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

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

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

## 6. Payment

### 6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

### 6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum: when it is 75 percent committed, or

four (4) months before the contract expiry date, or as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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



## 7. Certifications

### 7.1 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.

## 8. Applicable Laws

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

## 9. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements;
- (c) the general conditions 2010C (2013-06-27), General Conditions - Services (Medium Complexity)
- (d) Annex A, Statement of Work ;
- (e) Annex B, Basis of Payment
- (f) Annex C, Insurance
- (g) the Contractor's bid dated \_\_\_\_\_

## 10. Defence Contract

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

**ANNEX "A"****STATEMENT OF WORK**

DEPT. OF NATIONAL DEFENCE  
19 WING COMOX  
LAZO, BC

SPECIFICATIONS  
FOR  
WILDLIFE CONTROL SERVICES

L-C266-0207/1

Dated: 22 October 2013

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## SECTION 1

### GENERAL INSTRUCTIONS

#### GENERAL

1. Public Works & Government Services Canada (PWGSC) Contract documents shall be read in conjunction with this specification and shall govern all phases of work herein-after specified and/or shown on the contract drawings.

#### INTERPRETATION OF TECHNICAL DEFINITIONS

2. In addition to the definitions contained in the PWGSC Contract, the following words shall have the meanings respectively assigned to them:

a. "Bird" means any kind of bird that frequents the airport area, regardless of species, wild or domestic.

b. "Mammal" means any kind of mammal that frequents the airport area, regardless of species, wild or domestic.

c. "Wildlife" means all free-ranging Birds and Mammals, regardless of species, whether they are indigenous, seasonal or migratory.

d. "Runway Sterile Zone" means and includes all surfaces and structures within the area 150 Meters from the runway centrelines and 150 Meters from the end of the runways.

e. "Wildlife Control Area" encompasses all areas, including the Runway Sterile Zone, where Wildlife Control is deemed necessary by the ATC Bird and Mammal Control Officer, as identified in the Scope of Locations, as well as the airspace over these lands to an altitude of 61 metres (200 feet).

f. "Wildlife Control" means the active deterrence or permanent removal of Wildlife from the Wildlife Control Area including the destruction of Wildlife nest, dens and burrows, application of repellents, the use of traps and other deterrent techniques such as the scarecrow type. The goal of Wildlife Control is to discourage the presence of wildlife from the airport environs in order to reduce the potential for human / wildlife conflict. Wildlife Control must be done in as humane a manner as possible and in accordance with all applicable federal, provincial, municipal and any other government law, rules and regulations.

g. "Airport Wildlife Management Plan" includes all activities on the airport directed at the Control of Wildlife with the goal of ensuring wildlife problems are dealt with in a systematic and

coordinated manner. The Management Plan not only involves the Control of Birds and Mammals, but includes the completion of necessary reports and providing advice on modifications to airport lands, buildings, structures, and airport operations.

h. "Maintained Areas" means all lands which an airport is responsible for maintaining, and/or where airport maintenance activities are undertaken regardless of frequency.

i. "Priority Area" means that area where Wildlife Control should be focused to ensure maximum airport operational safety.

j. "Control Tower" shall mean Her Majesty's Air Traffic Control Tower on the airport.

k. "Active Runway(s)" means a runway or runways in use or about to be used for the landing and/or departure of air traffic, as designated by Air Traffic Control at the Control Tower.

l. "Taxiway(s)" means a controlled surface on the airport used for the movement of aircraft and ground vehicles, as designated by Air Traffic Control at the Control Tower.

m. "Wildlife Control Officer(s)" means those Employees of the Contractor who are responsible for Wildlife Control on 19 Wing Comox.

n. "WATCO" means the Wing Air Traffic Control Officer or his delegated representative.

o. "ATC Bird and Mammal Control Officer" means the RCAF Officer appointed by the WATCO to liaise with the Control Tower, the Contractor and the Wildlife Control Officer(s) to facilitate the implementation of the Airport Wildlife Management Plan

p. "C.W.S." means the Canadian Wildlife Services.

## REFERENCE DOCUMENTS

3. The following reference documents pertain to the management of Wildlife Control on a DND owned and operated aerodrome:

- a. CFAO 34-46, Pest Control
- b. CFACM 2-813, Operations Manual for Aerodrome Wildlife Control
- c. A-GA-135-001/AA-001, Flight Safety for the Royal Canadian Air Force
- d. TP 11500, Transport Canada - Wildlife Control Procedures Manual
- e. TP 13549, Transport Canada - Sharing the Skies

f. C-09-153-001/TS-000 (Vol.1), Ammunition and Explosives Safety

## SCOPE OF WORK

4. The work under this contract comprises the furnishing of all labour, material, equipment and supervision required to perform the Wildlife Control Services set out in this specification, in a workmanlike manner at 19 Wing Comox.

5. The Airport Wildlife Management Plan is the overarching document that outlines the procedures necessary to manage Wildlife in the vicinity of an airport. This specification and the contract are both based on the procedural requirements laid out in the 19 Wing Comox Airport Wildlife Management Plan, attached as Annex A to this document.

6. The Wing Air Traffic Control Officer is responsible for the implementation and execution of a successful Airport Wildlife Management Plan and shall ensure that all aspects of any contract regarding this program are strictly adhered to through the entire duration of employment.

7. The Wildlife Control Officer or his approved replacement shall liaise directly with the ATC Bird and Mammal Control Officer as to any irregularities or requirement at 19 Wing Comox. Direct contact with other Base agencies with regard to this contract or any considered additional requirement regardless of contract specifications, will not be permitted without the express permission of the WATCO.

8. Services not included in this Contract are the application of pesticides, herbicides and other types of chemical compounds used for the control of weeds, insects, rodents and other pests for purposes beyond Wildlife Control.

## EDUCATION REQUIREMENTS

9. The Contractor shall have completed a Renewable Resource Management/Environmental Sciences 2 year diploma or equivalent.

## WORK EXPERIENCE

10. The Contractor shall have a minimum of 4 years experience managing a Wildlife Control Program at an airport, preferably one residing in the west-coast of North America.

## SCOPE OF LOCATIONS

11. The Contractor shall perform Wildlife Control on all lands, structures and facilities owned and/or operated by the airport, and any other associated lands structures and facilities owned and/or operated by the airport, and any other associated lands structures and facilities, at the direction of the WATCO. This will include the inside of buildings.

## PRIORITY AREAS

12. Priority Areas are designated for Wildlife Control in order to optimise safety in the highest use areas most vulnerable to Wildlife incidents.

13. Concentration of Control activities in differing zones within the Wildlife Control Area (amount of effort expended in a certain area to achieve minimum hazard to aircraft) will be on an order of priority basis as follows:

Control Wildlife, which are potentially hazardous to incoming/outgoing aircraft:

- a. Priority One: Active Runway Sterile Zone;
- b. Priority Two: The active taxiways (defined as an area of 150 feet either side of centreline);
- c. Priority Three: The remainder of the aerodrome within the perimeter fence; and
- d. Priority Four: Control of Wildlife in other areas at the verbal or written direction of the ATC Bird and Mammal Control Officer.

14. The Contractor shall respond to higher priority requirements prior to dealing with the next lowest priority.

## AMENDMENT OF PRIORITIES

15. The WATCO's Representative may designate from time to time to the Contractor any area as a Priority Area based on short term needs or changes in activity at the airport.

16. The WATCO's Representative will direct the Contractor on priorities that are to be given to the Work and to the location affected by the Work. The priority may be either a specific area or a specific Wildlife species.

17. The WATCO's Representative may designate from time to time to the Contractor the deterrence or permanent removal of certain Wildlife species as a priority.

18. The WATCO's Representative may in writing amend priorities or provide more detailed priorities to the Contractor from time to time.

## HOURS OF WORK

19. The Work to be provided under this contract shall be undertaken daily from:

- a) ½ hour prior to sunrise or ½ prior to the first scheduled flight, whichever is earlier;
- b) until ½ hour after sunset or until the final scheduled flight, whichever is later; or
- c) as released by the Duty Aerodrome Controller in the Control Tower.

NOTE: Sunrise and sunset times are published annually by the meteorological service. These tables are also available at the following internet address:  
<http://www.timeanddate.com/worldclock/astronomy.html?n=2106>

20. During periods of escalated flying activity where a bird hazard is deemed to exist, the Contractor may be required (under authority of the WATCO or his representative) to provide services outside of these hours with no additional compensation.

21. The contractor may be required to provide up to an additional two hundred (200) hours of pest control on DND owned property at the behest of Wing Construction Engineering (WCE). This work is outside the scope of Airport Wildlife Management Plan and shall not interfere with the Priority of work listed in para 13.

#### INVENTORY OF WILDLIFE

22. Certain types of Wildlife have been shown to be a recurring problem at the 19 Wing Comox and experience has shown that they must be controlled to ensure safety and reduce maintenance problems. Recurring problems may be experienced with Birds or Mammals or both.

23. The types of Bird and Mammals that Wildlife Control measures will be directed against, but not limited to, are as follows:

BIRDS:	Swans	MAMMALS:	Deer
	Gulls		Dogs
	Pigeons		Cows
	Hawks		Racoons
	Bald Eagles		Muskrat
	Plovers and Associated Shore Birds		Rabbits
	Starlings		
	Killdeer		
	Sparrows		
	Blue Heron		

NOTE: The Birds and Mammals listed above are not presented in order of priority or occurrence.

## WORK AND SCHEDULING

24. Details regarding the Control of Wildlife at 19 Wing Comox are contained within the 19 Wing Airport Wildlife Control Plan (Annex A).
25. The amount and timing of Bird and Mammal Control required at an airport is determined by the specific Wildlife activity as it relates to the number of aircraft movements at a given time (in a day or throughout the year). Wildlife activity may or may not be related to identifiable conditions such as weather, agricultural activity or season. In the case of hazards to incoming aircraft, a minimum response time to initiate Wildlife Control is imperative.
26. Patrol Active Runway Sterile Zone and execute required Control measures immediately prior to the first aircraft movement, and between aircraft movements throughout the day.
27. Monitor, in advance through the Control Tower, daily take-off and landing schedules.
28. Maintain Control of Wildlife in Runway Sterile Zones throughout the day.
29. Carry out Control activities at the direction of the ATC Bird and Mammal Control Officer or the Duty Aerodrome Controller.
30. Maintain Control Activity Logs, Incident Reports, Monthly Summaries, and schedule regular meetings (monthly at least) with the ATC Bird and Mammal Control Officer.
31. All Wildlife destroyed during the Control activities will be disposed of in a hygienic, prompt and efficient manner and in a location approved by the ATC Bird and Mammal Control Officer. Disposal measures include the burial or double-bag and placed in a disposal bin. All disposal activities of this nature must be in accordance with federal, provincial and municipal, and 19 Wing Comox requirements.
32. When Shotguns are used lead shot is NOT to be used.
33. The Contractor shall monitor the airport for Mammal activity, conduct Surveys, keep statistics and take whatever action is necessary, subject to prevailing statutes and regulations.

## CONTROL OF WORK



34. The Contractor shall promptly comply with any orders, directions and instructions given by the WATCO or the ATC Bird and Mammal Control Officer relative to the conduct of Work.

#### CO-OPERATION WITH OTHER PARTIES

35. The Contractor shall carry out the Work with minimum interference to the activities of other parties at the Site. The Contractor shall also give a minimum of twenty-four (24) hours notice to airport tenants and users or any interruption of services or interference with their activities.

36. In case of disagreement or dispute with airport tenants or users, the Contractor shall obtain direction from the WATCO or their Representative.

#### COMPLIANCE WITH AIRPORT RULES AND REGULATIONS

37. The Contractor will comply with all airport rules and regulations provided by the ATC Bird and Mammal Control Officer or as generally indicated.

#### USE OF THE WORK SITE AND CONTRACTOR'S EQUIPMENT

38. The ATC Bird and Mammal Control Officer will provide the Contractor with an area in which he will be able to park his vehicles and store his equipment and material. The provided building is unfurnished.

39. The Contractor shall confine his equipment and operations of his Employees to areas indicated by statute, regulations, permits or directives of the ATC Bird and Mammal Control Officer. The Contractor shall not unreasonably encumber the premises provided to him.

40. Unless otherwise specified, the Contractor shall have the use of the following areas:

a. All airside and ground side areas where Wildlife Control activities are to be carried out; and

b. The inside of buildings where Wildlife Control activities are to be carried out.

41. The WATCO or their Representative may control at any time those areas to which the Contractor may have access.

42. The Contractor shall be responsible for any loss or damage to his equipment, machinery and facilities and Her Majesty assumes no liability with respect to any such loss or damage.

43. The Contractor shall ensure that all Wildlife Control Officers abide by regulations regarding fires, smoking, restrictive signs and warning notices.

44. In the execution of the Work, the Contractor shall abide by the prevailing regulations on movement of vehicles and pedestrians on the Base.

45. Upon completion of the Contract, Her Majesty's structures and buildings and any areas used by the Contractor shall be restored to their original conditions by and at the cost of the Contractor to the satisfaction of the WATCO.

#### RESTRICTED AREAS

46. Areas may be restricted to the Contractor as indicated from time to time by the WATCO or their Representative.

#### MATERIAL, FACILITIES AND EQUIPMENT IN CUSTODY OF CONTRACTOR

47. Prior to the commencement of the Contract and accompanied by the ATC Bird and Mammal Control Officer, the Contractor shall inspect the condition of all Material, facilities and equipment which are the property of Her Majesty which will be placed in the care and custody of the Contractor. The Contractor shall complete an inventory list and condition report in the format specified by the ATC Bird and Mammal Control Officer.

48. For Material, facilities and equipment provided by Her Majesty and delivered during the course of the Contract, the Contractor shall:

a. promptly inspect the Material, facilities or equipment, report damaged or defective items, and provide a receipt to the ATC Bird and Mammal Control Officer along with an updated inventory;

b. promptly repair or replace, to the satisfaction of the ATC Bird and Mammal Control Officer, items damaged or lost after receipt;

c. notify the ATC Bird and Mammal Control Officer of deficiencies in Material, facilities and equipment in his custody;

d. maintain current inventory lists and undertake a complete stock accounting at intervals of three months, or at other times as directed. Except for items consumed in proper execution of the Work, the Contractor shall not add or delete items from the inventory list without the prior written approval of the WATCO;

e. within six days before completion of the Contract, the Contractor shall accompany the WATCO and the ATC Bird and Mammal Control Officer on an inspection of the Material, facilities and equipment in his custody. The Contractor shall record and acknowledge in writing all deficiencies noted by the WATCO during the inspection;

f. subsequent to each inventory check, and/or termination of completion of the Contract, the Contractor shall replace or reimburse Her Majesty for all losses, shortages and damages beyond normal and reasonable wear and tear to property of Her Majesty in the Contractor's custody. The replacement or reimbursement for all lost/damaged items shall be at current replacement value; and

g. on completion of the Contract, the Contractor shall return to the custody of Her Majesty all Material, facilities and equipment detailed on the last updated inventory.

## CONDITIONS INSPECTIONS

49. From time to time, the WATCO or the ATC Bird and Mammal Control Officer may conduct unscheduled inspections of the facilities maintained under this Contract. The Contractor shall accompany these Officers on these inspections when requested.

50. The Contractor shall immediately rectify deficiencies identified during the condition inspections.

## DAMAGE TO PROPERTY OF HER MAJESTY

51. In the event of damage to property of Her Majesty, the Contractor shall give immediate written notice to the ATC Bird and Mammal Control Officer to conduct an investigation as to the cause and extent of the damage and provide:

- a. an exact statement of the duties of the Wildlife Control Officer(s) involved;
- b. a statement from each Wildlife Control Officer, setting out the circumstances as he knows them and whether or not he was at the time of the incident acting within the scope of his duties or employment;
- c. a statement from all other persons having any knowledge of the circumstances;
- d. copies of reports made to the local police in connection with the incident;
- e. such plans, sketches or photographs as may be necessary to understand the exact nature of the incident;
- f. such other information and material the ATC Bird and Mammal Control Officer requires; and
- g. damage caused to Property or installations shall be made good without undue delay and at no expense to the owner or Her Majesty.

## COMMUNICATION DEVICES

52. The Contractor shall supply each Wildlife Control Officer with a communications device (i.e. cellular telephone or pager) capable of alerting and advising the Wildlife Control Officer on duty to contact the telephone number provided by the ATC Bird and Mammal Control Officer. The Wildlife Control Officer shall carry the said device in the "ON" position at all times while on duty, and is responsible to check that the device is fully operational at all times when in use.

53. The Wildlife Control Officer on duty shall respond immediately to any calls received on the device requiring their services.

## TESTS AND FEES

54. The Contractor shall carry out all tests, pay all inspection or other fees, and obtain all permits as required by, and to the satisfaction of, the authorities having jurisdiction in Wildlife Control activities.

## PERMITS AND LICENSES

55. The Contractor, in accordance with all statutory or other regulations and the requirements for his approved Wildlife Control Officer, shall have all necessary approved licenses and permits including the following:

- a. valid vehicle operator's licenses in the province or territory in which the vehicle(s) is/are to be used and ensure attendance by all employees of local required training prior to operating on the airfield;
- b. a valid Firearms Acquisition Certificate for handling firearms.

56. In order to scare/kill migratory birds that are hazardous to aircraft at the airport, an Airport Scare/Kill Permit must be obtained from the Canadian Wildlife Service. These permits are issued to the Airport General Manager and not to independent contractors. Under the regulations of the permit and Department of Transport Standards, the Contractor may implement scare/kill techniques on migratory Birds only under the airport's permit. This permit will be acquired by the ATC Bird and Mammal Control Officer from the C.W.S.

57. The ATC Bird and Mammal Control Officer will apply to have the Airport Scare/Kill permit re-issued annually provided that the Contractor supplies, by no later than December 15th of each year, a report in writing to the satisfaction of the Departmental Representative indicating the following information with respect to migrating Birds:

- a. number of birds of each and every species killed by the Contractor while carrying out the duties outlined in the Contract during the previous calendar year ending, and the dates on which they were killed;
- b. how, and by whom, the Birds were identified; and
- c. final disposition of the Birds killed.

## SAFETY AND ACCIDENTS

58. The WATCO has the authority to stop the Contractor's operations and withhold payments to the Contractor whenever, in his opinion, such stoppage or retention is necessary to ensure proper and safe execution of the services. Such stoppage or retention shall not be considered as voiding the Contract or breaching the Contract nor shall the Contractor have any right to claim for damages as a result of such stoppage or retention.

59. The Contractor shall be entirely responsible for and shall hold Her Majesty harmless from claims related to accidents or injuries caused to the general public or third parties which result from the action of his Employee(s).

## WORK SAFETY PROGRAM

60. The Contractor shall:

- a. comply with all federal, provincial and municipal safety legislation applicable to the work;
- b. establish and pursue a schedule for periodic safety inspections of premises, equipment, work methods and practices;
- c. promote an active work safety program and instruct all personnel in safety procedures;
- d. clearly display safety regulations in work areas; and
- e. ensure prompt investigation and reporting of accidents to determine necessary preventive measures.

61. The Contractor shall report to the ATC Bird and Mammal Control Officer on:

- a. activities of safety committees;
- b. accidents or incidents involving persons, materials or equipment;
- c. reports provided to or received from the (Workmen's Compensation Board); and

d. other additional reports on safety matters as may be required by the Departmental Representative.

62. The Contractor shall co-operate with the WATCO in accident investigations, as required.

#### NATIONAL REGULATIONS

63. If the WATCO is of the opinion that the services are of a class or kind that involves national security, he may order the Contractor to:

a. provide any information concerning persons employed or to be employed for purposes of the Contract; and

b. remove any person from the Work Site if, in the opinion of the WATCO, that the person may be a risk to the national security.

64. All Contractors and Wildlife Control Officers must comply with the security requirements at the Work Site. Employees entering access control areas to perform duties under this Contract must possess an identification pass, issued by the 19 WING COMOX, to be produced when requested. The Contractor shall, at the request of the ATC Bird and Mammal Control Officer, provide and cause all persons employed on the Work Site to provide personnel data for security clearance purposes.

65. Security passes and keys issued to the Contractor for his Employee(s) shall be his sole responsibility and shall be returned upon demand to the ATC Bird and Mammal Control Officer from any or all employees. A fee may be levied for any passes or keys issued which are not returned by the Contractor upon request. No copies of keys or passes are to be made by the Contractor or his Employees. Any non-compliance with security requirements or regulations will be pursued to the full extent of the law, and will be grounds for taking the Work out of the Contractor's hands.

#### WILDLIFE REGULATIONS

66. The Contractor and his Wildlife Control Officer(s) shall strictly abide by all Federal, Provincial and Municipal Statutes and regulations regarding Wildlife. Failure to conform to such statutes and regulations will result in taking the Work out of the Contractor's hands.

67. Failure by an employee of the contractor to conform to such statutes and regulations will be cause for termination of his Restricted Area Pass and may result in a decision by the WATCO that such employee be removed from the airport and replaced for the purpose of the Contract.

#### PRESERVATION OF WILDLIFE

68. The Contractor and the Wildlife Control Officers shall avoid unnecessary killing of Wildlife.

69. The objective of this Contract is to be achieved so far as possible by scaring Wildlife from the Airport Site, rather than by destroying them.

## RECORDS AND REPORTS

70. The Contractor shall maintain in an orderly manner, complete records, files and reports specified in one central location and make them available when requested by the ATC Bird and Mammal Control Officer.

71. Any information made available to the Contractor as a result of this Contract is confidential and any records, report logs, photographs or other information submitted or prepared by the Contractor under the contract become the property of Her Majesty.

72. No information will be provided to the public or the media without prior written authorisation of the WATCO.

## GENERAL REPORTING

73. Daily Log - Wildlife Control Activities: The Contractor shall maintain a "Daily Log - Wildlife Activities" for all activities in Wildlife Control at the airport. The Daily Log shall include:

- a. time of Control activity and duration;
- b. species of Wildlife controlled and numbers;
- c. control method used and effect on Wildlife;
- d. location of Wildlife during Control application; and
- e. basic weather conditions.

74. The sample format for the "Daily Log - Wildlife Control Activities" is attached in Annex B. The Contractor shall submit the Daily Log on (at least) a monthly basis along with a Summary Report for the period covered, tabulating the findings of the Daily Logs.

75. Summary Reports - In addition to what is stated each monthly summary report will also outline:

a. factors beyond the responsibilities of this Contract, such as agricultural activities, drainage ditches, or other types of excavation work activities that were responsible for unduly attracting Wildlife to the airport; and

b. recommendations for the Wildlife hazards, The Monthly Summary is to be presented in accordance with the sample format specified in Annex B.

76. Airport Scare/Kill Permit Reports - under the requirements of the Migratory Bird - Airport Scare/Kill Permit, the Contractor shall submit a report to the Departmental Representative detailing the number and species of Birds killed during Control actions, the source which identifies the species, and the final disposition of the carcasses, whether burned or buried. This report is to be submitted on the 15th of December of the Contract period, and must be available each January for renewal of the Airport Scare/Kill Permit.

77. Post Contract Evaluation Report - Annual Summary. The Contractor shall submit an annual summary report including information on the Control program and those methods found most effective and least effective. The report should include recommendations to reduce the attractiveness of the airport to Wildlife. A sample format for the "Post Contract Evaluation Report - Annual Summary" is attached as Annex B.

## MEETING

78. The Contractor shall meet at least once per month with the ATC Bird and Mammal Control Officer to discuss the General Reports, Incident Reports and the Contractor's performance during the period under discussion.

## PAYMENT PERIOD

79. The work provided under this contract will be paid for on a bi-weekly invoice by equal monthly payments. The Contractor will accept the payment as full consideration for everything furnished and done by him in respect of the work.



## SECTION 2

### CONTRACTOR'S WORK FORCE

### CONTRACTOR'S RESPONSIBILITIES

1. All work performed by the Contractor shall be done in a workmanlike manner, satisfactory to the WATCO or his appointed Representative. To this end, the Contractor shall provide at all times adequate, qualified personnel to perform the obligations of this Contract.

### CONTRACTOR'S SITE REPRESENTATIVE

2. The Wildlife Control Officer on Site shall, at all times, represent the Contractor, and directives given to him by the ATC Bird and Mammal Control Officer or the Duty Aerodrome Controller shall be deemed to have been given to the Contractor, and he shall have the authority to carry them out.

3. The Wildlife Control Officer on duty shall respond immediately to any calls received from the ATC Bird and Mammal Control Officer or the Duty Aerodrome Controller. Inability on the part of the Wildlife Control Officer on duty to respond immediately shall be prima facie evidence of absenteeism, whereupon the Contractor shall be subject to a written reprimand issued by the WATCO.

4. All absenteeism reprimands will be reported by the ATC Bird and Mammal Control Officer. Repeated reprimands shall constitute breach of Contract by the Contractor, subject to the remedies contained in the PWGSC Contract Documents. If the deficiency was caused by a Wildlife Control Officer who is the Contractor, he shall be dismissed from the Work Site. The removal of an Employee from the Work Site does not constitute a waiver of Her Majesty's other rights and remedies for Contractor's default.

### WILDLIFE CONTROL OFFICER'S EXPERIENCE

5. Wildlife Control Officer(s) must have experience on Wildlife Control on airports.

6. Employees that do not have experience on an airport may gain the necessary experience through an Apprenticeship Program managed by the Contractor.

7. Wildlife Control Officer(s) must be able to pass security requirements for employment on a Canadian Forces Base.

8. Wildlife Control Officer(s) shall have a working knowledge of Department of National Defence Airports.

## STAFF QUALIFICATIONS

9. Wildlife Control Officers must be properly trained to perform their Wildlife Control duties at 19 Wing Comox. This training must be broad enough to cover all of the basics of Wildlife Control at an airport and must provide an in-depth knowledge of procedures to follow in accordance with the 19 Wing Airport Wildlife Control Plan.

10. A training program to develop Wildlife Controller Officers must be provided and approved by the WATCO within 60 days of contract award.

11. The Contractor shall not employ at the Work Site any person who is not fully qualified to perform the work assigned to him, and the WATCO shall have the right to at any time require immediate removal from the site, either temporarily or permanently, any of the Contractor's Employees.

12. The Contractor shall ensure that each of his Employees shall have a valid Province of British Columbia Operator's License for the class of any vehicle which he may require that Employee to operate on the airport.

13. The Contractor shall ensure that each of his Employees who may be required by him to operate airport radio equipment holds a valid Radio Telephone Operator's Restricted Certificate issued by the Department of Communications.

14. The Contractor is responsible for all employees' proper conduct at all times at the Work Site. The ATC Bird and Mammal Control Officer will report any instances of disorderly or unacceptable conduct of Employees to the Contractor, who will take appropriate steps to prevent its recurrence. Such conduct may be the grounds for immediate removal of the Employee from the Work Site and Contract, where such conduct results in jeopardy to Flight Safety, it will be grounds for taking the work out of the contractor's hands.

15. All employees must attend a Ramp Defensive Driving Course prior to commencement of duties.

## WILDLIFE CONTROL OFFICER'S DUTIES

16. The Wildlife Control Officer on duty shall report at the commencement and termination of each shift.

17. The Wildlife Control Officer, upon commencement of his shift shall advise the Control Tower of his presence on the airport and request information as to the active runways and any information regarding Bird activity.

18. The Wildlife Control Officer will take whatever action is required based on the Control Tower's assessment of Bird activity. If no immediate action is required, the Wildlife Control

Officer will circle the airport to check for Bird or Wildlife activity that may require attention and take any necessary action.

19. The Wildlife Control Officer shall be responsible for informing the Control Tower of any Bird activity which he observes that may cause a problem to aircraft.

20. The Wildlife Control Officer shall be responsible for carrying out the contractor's instructions and methods to be used in scare tactics to reduce the population of Birds upon the airport.

21. Each Wildlife Control Officer shall enter all activities in the Daily Log - Wildlife Control Activities.

22. The Wildlife Control Officer shall monitor weather forecasts so as to be informed of any weather conditions that may affect Bird activity.

23. The Wildlife Control Officer on duty shall not leave 19 Wing Comox during his shift except for a purpose related to this Contract, except by verbal approval of the Control Tower.

24. The Wildlife Control Officer shall be responsible for visiting areas not necessarily accessible by automobiles to ascertain what Wildlife is present. He may use whatever approved methods are available to remove the said Wildlife.

25. The Wildlife Control Officer shall continually monitor Active Runway use and shall establish priority areas. However, he shall respond immediately to any report concerning the presence of Wildlife.

#### USE OF DOGS OR BIRDS OF PREY

26. The use of dogs and/or birds of prey in the Control of Wildlife shall be approved under the following conditions:

- a. the animals to be used shall be properly trained for their duties;
- b. they shall not be released to work when there is a risk of noise interference from aircraft that could prevent them from hearing commands;
- c. they should not be released in the vicinity of glider operations or where large numbers of people could result in distraction;
- d. permission to release must be requested via radio from the Control Tower and will be granted/denied at the discretion of the Duty Aerodrome Controller;

e. the use of animals in the process of Wildlife Control remains the sole responsibility of the Contractor;

f. permission to use animals in the performance of these duties may be withdrawn at the discretion of the WATCO

## SECTION 3

### VEHICLES AND EQUIPMENT

#### INVENTORY

1. The Contractor will submit with his tender a complete list of all vehicles and equipment proposed to perform the Contract.
2. No substitution to the vehicles or equipment listed will be permitted without the prior written approval of the WATCO.
3. Proposals for substitution may only be submitted by the Contractor after award of Contract. Such requests must include statements of respective costs of items originally specified and the proposed substitution.

#### EQUIPMENT AND SUPPLIES

4. As a minimum, the Contractor shall supply:
  - a. a transportation vehicle equipped with 360 Degree beacon and an FM radio;
  - b. vehicle and personnel markings denoting WILDLIFE CONTROL;
  - c. hand pyrotechnics and scare cartridges;
  - d. a 12 gauge or smaller bore shot gun;
  - e. shotgun shells (ball excluded);
  - f. binoculars; and
5. Although not mandatory, other control techniques such as gas cannon, trained canine, and falconry are considered an asset.

Note: With the exception of air rifles, the Contractor will not use a rifle on 19 Wing Comox.

#### COMMUNICATION DEVICES/MARKINGS FOR VEHICLES AND EQUIPMENT

6. The Contractor shall equip all vehicles and equipment operating on the airside with 360 Deg. rotating amber warning beacon with lamps inclined at a 6 Deg. angle from horizontal. The beacons shall be mounted at the highest fixed point on the vehicle or equipment in question.

7. The Contractor shall equip all vehicles with adequately functioning two-way portable FM radios, equipped with crystals to match the following frequency: Channel 1: 149.15 MHz.

8. The Contractor shall equip all vehicles operating on the airport with markings denoting that vehicle as a WILDLIFE CONTROL vehicle. All personnel shall be easily identifiable as Wildlife Control Officers.

## RADIO COMMUNICATIONS

9. The Contractor shall ensure that all vehicles or equipment operating on the operations side of the airport are maintaining constant two-way radio contact with the Control Tower on the frequency directed by the ATC Bird and Mammal Control Officer.

## ACTIVITIES IN AIRCRAFT MANOEUVRING AREAS

10. The Contractor shall arrange clearance with the Control Tower prior to conducting activities on, or adjacent to, aircraft manoeuvring areas. The Contractor shall control the movements of his personnel and equipment as directed.

11. For work requiring closure of aircraft manoeuvring or navigational facilities, the Contractor shall provide a minimum of twenty-four (24) hours notice, to the Control Tower and the ATC Bird and Mammal Control Officer. Advising these personnel does not constitute approval. Written or verbal approval is required prior to the closure of any area or facility

12. The Contractor shall instantly obey signals or directions from the Tower.

## SECURITY GOVERNING ACCESS TO AIRSIDE

13. The Contractor shall ensure that all Wildlife Control Officers keep closed or locked at designated gates that may give unauthorised personnel or vehicles access to airside.

14. The Contractor shall ensure that all Wildlife Control Officers keep all gates closed that may give large mammals access to the airport.

## FIREARMS AND AMMUNITION STORAGE

15. No storage facilities are provided for the storage of weapons. The contractor is responsible for storage of weapons in accordance with applicable federal and provincial regulations.

16. Storage is provided for a combined total of fifteen kilograms (15Kg) of HD 1.3 and 1.4
17. Reloading of scare charging or other munitions on DND property is not permitted.
18. Storage of explosives and ammunition shall be in accordance with 19 Wing Armament Orders and DND Explosives Safety Manual Vol.1 C-09-153-001/TS-000.

## SECTION 4

### INSURANCE CONDITIONS

#### OBJECTIVE

1. The Contractor shall, at his own expense, effect and maintain the following insurance to the extent that such insurance is applicable to the Contract to which these conditions are attached (the "Insurance Conditions").

#### GENERAL LIABILITY INSURANCE

2. Policy limit - minimum (\$5,000,000.00).
3. The policy will include provisions for:
  - a. Bodily injury and property damage on an occurrence basis;
  - b. Personal injury coverage;
  - c. Contractual or assumed liability under this Contract;
  - d. Broad property damage coverage; and
- e. An endorsement written into the policy to cover risks associated with the activities of a contractor on an active airport.

#### AUTOMOBILE THIRD PARTY LIABILITY INSURANCE

4. Automobile Third Party Liability Insurance must be provided on any motor vehicle, trailer, or semi-trailer owned by the Contractor and obliged by law to carry a license (other than a special license issued in respect of any motor vehicle, trailer, or semi-trailer chiefly used or operated off highways).

#### GENERAL

5. The insurance coverage provided by the Contractor under these insurance conditions shall in no way limit the Contractor's responsibility under PWGSC Contract Documents. Any additional coverage the Contractor may deem necessary to fulfil his obligations under the aforementioned clause shall also be at his own expense.

6. The insurance required under these insurance conditions shall take effect from the date of Contract award and continue in effect until all risk has ceased.



7. Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given to Her Majesty in the event of any material change in, cancellation of, or expiration of coverage.
8. The minimum amount of the policy is to be inclusive, bodily injury and property damage, for any one occurrence or series of occurrences arising out of one cause.
9. Immediately following notification of Contract award and preceding the start of any on-site services, the Contractor shall have his insurance broker or agency provide confirmation by letter, telegram or telex to the ATC Bird and Mammal Control Officer that all insurance required herein is in full force and effect.
10. The Contractor shall provide to the ATC Bird and Mammal Control Officer certified copies of any or all policies required under these insurance conditions, as a condition precedent to payment.
11. The amount of any claim up to any deductible amount shall be borne by the Contractor.

# **19 Wing Comox**

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# **Airport Wildlife**

# **Management Plan**

## **FOREWORD**

**"An Airport Wildlife Management Plan (AWMP) ensures wildlife problems are dealt with in a systematic and coordinated manner. A well-developed AWMP minimizes wildlife strikes, improves flight safety and reduces aircraft damage costs. These plans must have clear goals and be supported by airport policy and senior airport managers."**

**(TP13549 pg160)**

The 19 Wing Airport Wildlife Management Program has been created under the direction of 1 CAD Combat Readiness. This document is issued on the authority of the Wing Commander, 19 Wing Comox.

Suggestions for improvement or comments should be forwarded through normal channels to the WATCO, 19 Wing Comox.

D.F. Ceniccola  
Major  
19 Wing Air Traffic Control Officer

updated  
21 Oct 2013

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### **List of Annexes**

ANNEX A – AIRCRAFT MOVEMENT TOTALS FOR 19 WING

ANNEX B – PASSENGER TRAFFIC LEVELS COMOX VALLEY AIRPORT COMMISSION

ANNEX C – BIRD STRIKE REPORT SUMMARIES

ANNEX D – COMOX GRASS CUTTING PRIORITIES

ANNEX E – WILDLIFE MANAGEMENT CONTACT LIST

ANNEX F – SPECIFICATIONS FOR WILDLIFE CONTROL SERVICES

ANNEX G – WILDLIFE MONTHLY REPORT



## Direction and Administration

### References:

- a. CFAO 34-46, *Pest Control*
- b. CFACM 2-813, *Operations Manual for Aerodrome Wildlife Control*
- c. A-GA-135-001/AA-001, *Flight Safety for the Royal Canadian Air Force*
- d. TP 11500, *Transport Canada – Wildlife Control Procedures Manual*
- e. TP 13549, *Transport Canada – Sharing the Skies*
- f. 19 Wing Comox Standing Orders

### Mission Statement

1. The mission of the 19 Wing Airport Wildlife Management Plan is to ensure aviation safety by reducing the potential risks to aircraft and aerodrome operations caused by bird and mammal activities on, and in the vicinity of, the 19 Wing Aerodrome.

### Wildlife Control Committee

2. The Wing Air Traffic Control Officer (WATCO) is responsible to the Wing Commander, for the administration of the Airport Wildlife Management Plan. The ATC Bird and Animal Control Officer, in conjunction with members of the 19 Wing Wildlife Control Committee (WCC) is responsible to ensure the implementation of the AWMP. The 19 Wing Wildlife Control Committee is comprised of:

- a. WATCO – Chair
- b. ATC Bird and Mammal Control Officer - Secretary
- c. Wing Flight Safety Representative;
- d. Wing Transportation Officer or Representative (SPV);
- e. Chief Controller, Aerodrome Control;
- f. Wing Construction Engineering Representative;

- g. Wing Environmental Officer;
- h. Bird and Animal Control Contractor; and
- i. Regional Wildlife Service Officer/ DFO Officer (as required).

3. The duties and responsibilities for the individual members of the WCC are detailed in CFACM 2-813. The WCC shall be convened twice annually to review the AWMP and the associated records pertaining to the implementation of the plan.

#### Control of Wildlife on the Aerodrome

- 4. Day to day control of wildlife on the aerodrome is conducted by a contracted service provider. The contractor is primarily responsible for:
    - a. Obtaining appropriate firearms certificates and permits;
    - b. Species identification on all wildlife struck by aircraft;
    - c. The control and disposition of wildlife on the aerodrome;
    - d. Maintaining records of wildlife management;
  - e. Keeping aerodrome users and ATC personnel apprised of the wildlife status; and
  - f. Other requirements as stipulated in the service contract.
5. Responsibility for acquiring and retaining wildlife control permits rests with the WATCO.

#### Awareness Promotion

6. The success of the wildlife management plan at 19 Wing is dependent upon the education of all users, and to the degree possible, the education of the neighbours of the aerodrome, to the potential hazards that exist. Wing Firefighters, Infield Maintenance Workers, Hydro, Air Traffic Control and Special Purpose Vehicle Operators must be aware of the need to report wildlife activity. Lands adjacent to 19 Wing also directly affect the success of the Wildlife Management Plan. Landowners therefore should be made aware, and consulted when their activity is deemed to impact the program. The expertise of local Wildlife Service Officers, Department of Fisheries and Oceans, or Agriculture Department representatives may be required when consulting with the public regarding private land use issues.

## Operating Principles and Values

7. The basis under which the Wildlife Management Plan operates are as follows:

- a. Aviation safety is our #1 priority;
- b. Program activities are based upon soundly researched information;
- c. Success is dependent upon teamwork among all agencies;
- d. Fiscal realities must be considered in plan implementation; and
- e. Central to our success is the respect for the natural environment and an understanding of the ability of birds and mammals to adapt to control techniques.

Through persistent and consistent effort, the risks associated with wildlife at the aerodrome can be managed, and minimized.

8. Through persistent and consistent effort, the risks associated with wildlife at the aerodrome can be managed, and minimized.



## Ecological Factors

### Identification of Ecological Factors

9. Ecological factors relating to bird and wildlife management at 19 Wing Comox have been addressed for some time. These were confirmed by an environmental study conducted in 1996 which identified areas for concern. As a result, they continue to be minimized. Ongoing awareness and study of these factors is essential to understand how environmental changes can add to or diminish the risks to airfield operations.

10. At the Comox Aerodrome the specific known environmental factors which directly effect operations are understood and addressed as part of the AWMP. These include:

- a. Proximity to the seashore – the physical location of the airport, on a bluff, adjacent to the Straits of Georgia;
- b. The existence of tall trees, broom, and snags located on airport property;
- c. Adjacent farmland, normally planted in corn and potatoes, which in the winter is flooded;
- d. A golf course, on airport property, which has ponds;
- e. A treed camp-ground, Tepee Park, located on airport property;
- f. Military married quarters housing;
- g. Ecological reserves located within 5km of the aerodrome – Lazo Marsh, and the Courtenay River Estuary;
- h. Pigeon Lake Landfill, located 10km southwest of the aerodrome; and
- i. The Pacific Flyway for migratory birds, which passes directly over the field.

## Inventory of Risk Species

11. Recorded bird-strike data and control logs have been analysed to determine the species which pose the greatest risk to the safety of aircraft.

a. Gulls and shorebirds – specifically Glaucous-Winged, Herring, Mew Gulls and Killdeers/Plovers which vacate the shoreline for the airfield during periods of high wind/wave activity and after rain showers to feed on worms on the runway. Gulls rarely congregate in flocks larger than 50 in number, but several flocks may be on the airfield simultaneously;

b. Eagles – Bald Eagles, a protected species, frequently nest in the tall trees and snags located on the golf course adjacent to the aerodrome. The risk is highest when the young first learn to fly and are unaware of the airfield activity and at a very young stage when the adults transit frequently from the nesting area to the shoreline in search of food. Resident adult eagles rarely interfere with flight operations outside of this period. Itinerant Bald Eagles frequent the landfill at Pigeon Lake;

c. Ducks and Geese – many varieties, including Brants and Mallards frequent the area during migration periods and often loaf at the golf course ponds located within 1000 feet of the primary taxiway at the airport. Additionally, migratory birds rest upon the field enroute and are attracted to the ecological reserves located near the aerodrome;

d. Deer – many deer are permanent residents of the golf course and campground and on occasion have breached the perimeter fence. These breaches are infrequent, but are potentially disastrous from an aviation perspective;

e. Rabbits – are not a native species, but are household pets released into the wild. They are predominantly in the vicinity of Tepee Park campground, but have been noted in areas further afield;

f. Crows – crows are often around the field and are attracted by Military Housing (PMQ's) located south-west of the aerodrome; and

g. Trumpeter Swans – winter in the Comox Valley and frequent the flooded fields located adjacent to the airport. These fields are flooded in winter in support of a Wildlife Federation and Ducks Unlimited project to provide habitat for these birds. The period of risk for this species is in the morning and evening as they transit from feeding areas near the airport to roosting areas in the Courtenay Estuary. They rarely land on the airfield, but their flight path often takes them overhead in transit, particularly in the approach area of runway 18/36.

# Risk Analysis

## Aircraft Activity

12. Aircraft operations at 19 Wing vary widely from periods of intense fighter activity to the daily commercial flights that service the Comox Valley Airport Commission (CVAC) terminal. Day and night operations at the airport are the norm, however, hazards have proven to be greatest during daylight hours. Search and Rescue operations are conducted in all weather conditions using fixed wing and rotary wing assets. Other flight operations involve multi-engine turbo-prop aircraft and jet engine fighter/trainers. Passenger loads to the CVAC have grown exponentially. The civilian terminal is now serviced daily by B737-800 series aircraft with a passenger load of 120 and multiple smaller commuter aircraft carrying 15 or more passengers. The potential risks associated with bird and wildlife strikes continue to grow with passenger numbers.

- a. Recent Aircraft Traffic Statistics for 19 Wing – Annex A;
- b. Passenger Traffic Statistics for CVAC – Annex B;
- c. Bird strike Summaries for 19 Wing – Annex C.

# Mitigation Plan

## Habitat Management

13. Specific habitat management actions are taken to reduce the threat from wildlife hazards on the aerodrome. This activity includes:

- a. Keeping grass lengths to those unattractive to problem species. It has been found that most species on the Comox airfield are deterred by a short-grass environment. During the cutting season – April to October – grass lengths are kept to less than 20cm. During winter dormancy grass cutting is not required. Occasionally, an unserviceability of equipment will prevent grass cutting requirements from being achieved. During these periods, a prioritized cutting program will be implemented to address the areas most critical to flight safety. These areas encompass a corridor 300 ft either side of airfield runway and taxi surfaces and all undershoot/overshoot areas for the runways extending to the Wing perimeter fence. Map – Annex D.
- b. Grading and levelling of airfield surfaces is an ongoing process to remove low areas that are attractant to birds. It is very expensive and is undertaken in small projects. In addition to removing habitat, it also increases mower life due to a reduction in wear from operations on rough surfaces. This is an ongoing program.
- c. Removal of brush on airfield property. Oriental Broom is an introduced plant species on Vancouver Island and it is prolific. Seed pods, and dense underbrush associated with broom are an attractant to birds and mammals alike. Ongoing eradication of broom is essential in order to deny habitat to pests. Mowing removes most broom, but occasionally it must be manually controlled in areas inaccessible to mowers. This is reviewed with airfield maintenance and addressed by work-order as required.
- d. Garbage problems associated with Military Housing have been addressed with the introduction of a Wing Standing Order (WSO 2-27) mandating the requirement for all garbage to be stored in sealed containers and banning the use of plastic bags, which are easily compromised by Corvus species (crows etc.).

- e. Nixalite application is complete on the aerodrome for all signage that has been historically used as perching areas for birds. Both stainless steel and plastic (PVC) Nixalite are in use at Comox. It is a very successful deterrent to perching. Sign maintenance and hydro personnel must be cautioned when working in its vicinity.
- f. Construction and building surveillance by Wildlife Control Contractors and through the encouraged input of individuals on the Wing allows the Wing Wildlife Committee to assess and recommend structural changes to existing buildings to reduce or eliminate bird habitat.
- g. Habitat Management outside of the Wing perimeter is managed in cooperation with local Wildlife, Fisheries and Environmental Officials. Contact information is included as Annex E.

### Control Techniques

14. Consistent and continuous control methods are necessary if control techniques are to be successful. 19 Wing Wildlife Control Contractors provide continuous daylight services, with patrols staggered and not exceeding more than two hours between them. All scheduled Wing flying activity is also covered under the contract terms. Historically, risks during evening operations are minimal.

15. Methods used to control and harass wildlife activity on the airfield and in those areas adjacent to the field for which we have jurisdiction are:

- a. Chasing
- b. Scare shells
- c. Bangers
- d. Screamers
- e. Starter Pistol
- f. Audio Tapes
- g. Live shells
- h. Trapping

16. No single method of control is entirely successful and only a combination of these methods provides adequate deterrent. Deer have been kept under control through tall fencing around the entire airfield. On the rare occasion when deer do access the aerodrome, they are successfully herded through a gate and off

the field. The rabbit population on the field is a recent problem. Since 1998 an increase in their numbers has been noted and a trapping and removal program initiated. Their proximity to campers raises issues of control methods and public perception. Shooting could have a negative public relations impact and is being avoided. Trapping has been effective to date at controlling populations, but the situation is under continuous monitor by Wildlife Control Personnel. Annex F refers to the Wildlife Control Requirements.

17. The use of dogs and or birds of prey in the control of wildlife shall be approved under the following conditions:

- a. the animals to be used must be properly trained;
- b. they shall not be released to work when there is a risk of noise interference from aircraft that could prevent them from hearing commands or in the vicinity of glider operations where large numbers of people could result in distraction;
- c. permission to release must be requested via radio from the Control Tower and will be granted/denied at the discretion of the DATCO.
- d. the use of animals in the process of wildlife control remains the sole responsibility of the contractor since it is not contained in the specifications for the contract. It is deemed experimental and permission to use animals in the performance of these duties may be withdrawn at the discretion of the WATCO.

**Aircraft Movement Totals for 19 Wing**

1999	79,496
2000	84,784
2001	89,223
2002	79,495
2003	79,053
2004	71,058
2005	73,128
2006	75,675
2007	69,964
2008	65,988
2009	68,721
2010	58,617
2011	56,869
2012	55,821

19 Wing Comox  
Airport Wildlife  
Management Plan



**PASSENGER TRAFFIC LEVELS COMOX VALLEY AIRPORT COMMISSION**  
**(CVAC)**

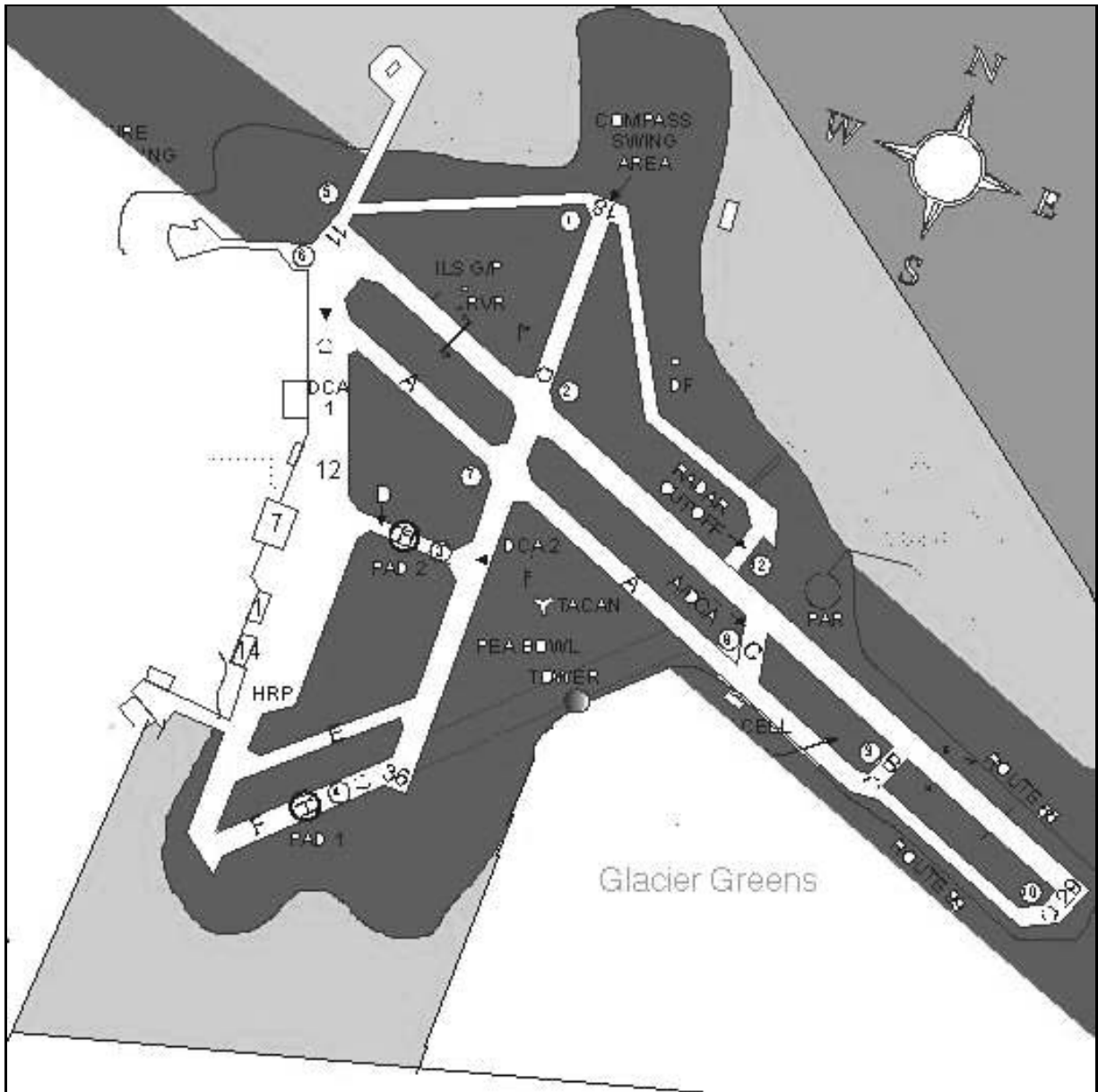
<b>YEAR</b>	<b>TOTAL PASSENGERS</b>
1999	62,807
2000	72,641
2001	130,000
2002	144,000
2003	167,400
2004	184,879
2005	205,000
2006	238,612
2007	310,450
2008	304,069
2009	289,978
2010	296,567
2011	308,937
2012	327,827

### **BIRD STRIKE REPORT SUMMARIES**

<b>Year</b>	<b>MIGRATORY KILLS</b>	<b>BIRD STRIKES</b>
1997	30 Gulls, 19 Dunlins, 7 Pigeons, 1 Mallard	2 Snowy Owls
1998	32 Gulls, 3 Pigeons	2 Gulls, 17 Western Sandpipers
1999	35 Gulls, 3 Pigeons	2 Gulls, 15 Western Sandpipers
2000	1 Gull, Pigeons	4 Gulls
2001	10 Pigeons	2 Gulls, 1 Shorebird
2002	3 Pigeons	1 Gull
2003	3 Gulls, 8 Pigeons, 15 Shorebirds	3 Gulls
2004	20 gulls, 7 Pigeons, 10 Crows, 9 Starlings	1 Gull
2005	10 Gulls, 7 Starlings, 3 Dunlins	2 Gulls
2006	10 Gulls, 103 Dunlins, 27 Pigeons, 16 Killdeer	6 for a total of 30 birds.
2007	73 Gulls, 3 Starlings, 30 Pigeons, 13 Dunlins	7 confirmed, 1 unconfirmed. 3 Finches, 1 Kestrel, 1 Swan, 10 Gulls, 92 Dunlins
2008	41 Gulls, 24 Dunlins	3 strikes. 1 Mew Gull, 79 Dunlins, 1 Killdeer.
2009		4 strikes for a total of 13 birds.
2010	19 Gulls, 8 Dunlins	5 strikes. 3 Gulls, 1 Starling, 1 Dunlin
2011	39 Gulls, 7 Dunlins	5 strikes. 1 Pheasant, 2 Killdeer, 1 Swallow, 2 Starlings and 1 Blue Heron
2012	37 Gulls, 12 Dunlins	2 strikes. 2 Killdeer

## **COMOX GRASS CUTTING PRIORITIES**

Darker shaded areas are high priority, lighter areas are secondary.



### **WILDLIFE MANAGEMENT CONTACT LIST**

19 Wing Air Traffic Control Officer..... 339-8211 ext. 8209

19 Wing Flight Safety Officer..... 339-8211 ext. 8227

19 Wing Construction Engineering Officer..... 339-8211 ext. 8258

19 Wing Transportation Officer..... 339-8211 ext.8354

19 Wing Environmental Officer..... 339-8211 ext.8187

19 Wing Pre-Med Tech..... 339-8211 ext. 8658

Wildlife Control Contractor..... 339-1913 (home)  
..... 218-0709 (cell)

Fisheries and Oceans Canada (DFO)..... 339-2031

Agriculture Information..... 334-1239

Environment and Conservation..... 334-3281

Job No. L-C266-207/1

**WILDLIFE CONTROL ACTIVITIES**

**Canadian Forces Base Comox – Airport  
Monthly Summary**

From: : \_\_\_\_\_ To: \_\_\_\_\_ 20  
\_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Wildlife Control Officer(s) on Duty:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Control Techniques used (in order of frequency):

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Wildlife on Airport Requiring Control (in order of frequency):

BIRDS: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /

MAMMALS \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /

Wildlife Removed (list species and number)

BIRDS		NUMBER

Areas where control required most – (explain and relate to species)


Recommended changes to Airport or Tenant facilities – (explain and relate to species)


Recommended changes to Airport or Tenant facilities – (explain and relate to species)



Comments:


**Monthly Summary**  
**Daily Log – Wildlife Control Activities**

<b>CONTROL TECHNIQUES</b>	<b>Swans</b>	<b>Gulls</b>	<b>Shore Birds</b>	<b>Pigeons</b>	<b>Starlings</b>	<b>Ducks</b>	<b>Geese</b>	<b>Deer</b>	<b>Dogs</b>	<b>Raccoons</b>
<b>Shotgun</b>										
<b>Shell Cracker</b>										
<b>Distress Cry Tape</b>										
<b>Trapping</b>										
<b>Models (dead &amp; plastic)</b>										
<b>Chase Trucks</b>										
<b>Patrol Round</b>										
<b>Lights &amp; Sirens</b>										
<b>Gas Cannon</b>										
<b>Number Shot</b>										
<b>Number Trapped</b>										



**THE FOLLOWING LIST IS PROVIDED FOR INFORMATION ONLY.  
IT WILL NOT ABSOLVE THE BIDDER OF THEIR OBLIGATIONS OR REQUIREMENTS CONTAINED IN THE SOLICITATION AND ITS RELATED  
APPENDICES.**

**EVALUATION OF BID:** 1. Canada will evaluate bids received based on, but not be limited to, the following factors:

- a) compliance with the terms and conditions of this solicitation;
- b) compliance with the specifications.
- c) assessment of technical documentation & information for compliance;

2. Canada reserves the right to reject any bid which does not comply with all the mandatory requirements of this solicitation.

3. A bidder may be required to demonstrate to Canada's satisfaction that it is capable of successfully completing the Work in accordance with this solicitation.

4. The release of any information provided to Canada in response to this solicitation will be subject to the provisions of the Access to Information and Privacy Acts of Canada.

5. Within 72 hours of notification, the successful contractor or shall forward to the contracting authority either a certified true copy of the insurance policy or the certificate of insurance containing reasonable detail of the insurance coverage, exclusions, deductibles and conditions applying to such policies and confirming that the insurance is in force to meet these requirements. Failure of the successful contractor to forward the required certification shall render the bid non responsive.

MANDATORY REQUIREMENTS		MEETS
PERSONNEL MUST HAVE A MINIMUM EXPERIENCE AND/OR TRAINING IN THE FOLLOWING AREAS AS APPLICABLE OR IDENTIFIED:		YES    no
It is a Mandatory requirement that the Contractor designate one Senior Wildlife Control Officer. The Senior Wildlife Control Officer must have a minimum two (2) years demonstrated experience in wildlife control on an airfield of similar size and scope as CFB/19 Wing Comox.		YES    no
It is a Mandatory requirement that any other Wildlife Control Officers must have a minimum one (01) year demonstrated experience in wildlife control on an airfield of similar size and scope as CFB/19 Wing Comox.		YES    no
It is a Mandatory Requirement that the Senior Wildlife Control Officer shall have obtained as a minimum a 2 year Diploma in Renewable Resource Management Environmental Science from a recognized educational institution.		YES    no
It is a Mandatory requirement that the Contractor maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Contract.		YES    no
<div> <div>YES</div> <div>no</div> </div>		
PROOF OF ANY OF THE ABOVE REQUIREMENTS MUST BE SUBMITTED WITHIN 48 HOURS UPON REQUEST		

RATED

PROPOSALS WILL BE EVALUATED AND SCORED IN ACCORDANCE WITH THE FOLLOWING EVALUATION CRITERIA. IT IS SUGGESTED YOU ADDRESS EACH ONE IN SUFFICIENT DEPTH IN YOUR PROPOSAL.

% of pts available	Information and content provided is...
UNSATISFACTORY 0-30 %	<i>insufficient for any evaluation</i> of the requirement.
POOR 31-59%	<i>insufficient for effective evaluation</i> and considered not acceptable for meeting requirement.
FAIR 60-69%	<i>minimal and is considered to be less than acceptable</i> for meeting the requirement.
GOOD 70-79%	<i>sufficient for evaluation.</i> Services offered are average and meet the requirement.
VERY GOOD 80-90%	<i>more than sufficient</i> for evaluation. Offer is above average and more than meets requirement. .
EXCELLENT 91-100%	<i>exceptional.</i> Offer exceeds the requirement.

<b>TECHNICAL</b> Bidders must demonstrate an understanding of the services that are to be provided, and that they will meet the requirements identified herein. Bidders must demonstrate that they have suitable processes and procedures in place to ensure the services requested herein can be provided by detailing your understanding of the requirement and your competence to meet it.		
<b>a) Approach and Performance: Max Pts 30</b>		
Provide an overview of the anticipated wildlife situation at 19 Wing Comox, emphasizing:		10
relevant knowledge in wildlife species indigenous to the West coast of Canada		10
seasonal variations which can be anticipated		10
and peculiarities of the site's geography which may have an influence		
<b>Methods and Risk Assessments:Max Pts 50</b>		
Provide an overview of your approach to meeting the requirements of Wildlife Control as outlined in the Statement of Requirement by providing methods, degree of anticipated success and any potential problems or anticipated difficulties.		
methods of control for anticipated species in various seasons		20
how seasonal variations will impact techniques and your ability to modify/adapt strategies based upon changing conditions		20
degree of success anticipated success		5
potential problems or anticipated difficulties		5
<b>Schedule: Max Pts 20</b>		
Using the Datmospheric Natural Light Tables for Sun & Moon prepare an outline showing your proposed schedule to provide the services specified here-in and in accordance with the hours of work specified in para 24 detailing the following:		
personnel availability on the site;		10
access to back-up personnel;		5
work routine (ie what duties will comprise the workday):		5
<b>Corporate Experience and Expertise:</b> Bidders must demonstrate that the Contractor proposed has the necessary technical/managerial background and experience to carry out this requirement. This is to include any proposed subcontractors as well as demonstration that contractors have the necessary qualifications and equipment to carry out the work.		
<b>a) Previous Experience/Education for main and back-up personnel Max Pts 10</b>		
Detail your company's previous experience, over and above that specified as a mandatory requirement, in performing a wildlife control service on an airfield of a similar size and scope to 19 Wing. (2 points for Coastal, 5 points for West Coast)		5
Provide details (include copies of proof of completion) of relevant education completed that will benefit you in the performance of this work.		5
<b>c) Equipment Max Pts 5</b>		
Provide a list of equipment over and above that specified as mandatory equipment that will be utilized in the fulfilling the requirements of this contract.		5
<b>Minimum Points required to pass 80.5</b>		115

SELECTION METHOD

**CONTRACTOR SELECTION:** Proposals will be evaluated according to the evaluation criteria contained herein and the supporting information and resumes. To be considered **valid**, a bid must **meet all of the requirements** specified in this RFP and score a **minimum of 70% overall** of the points in the **RATED** evaluation criteria. Only proposals which **meet all the mandatory criteria** and achieve the minimum acceptable score in the **RATED** evaluation will receive further consideration.

**BEST VALUE CRITERIA** 1. To be considered responsive, a bid must:

- (a) meet **ALL** requirements of this solicitation (including mandatory criteria) as specified herein; and
  - (b) obtain the required **minimum of 50 percent** of the points for **each section** (*example all of a)Approach and Performance: Max Pts 30 > minimum req'd 15 pts*) of the rated criteria; and
  - (c) obtain the required **minimum of 70 percent overall** of the points for the technical/management evaluation herein
2. Bids not meeting the above will be given no further consideration.

**A. Technical/Management Evaluation:** All proposals received will be evaluated for their technical and management content utilizing point ratings. Details of the evaluation criteria which will be employed to assign point scores to factors is shown herein.

For the purpose of evaluating your proposal, representatives of the Crown may interview key personnel to assess their technical abilities and to determine if they would be adequate for the proper performance of the proposed contract. You agree to make your key personnel available for this purpose.

**B. Price Component Evaluation:** The lowest-price, technically-acceptable proposal will score the maximum percentage allocated in the "Contractor Ranking" section for price. Each subsequent proposal will be prorated accordingly. Evaluation total\* will be based on the prices provided in Annex "B".

\* EVALUATED TOTAL PRICE CONSISTS OF CONTRACT PERIOD PLUS ALL OPTION YEARS PLUS TOTAL ESTIMATED ADDITIONAL HOURS.

EVALUATION TOTAL = Subtotal A+B+C...

**C. Contractor Ranking:** For the purpose of ranking all technically acceptable proposals, the following RATIO will factor the technical/management evaluation and the price component to establish a total percentage score: **EXAMPLE ONLY**

TECHNICAL/MANAGEMENT	70% (ex. 80/100 x 70%)	= 56 tech pts/70
PRICE	30% (ex. \$100/\$80* x 30%)	= 24 price pts/30
*lowest technically acceptable bid	EVALUATION TOTAL	= 80 pts/100

Neither the qualifying proposal which scores the highest volume of rating points, nor the one which contains the lowest cost estimate will necessarily be accepted. **The proposal with the highest total points score will be recommended for award.**

The selection of the Contractor will be made on the basis of the best overall value to the Crown as described above.

Bids that fail to provide the information requested and required by the Contracting Authority to fully evaluate the submission will be deemed non-responsive and given no further consideration

**ANNEX B: BASIS OF PRICING**

EVALUATION OF PRICE: The price of bids are to be submitted and will be evaluated in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded. NOTE: Pricing must be an all-inclusive price for the provision of all labour, supervision, material, equipment, transportation and profit required for the Services as scheduled or on an as and when requested basis. No other charges will be allowed.

FIRM\$/MO>>	YEAR 01	YEAR 02	YEAR 03	Option YR 04	Option YR 05
APR	\$ /mo	\$	\$	\$	\$
MAY	\$	\$	\$	\$	\$
JUN	\$	\$	\$	\$	\$
JUL	\$	\$	\$	\$	\$
AUG	\$	\$	\$	\$	\$
SEP	\$	\$	\$	\$	\$
OCT	\$	\$	\$	\$	\$
NOV	\$	\$	\$	\$	\$
DEC	\$	\$	\$	\$	\$
JAN	\$	\$	\$	\$	\$
FEB	\$	\$	\$	\$	\$
MAR	\$	\$	\$	\$	\$
subtotal	A\$	B\$	C\$	D\$	E\$
For other work not identified under Annex A, as requested and authorized by the Project Authority					
HOURLY RATE	\$	\$	\$	\$	\$
X estimated	\$	\$	\$	\$	\$
200 hrs/yr					
subtotal	a\$	b\$	c\$	d\$	e\$



- (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. (Contracting officers must insert the applicable options below and renumber accordingly.)
- (l) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt. For the province of Quebec, send to:
- Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8
- For other provinces and territories, send to:
- Senior General Counsel,  
Civil Litigation Section,  
Department of Justice

234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.