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## 1. General

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

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

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

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

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

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

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

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

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

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

### **2. Summary**

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

There are seven (7) areas that will be contracted via solicitations from this Supply Arrangement. Bidders are to indicate which sites they can perform services (Annex B).

1. Dartmouth Area\*
2. Halifax Area\*
3. Cape Breton Area\*
4. Canadian Forces Ammunition Depot (CFAD)\*
5. NRS Mill Cove
6. NRS Newport Corner

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## 7. Debert Area\*

\* - indicates that area contains multiple work sites

The Halifax Area and CFAD contracts will contain a security requirement. All security requirements detailed in this Request for Supply Arrangement will apply to the Halifax Area and the CFAD Area only. Bidders who do not wish to receive future opportunities for the Halifax Area or the CFAD Area will not be subject to the security requirements detailed.

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

Suppliers must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2008.

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

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

### 3. Security Requirement

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

### 4. Debriefings

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

## PART 2 - SUPPLIER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

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

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

## **2. Submission of Arrangements**

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

## **3. Former Public Servant - Notification**

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

## **4. Federal Contractors Program for Employment Equity - Notification**

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

## **5. Enquiries - Request for Supply Arrangements**

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

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

## **6. Applicable Laws**

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

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

### **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

#### **1. Arrangement Preparation Instructions**

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

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

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

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

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

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

#### **Section I: Technical Arrangement**

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

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

Suppliers must submit the certifications required under Part 5.

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

#### **1. Evaluation Procedures**

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

##### **1.1. Technical Evaluation**

###### **1.1.1 Mandatory Technical Criteria**

Bidders must submit the following information:

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

## 2. Basis of Selection

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

## 3. Security Requirement

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

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

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

(b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6A - Supply Arrangement;

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

(if there is a requirement for safeguard measures at the Supplier's location, add the following)

(d) the Supplier's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 6A - Supply Arrangement;

(e) the Supplier must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.

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

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

## PART 5 - CERTIFICATIONS

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

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

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

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

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

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

## **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **A. SUPPLY ARRANGEMENT**

#### **1. Arrangement**

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

#### **2. Security Requirement**

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

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

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

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

### **3. Standard Clauses and Conditions**

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

### **3.1 General Conditions**

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

### **3.2 Supply Arrangement Reporting**

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

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

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

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

## **4. Term of Supply Arrangement - determined at award**

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

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

## **5. Authorities**

### **5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

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

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

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

### **5.2 Supplier's Representative**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_ - \_\_\_\_\_  
 E-mail:

## 6. Identified Users

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

## 7. On-going Opportunity for Qualification

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

## 8. Priority of Documents

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

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

## 9. Certifications

### 9.1 Compliance

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

## 10. Applicable Laws

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

## 11. Insurance

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

### B. BID SOLICITATION

#### 1. Bid Solicitation Documents

The bid solicitation will contain as a minimum the following:

- (a) security requirements (if applicable);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements revised as follows:

Replace subsections 4 and 5 of Section 01 Code of Conduct and Certifications - Bid, by the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently maintain this list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.

5. Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.);

- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;
- (i) conditions of the resulting contract.

#### 2. Bid Solicitation Process

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

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

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

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

## **C. RESULTING CONTRACT CLAUSES**

### **1. General**

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

### **2. Invoicing Instructions**

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

Each invoice must be supported by:

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

2. Invoices must be distributed as follows:

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

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

### **3. Applicable Laws**

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

### **4. Priority of Documents**

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

- (a) the Articles of Agreement;

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

## 5. Code of Conduct and Certifications - Related documentation

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

## 6. Standard Clauses and Conditions

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

### 6.1 General Conditions

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

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

## 7. Term of Contract

### 7.1 Period of the Contract

The period of the contract is for one year.

## 8. Proactive Disclosure of Contracts with Former Public Servants

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

## 9. Limitation of Price

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

## 10. Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

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- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

## 11. **Applicable Laws**

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

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## ANNEX A

### REQUIREMENT

Document titles "*Specification, Supply Arrangement, Grass Cutting for DND, Various sites of CFB Halifax in NS, Job No. W010C-13-C081*" dated 2013-02-22.

**ANNEX B****GEOGRAPHIC CAPABILITY SELF IDENTIFICATION****\*\*MANDATORY WITH BID SUBMISSION\*\***

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

**\*Any site left blank will be considered to be a response of "No" and no future solicitations will be sent.**

Work Site Location		Security Required	Geographically Capable*
1. Dartmouth Area	12 Wing Shearwater	No	YES _____ NO _____
	Osbourne Head Gunnery Range		
	Dockyard Annex (NAD)		
	Wright's Cove Degaussing Range		
	CFAD Bedford administrative area		
2. Halifax Area	Windsor Park	YES	YES _____ NO _____
	Willow Park		
	HMC Dockyard		
	Stadacona		
	Royal Artillery (RA) Park		
	Halifax Armoury		
3. Cape Breton Area	Victoria Park Armoury	No	YES _____ NO _____
	Canadian Coastal Radar site		
	Sydney Rifle Range		
4. CFAD Bedford and Bedford Rifle Range	CFAD Bedford Explosive Area	YES	YES _____ NO _____
	Bedford Rifle Range		
5. NRS Mill Cove		No	YES _____ NO _____
6. Newport Corner Area		No	YES _____ NO _____
7. Debert Armoury	Great Mass Village	No	YES _____ NO _____
	Masstown Rx site		

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## ANNEX C

### SECURITY REQUIREMENTS CHECK LIST

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## ANNEX D REPORTING REQUIREMENTS

### Periodic Usage Report Form

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

Return to:

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

Supply Arrangement Grass Cutting Services, DND	Supply Arrangement Number: W010C-13C081/		Start Date of SO (DD/MM/YYYY)		End Date of SO (DD/MM/YYYY)	
Total Value to Date \$	Total Value for Reporting Period \$		Start Reporting Period (DD/MM/YYYY)		End Reporting Period (DD/MM/YYYY)	
Order Number on bid solicitation	Work Description	Item Quantity	Unit of Measure (each, litre, etc.)	Date of Order of solicitation	Date of Delivery Start/ completion	Value of Work (not including HST/GST)

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W010C-13-C081

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**ANNEX E**

**SAMPLE BID SOLICITATION**

Department of National Defence



Specification

Supply Arrangement

**Grass Cutting for DND  
Various sites of CFB Halifax in NS**

CFB Halifax, NS

Job No. W010C-13-C081

2013-02-22

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PART 1 - GENERAL

- 1.1 RELATED REQUIREMENTS .1 Section 32 01 90.19 Grass Cutting.  
.2 Geographic areas Annexes.
- 1.2 DESCRIPTION OF WORK .1 Work under this Supply Arrangement comprises the furnishing of all labour, material, tools, and equipment required for cutting, trimming, and cleaning up grass, weeds, etc. at various sites of CFB Halifax throughout NS as indicated in this specification and drawings.
- 1.3 LOCATIONS OF JOB SITES .1 Work sites included in this Supply Arrangement include the following geographic areas of CFB Halifax:
- .1 **Dartmouth area to include:**
    - .1 12 Wing Shearwater;
    - .2 Osbourne Head Gunnery Range;
    - .3 Dockyard Annex(NAD);
    - .4 Wright's Cove Degaussing Range;
    - .5 CFAD Bedford administrative area.
  - .2 **Halifax area to include:**
    - .1 Windsor Park;
    - .2 Willow Park;
    - .3 HMC Dockyard;
    - .4 Stadacona;
    - .5 Royal Artillery(RA) Park;
    - .6 Halifax Armoury.
  - .3 **Cape Breton area to include:**
    - .1 Victoria Park Armoury, Sydney, NS;
    - .2 Canadian Coastal Radar site, Lingan Road;
    - .3 Sydney Rifle Range, off route 125.
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- 1.3 LOCATIONS OF JOB SITES (Cont'd)
- .1 (Cont'd)
- .4 **CFAD Bedford and Bedford Rifle Range:**
- .1 CFAD Bedford explosive area;
- .2 Bedford Rifle Range.
- .5 **NRS Mill Cove.**
- .6 **NRS Newport Corner.**
- .7 **Debert area to include:**
- .1 Great Village Tx site;
- .2 Masstown Rx site.
- 1.4 ENGINEER
- .1 All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Formation Construction Engineering Officer(FCEO).
- .2 The address of the Engineer for each geographic area can be found in their respective Annex.
- .3 The Engineer of each area will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting.
- 1.5 WORK INCLUDED
- .1 Pick up of litter and debris prior to mowing grass.
- .2 Cutting grass:
- .1 Class "A": To height of 75mm(3 inches).
- .2 Class "B": To height of 100mm(4 inches).
- .3 Trimming all tall grass, weeds, etc. along building foundations, fences(inside and out), walkways, curbs, gutters, etc. Hydrants, poles, signs, flower beds, hedges, trees and all other physical obstructions.
- .4 Raking and disposal(if and when authorized by Engineer).
- .5 Clean-up.
- 1.6 SITE ACCESS
- .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
-

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- 1.6 SITE ACCESS (Cont'd) .2 While within the confines of CFB Halifax all employees and representatives of the Contractor will comply with all of the Standing Orders as promulgated by Base Authorities.
- 1.7 PRE-JOB MEETING .1 Immediately upon receipt of award of the Contract, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work.
- .2 Under no circumstances is work to commence before attending a mandatory pre-job meeting, or before contacting Engineer.
- 1.8 CONTRACTOR'S USE OF SITE .1 Contractor will be briefed on use of site by Engineer.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
- .4 Site may be used by DND for military operations. Coordinate use of site with Engineer.
- 1.9 PARKING .1 Parking space will be made available on site for company vehicles and equipment only. Maintain and administer this space as directed.
- 1.10 CODES AND STANDARDS .1 Perform work in accordance with Canada Labour Code Part II and any other provincial or local code applicable. In any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 Meet or exceed requirements of Supply Arrangement documents, specified standards, codes and referenced documents.
- .3 The Contractor must ensure that all personnel and Sub-contractors understand and comply with the regulations at all times when within the confines of CFB Halifax, NS.
- 1.11 CONTRACTOR'S QUALIFICATIONS .1 The Contractor must satisfy the Base Construction Engineer that he/she has adequate and qualified staff to perform the service expected. This includes processing all service calls within an acceptable time and having adequate parts on hand to meet requirements of the job, both during silent and normal working hours.
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1.11 CONTRACTOR'S  
QUALIFICATIONS  
(Cont'd)

- .2 He/she must provide evidence that the firm is duly registered to carry out work of this type and may be required to provide evidence of past services and contracts of this nature.

1.12 WORKMANSHIP

- .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
- .4 The Contractor must employ a competent and experienced supervisor with the authority to speak on his/her behalf on day-to-day routine matters.
- .5 Replace turf damaged by negligence or poor workmanship at Contractor's expense.

1.13 INSPECTION

- .1 All work and materials covered by this specification will be subject to inspection at any and all times by the Engineer or his/her representative.

1.14 PROTECTION OF  
EXISTING FACILITIES

- .1 Execute work with least possible interference, disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work if necessary.
- .2 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his/her own expense, as soon as is reasonably possible.
- .3 Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
- .4 The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of this Supply Arrangement.
- .5 Where the Engineer considers it necessary, provide and erect warning signs and barriers.

- 1.15 LOCATION OF EQUIPMENT AND FIXTURE .1 Location of equipment and fixtures indicated or specified are to be considered as approximate.
- 1.16 HOURS OF WORK .1 Normal working hours will be 0730 to 1600hrs, Monday through Friday. Any work carried out other than during these hours requires prior notification of the Engineer before commencing.
- .2 Due to traffic or operational requirements, certain areas will be cut during silent hours. Those areas are identified in the geographic Annexes.
- 1.17 NOTIFICATION OF REQUIREMENT .1 The Engineer or his/her representative will notify the Contractor by telephone of requirements against this Contract.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 CONSTRUCTION SAFETY MEASURES .1 Observe and enforce construction safety measures complying with the requirements of the following statutes and authorities:
- .1 Canada Labour Code Part II and the Canadian Occupational Health and Safety Regulations.
  - .2 Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
  - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code.
  - .4 Applicable municipal statutes.
  - .5 Department of National Defence and Base Safety Regulations.
- .2 In event of conflict between any requirement of above statutes, comply with the most stringent measures or with Engineer's written directive.
- .3 Refer to Section 01 35 35, DND Fire Safety Requirements.
- .4 **Prior to Contract Award**
- .1 Bidders/Tenders are to provide a copy of the company's safety policy, signed by the owner or authorized representative of the company.
  - .2 Bidders/Tenders are to provide documents and evidence to the satisfaction of the Crown, indicating that the bidder/tender has successfully completed an independent SAFETY AUDIT and will maintain that safety audit for the life of the Supply Arrangement(Contractor and Sub-contractor(s)).
- .5 **Before Work Begins**
- .1 Bidder/Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Contract.
- .6 The following disciplinary measures will be taken for any violations of safety under this Contract:
- .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation(Violation will be documented on Contract file, copy to Contractor DCC or PWGSC).
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- 1.1 CONSTRUCTION SAFETY MEASURES (Cont'd)
- .6 (Cont'd)
- .2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation(Violation will be documented on Contract file, copy to Contractor, DCC or PWGSC).
- .3 **Third Violation:** A third violation of a safety regulation may result in the termination of the Contract with a recommendation to the Contracting Authority that the Contractor be denied access to Formation Construction Engineering contracts(Documented to Contract file, copies to Contractor, DCC or PWGSC).
- .4 **Serious Violation:** For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer(Violation documented on Contract file, copies to Contractor, DCC or PWGSC).
- .5 **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to Formation Construction Engineering contracts/Standing Offers.
- 1.2 ASBESTOS PRODUCT & ASBESTOS ACTIVITY
- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.
- 1.3 FASTENING DEVICES EXPLOSIVE ACTUATED
- .1 Explosive actuated devices must not be used.
- 1.4 HOT WORK
- .1 All hot work activity is to take place with Engineer's approval and written permission from the Formation Fire Chief(Hot work permit). Hot work permits and fire-watch requirements will be provided by the Dockyard Fire Hall at 427-3500.
- .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
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- 1.4 HOT WORK (Cont'd) .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 30 minutes after activity has ceased.
- 1.5 CONFINED SPACES .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
- .1 The Contractor and/or his employees must provide proof of training and qualifications when requested by the Engineer.
- .4 The Contractor to provide the Engineer with a copy of an «Entry Permit» for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
- .1 The Contractor to provide the Engineer with a copy of the hazard assessment.
- 1.6 FALL PROTECTION .1 All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10(2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.
- 1.7 ARC FLASH .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential
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1.7 ARC FLASH  
(Cont'd)

- .1 (Cont'd)  
electric shock and arc flash hazards. This labeling is required for all new & modified installations.
- .2 The warning label must also include information regarding "arc flash hazard category(0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
- .3 In accordance with the new CSA Standards Z462-08 para 4.3.3.3 Electrical Contractors are now required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are now required Arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.8 SAFETY

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

1.8 SAFETY  
(Cont'd)

- .6 (Cont'd)
- .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1-05(R2010).
  - .2 All personnel are required to wear safety footwear, in accordance with CSA Z195-09.
  - .3 All personnel are required to wear eye & face protection, in accordance with CSA Z94.3.1-09.
  - .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2-02(R2011).
  - .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CSA Z94.4-11.
- .7 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within fourteen(14) days of award of Contract.

1.9 SITE SIGNS  
AND NOTICES

- .1 Safety and instruction signs and notices:
- .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to CAN/CSA Z321-96(R2006).

PART 2 - PRODUCT

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 EMERGENCY REPORTING

- .1 Telephone number:
- .1 from Base phone: Dial 9-1-1;
  - .2 from cell phone: 427-3333.

1.2 FIRE SAFETY ENFORCEMENT

- .1 Within the confines of the Base, the prescription and enforcement of mandatory Fire Safety measures will be exercised under the authority of the Formation Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada(NBCC) and the National Fire Code of Canada(NFC), including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Engineer reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the Fire Safety Requirements.

1.3 FIRE SAFETY BRIEFING

- .1 Prior to commencement of work under this Contract, the Engineer will arrange a meeting of all parties concerned to review and clarify requirements for Fire Safety measures. This may involve a briefing by the Formation Fire Chief.
- .2 The Engineer will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.

1.4 FIRE WATCH

- .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Dockyard Fire Hall at the time of issuance of the hot work permit.

1.5 FIRE EXTINGUISHERS

- .1 Provide and maintain in operational condition fire extinguishers as prescribed by the Formation Fire Chief.
-

1.6 SMOKING  
PRECAUTIONS

- .1 In accordance with these Fire Safety requirements particular to the work area and site, the Engineer and Formation Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .2 Smoking is prohibited in all buildings.
- .3 In all other areas, exercise care and comply with written or oral directives of the Engineer for the use of smoking materials.

1.7 REPORTING  
FIRE INCIDENTS

- .1 Report immediately all fire incidents as follows:
  - .1 activate nearest fire alarm, or
  - .2 dial 9-1-1 or designated number given at the time of briefing; and
  - .3 telephone the Engineer.
- .2 Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.

1.8 INTERIOR &  
EXTERIOR FIRE  
PROTECTION AND  
ALARM SYSTEM

- .1 Notify Formation Fire Chief at least 48 hours prior to scheduling any work that may require Fire Alarm and/or Protection Systems to be:
    - .1 obstructed in any way;
    - .2 shut-off; and/or
    - .3 left inactive at the end of a working day or shift.
  - .2 Do not commence any such work until Engineer confirms approval and direction by the Formation Fire Chief.
  - .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Engineer and the Formation Fire Chief.
-

1.9 BLOCKAGE OF  
ACCESS FOR FIRE  
APPARATUS

- .1 Obtain approval of the Engineer and Formation Fire Chief 24 hours prior to commencing any work that by any means would impede access for fire fighting apparatus. Immediately notify the Engineer of any infringement on minimum vertical or horizontal clearances either inside or outside buildings, as prescribed by the Formation Fire Chief.

1.10 RUBBISH &  
WASTE MATERIAL

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

1.11 FLAMMABLE  
LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed and guided by the requirements established by the Formation Fire Chief and in accordance with the approved Fire Safety Plan.
  - .2 Indoor storage of flammable liquids must not exceed thirty(30) litres provided that they are stored in areas and containers approved by the Formation Fire Chief.
  - .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Formation Fire Chief.
  - .4 The Engineer will not permit indoor storage of quantities of flammable liquids exceeding thirty(30) litres for on-site work purposes, without the written permission of the Formation Fire Chief.
  - .5 Transfer of flammable liquids within buildings is prohibited.
  - .6 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat producing devices.
-

1.11 FLAMABLE  
LIQUIDS  
(Cont'd)

- .7 Flammable liquids having a flash point below twenty-two(22) degrees C such as naphtha or gasoline must not be used as solvents or cleaning agents.
- .8 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are not to exceed thirty(30) litres. Dumping or burning of flammable liquids on site is prohibited.

1.12 HAZARDOUS  
SUBSTANCES

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

1.13 HAZARDOUS HOT  
WORK

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

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

**Contractor must ensure that all their personnel are familiar with these regulations and requirements.**

- 1.1 GENERAL .1 The following is a summary of the security, safety and fire regulations of Canadian Forces Ammunition Depot, Bedford, as promulgated by the Base Commander, CFB Halifax and administered by the Superintendent CFAD Bedford NS.
- .2 Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford.
- 1.2 PRE JOB SECURITY AND SAFETY MEETING .1 Prior to commencement of work, the Contractor must meet with the Site Security, Safety and Fire Safety Regulations Officers. In accordance with direction of Engineer and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an Ammunition Depot and that the regulations are fully compiled with, at all times, by all Contractor personnel.
- 1.3 SECURITY PASSES .1 Contractors must report to the NCO I/C Commissionaires at Building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the the confines of the depot.
- 1.4 CONDITIONS FOR ACCESS .1 All visitors will be issued a daily pass and will be required to sign an acknowledgement that they are aware of and consent to the following conditions for access.
- .2 The person to whom this pass is issued agrees to return the pass to the Security Guard at the gate when the Contract or employment at CFAD Bedford expires.
- .3 All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the Ammunition Depot.
- 1.5 FIRE SERVICE CFAD BEDFORD .1 Fire service at CFAD Bedford is provided by DND Fire Service from 0730 until 1600 hours, Monday to Friday. All Contract work will be ended by 1530 hours daily. Fire response at all other times is provided by HRM. Before any work is carried out during
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1.5 FIRE SERVICE .1  
CFAD BEDFORD  
(Cont'd)

(Cont'd)  
silent hours, the Dockyard Platoon Chief must be contacted at 427-0550, local 3500.

1.6 SEARCHES .1

The Canadian Corps of Commissionaires may conduct a personal search of individuals at any time within the Ammunition Depot. Vehicles entering or leaving the Depot may be searched to ensure that contraband articles are not taken into the Explosives Area and that property is not taken out without authorization.

1.7 ALARMS .1

**Depot Alarms:** A Siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A siren is also sounded to signify "All Clear".

.2

**Fire Emergency:** A series of "Hi-Lo" sounds on the Depot Alarm System signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at Buildings 169 or 143.

.3

**Thunder and Lightning:** A series of "Beeps" on the Depot Alarm System signifies a thunder/lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at Buildings 169 or 143.

.4

**Evacuation:** A series of "Slow Whoops" on the Depot Alarm System signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.

.5

**All Clear:** A continuous blast on the Depot Alarm System signifies that the emergency situation is "All Clear".

1.8 REPORTING OF .1  
FIRES

All fires, regardless of whether they have been extinguished or not, must be reported immediately to the Base Fire Department.

.2

All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.

.3

Fires may be reported by ringing the nearest street alarm box or by telephoning 911. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct Fire Fighters to the scene of the fire.

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1.9 PROHIBITED  
ARTICLES

- .1 The following articles are prohibited and/or controlled from being taken inside the explosive area. Permission by the Superintendent may be granted for certain articles:
- .1 Matches or other flame producing equipment(including vehicle lighters);
  - .2 Pipes, smoking appliances, tobacco products, or smoking materials in any form;
  - .3 Explosives or chemicals;
  - .4 Lights, lamps or electrical devices/tools which are not explosion proof;
  - .5 Cameras;
  - .6 Food and drink; and
  - .7 Radio transmitting devices(i.e. mobile radios, cellular phones, remote car starters, and garage door openers, etc).
- .2 No persons will introduce, possess or consume alcoholic beverages, narcotics or any intoxicant within the confines of the Ammunition Depot.
- .3 The site security officers will seize and hold at the gate, any such materials found by search.

1.10 SAFETY AND  
FIRE REGULATIONS

- .1 **Smoking:** Is strictly prohibited in explosive areas.
- .2 **Buildings:** Smoking is prohibited in all buildings.
- .3 **Safety Precautions Electrical/Electronic Equipment:** All personnel operating or maintaining electrical/electronic equipment involving the use of voltage higher than 50V must brief the Site Safety and Fire Safety Officers concerning all safety rules in the operating and instructional manuals covering the equipment.
- .4 **Flammables, Explosives or Chemicals:** As required, may be allowed into the explosive area provided that the Depot Safety Officer and the Depot Fire Department are made aware of this and that approval by the Superintendent is given. These items after approval may be transported by the Contractors provided the transportation route is known by the Depot Fire Department and adequate fire extinguishers are available.
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1.10 SAFETY AND  
FIRE REGULATIONS  
(Cont'd)

- .5 **Open Flame or Welding:** Prior approval must be obtained before commencing any work involving cutting, welding or use of open flame appliances in or around buildings containing explosives. The Fire Safety Officer will check out the work area and ensure that adequate fire extinguishers and first aid appliances are available and that fire watchers have been posted.
- .6 **Fuel Dispensing Containers:** Contractors must ensure that all of their fuel dispensing containers meet or exceed the following standards:
  - .1 Type II safety container, leakproof, Terne plate construction, UL listed and FM approved.
  - .2 Container must have spring-operated spout cap which opens to allow vapours to escape and self closes on release of internal pressures.
  - .3 Container must have flexible or rigid built-in metal dispensing nozzle to prevent static sparks.
  - .4 Standard of Acceptance: Protectoseal, Model Nos. 247, 249, 8410 and 8420.
  - .5 Other acceptable products: Safe-T-Way.
  - .6 Any other model must be approved by the BFC.
  - .7 Violation of any of the above regulations will result in immediate cancellation of the offender's Security Pass and expulsion from the site.

1.11 TRAFFIC  
REGULATIONS

- .1 **Vehicles:** All operators must adhere strictly to the following rules while proceeding through the Ammunition Depot.
    - .1 Drivers must not leave the motors of their vehicles running or leave the vehicles unattended when parked between buildings or traverses.
    - .2 Drivers must not drive vehicles in the direction opposite to that indicated by the «One-Way» signs.
    - .3 No one will operate a vehicle within the Depot area at a speed greater than 25 kilometers per hour at any time.
    - .4 No one will operate a vehicle within the Depot area at a speed greater than 8 kilometers per hour at any time, while passing between blast walls and buildings.
    - .5 No one will leave a vehicle unattended within 10 metres of a fire hydrant or within 30 metres of a building containing explosives.
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1.11 TRAFFIC  
REGULATIONS  
(Cont'd)

- .1 Vehicles:(Cont'd)
  - .6 All vehicles must be equipped with a fire extinguisher of a suitable size and type so that it may be used to extinguish any fire originating in that vehicle.
- .2 **Roadways:** In the event of a fire or emergency all roads and buildings within CFAD Bedford must be accessible at all times. Contractors required to disrupt roadways during the course of their work, must ensure that at least one lane of each roadway is passable, at all times. Vehicles not required to transport personnel to the nearest exit gate must be parked on the side of the road and away from the nearest building.
- .3 **Fueling:** Fueling of vehicles within the explosive areas is prohibited. Small equipment(lawn mowers, chainsaws, etc.) may be re-fueled, but only at sites designated by the Safety Officer and Fire Safety Officer. Comply with all safety practices pertaining to re-fueling hot equipment. Provide adequate fire extinguishers of types prescribed by the Fire Safety Officer. Only approved safety dispensing containers, as specified at sub-paragraph 1.10.6, will be permitted within the confines of the Ammunition Depot.
- .4 Violation of any of the above regulations will result in immediate cancellation of the vehicle pass and expulsion of the offender from the site.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 DEFINITIONS .1 **Environment Pollution and Damage:** Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .2 **Environmental Protection:** Prevention/control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- 1.2 FIRES .1 Fires and burning of rubbish on site is not permitted.
- 1.3 DISPOSAL OF WASTES .1 Do not bury or store rubbish, grass clippings or waste materials on base property.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- 1.4 WORK ADJACENT TO WATERWAYS .1 Do not dump waste material or debris in waterways.

PART 2 - PRODUCTS

Not used.

---

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 GENERAL .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .3 Prevent accumulation of wastes which create hazardous conditions.
- 1.2 CLEANING PRIOR MOWING GRASS .1 All impediments must be removed from site just prior to mowing and trimming operations.
- .2 Maintain project grounds, and public properties free from accumulations of waste materials and rubbish. Keep work area clean and tidy, on a daily basis, to the complete satisfaction of the Engineer.
- .3 Litter and debris, except grass clippings, can be placed in DND on-site regular dumpsters.
- 1.3 FINAL CLEAN-UP .1 Broom clean paved surfaces, including curbs, gutters, sidewalks, etc., rake clean all other surfaces when requested by Engineer.
- .2 The Contractor will be responsible for removal and disposal of clippings after each cut. Disposal must be off DND property.
- .3 When debris is cut up, clean-up debris.

PART 2 - PRODUCTS

Not used.

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PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 SITE  
INFORMATION AND  
DRAWINGS

- .1 Additional grass cutting information and drawings for the specific geographic areas can be found in the following Annexes:
- .1 Annex A Dartmouth Area;
  - .2 Annex B Halifax Area;
  - .3 Annex C Cape Breton Area;
  - .4 Annex D CFAD Bedford and Bedford Rifle Range;
  - .5 Annex E Mill Cove;
  - .6 Annex F Newport Corner;
  - .7 Annex G Debert Area

1.2 ESTIMATED  
QUANTITIES OF AREAS

- .1 Drawings showing or indicating areas must only be treated as approximate in size. Areas are to be determined during the Tender site visit.
- .2 Note that it is the intent of this specification to include all turf areas, tall grass, weeds and all growth of a non-woody nature to be cut along fences and around buildings indicated on the drawings.
- .3 Where fences are located bordering cut areas and property lines, grass must be cut and trimmed both sides of fences and must be cut up to 1.5 metres from fence, except on private property where no trimming will take place.

1.3 GENERAL  
REQUIREMENTS

- .1 During grass cutting the Contractor must notify the Engineer of irregularities such as damaged grass, and presence of large foreign materials and objects.
- .2 Cutting must include weeds, dandelions, etc. including those found immediately adjacent to cut areas, along curbs, buildings, fences, etc.
- .3 Contractor will notify Engineer if raking is required, and obtain his/her written approval before commencing.
-

- 
- 1.3 GENERAL REQUIREMENTS (Cont'd)
- .4 **Class "A"**: Grass in class "A" areas will normally be mowed at the request of the Engineer or his/her representative. Regardless of height at time of mowing, it must be cut to a height of 75mm(3 inches). To prevent scorching of turf, grass must not be cut shorter than this height. The height will be increased to 90mm during summer drought period.
- .5 **Class "B"**: Grass in class "B" areas will normally be mowed at the request of the Engineer or his/her representative. Regardless of height at time of mowing, it must be cut to a height of 100mm(4 inches). To prevent scorching of turf, grass must not be cut shorter than this height.
- 1.4 TIME LIMITS
- .1 Cutting and trimming, including clean up must be complete within three(3) working days of commencement.
- .2 Contractor must respond immediately upon request of Engineer, if due to unsatisfactory performance.
- 1.5 PERFORMANCE
- .1 Contractor must cut and remove overgrowth resulting from unsatisfactory performance, at his/her own expense.
- .2 Two complaints of unsatisfactory performance must result in a request for action by Public Works and Government Services Canada, up to and including termination of Contract without compensation.
- 1.6 EMPLOYEES
- .1 The Contractor must provide to the Service Site Authority a written list of the names of his/her employees that will be performing services as specified in this specification, prior to any services commencing. The written list of names must also include the names of the person(s) responsible for supervision of the grass cutting crew. Contractor must notify Engineer of any personnel changes during the period of the Contract.
- .2 Contractor must not employ minors to execute this work.
- 1.7 APPLICATION OF FERTILIZERS, CHEMICALS, ETC.
- .1 DND reserves the right to fertilize and to apply pest control agents as required. Engineer will make every effort to notify Contractor when this occurs, so as to preclude accidental contact with chemicals.
- .2 Contractor must not apply any chemicals, fertilizers, growth retardants, etc., which alter normal grass growth.
-

1.8 EQUIPMENT

- .1 Manpower, bagger mowers, trimmers, tools and spares must be furnished in sufficient numbers to meet the expected cutting frequency and time limits.
- .2 Safety guards and other equipment required for the safe operation of mowers must be in place at all times when the equipment is in operation.
- .3 Mowers must be calibrated and capable of being adjusted on site to give mowing heights required by this specification.
- .4 All grass cutting equipment must be maintained in first class condition with cutting edges sharpened frequently.
- .5 Mowers of the type which causes scalping and turf damage must not be used.
- .6 The equipment may be inspected frequently by the Engineer and must be to his/her satisfaction.
- .7 Extreme care must be taken when filling machines to avoid spills.
- .8 Machines must not be fueled while parked on grass areas outside of explosive area.
- .9 Drop sheets must be placed under containers to catch possible fuel dripping.
- .10 Provide lighter equipment when Engineer determines ground is too soft to support equipment on hand.

1.9 FUEL DISPENSING

- .1 Containers and filling equipment for petroleum operated machines must be CSA approved type, suitable for the application and acceptable to the Engineer.
- .2 Re-fuel only in areas approved by DND Fire Inspectors.

1.10 MOWING

- .1 Just prior to mowing, pick up impediments, litter such as paper, sticks, stones, etc. which might cause damage or injury.
- .2 Mowing of the turf areas designated on the drawings include traverses around all buildings.
- .3 Ensure mowing leaves the grass with an even height without streaks or missed areas.
- .4 Mowing will not be carried out under the following conditions:
  - .1 When the grass is too wet.

- 
- 1.10 MOWING (Cont'd) .4 (Cont'd)
- .2 In the opinion of the Engineer, the ground is too soft to support the equipment on hand, mowing must not be permitted to continue until equipment is supplied in accordance with Paragraph 1.7.10.
- .3 Weather is too adverse. For the purpose of this Contract "RAIN" is defined as moisture falling, including mist, in a manner denser than fog.
- .5 Engineer reserves the right to order mowing rescheduled to prevent interruption of Base activities or when weather conditions warrant.
- 1.11 TRIMMING .1 Trim grass around buildings, fences, hydrants, poles, signs, flower beds, hedges, trees and all other physical obstructions within areas of grass mowing.
- .2 Prevent damage to trees and other physical obstructions when using power operated grass trimmers.
- .3 Trimming to be carried out simultaneously with grass mowing.
- .4 Ensure trimming is completed no later than four(4) working hours after mowing is completed.
- .5 Trimming around hedges, rock borders, flower beds, etc., must include around and between plants and rocks.
- 1.12 MEASURING OF GRASS HEIGHT .1 Height of uncut grass will be measured with a tape measure beside a depressed area of grass. Depression may be made with a boot or block of wood.
- .2 Cut height must be measured by height from cutting edge of blade to top of flat, level surface under all four wheels of mower.
- 1.13 CLEAN UP .1 Refer to Section 01 74 11 Cleaning.
- .2 The Contractor must ensure his/her storage area for equipment is left in a manner satisfactory to the Engineer.
- .3 All finished surfaces including roads, curbs, gutters, sidewalks, and stairs must be broom cleaned, all other surfaces must be raked, if necessary or directed by Engineer. Failure to do so will delay payment.
- .4 Contractor must remove all clippings and debris from flower beds caused by his/her mowers, trimmers, etc..
-

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.



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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	<b>NATIONAL DEFENCE</b>	2. Branch or Directorate / Direction générale ou Direction <b>MARLANT/FCE</b>
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail  
**CUTTING, TRIMMING, AND CLEANING UP OF GRASS, WEEDS, ETC AT VARIOUS AREAS OF CFB HALIFAX.**

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?  
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?  
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  
(Specify the level of access using the chart in Question 7. c)  
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.  
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

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

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
						CONFIDENTIAL / CONFIDENTIEL	A	B	C		CONFIDENTIAL / CONFIDENTIEL	TOP SECRET / TRÈS SECRET				
Information / Assets / Renseignements / Biens / Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat W010C-13-C081
Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) WO RUSS ANSTEY	Title - Titre CONTRACTS 21C	Signature 
Telephone No. - N° de téléphone 902-722-1811	Facsimile No. - N° de télécopieur 902-722-1847	E-mail address - Adresse courriel russell.anstey@forces.gc.ca
		Date 04 Apr 13

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Dawn Murray - CF MP GP HQ - Industrial Security SRCL Team Lead	Title - Titre	Signature 
Telephone No. - N° de téléphone Tel: 613-949-1036 / Fax: 613-949-1009	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: dawn.murray@forces.gc.ca
		Date 04 April 2013

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non     Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date 26/04/2013

**Jill Mahon**  
Contract Security Officer, Contract Security Division  
Jill.Mahon@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-960-0164 / Fax/Télé - 613-954-4171

## **ANNEX E**

### **PART 1 - GENERAL INFORMATION**

#### **1. Statement of Work**

Department of National Defence has a requirement for grass cutting services at \_\_\_\_\_ as specified in Appendix A and the terms of the Supply Arrangement W010C-13C081.

### **PART 2 - BIDDER INSTRUCTIONS**

#### **1. Standard Instructions, Clauses and Conditions**

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

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

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

Replace subsections 4 and 5 of Section 01 Code of Conduct and Certifications - Bid, by the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently maintain this list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.
5. Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

#### **2. Submission of Bids**

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

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

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

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

#### **1. Evaluation Procedures**

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

##### **1.1 Technical Evaluation**

###### **1.1.1 Mandatory Technical Criteria**

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

### **1.2 Financial Evaluation**

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

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

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

## **PART 5 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement applicable to this Contract.

### **2. Statement of Work**

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

### **3. Authorities**

#### **3.1 Technical Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone :    \_\_\_ \_\_\_ \_\_\_\_\_  
Facsimile:     \_\_\_ \_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### **4. Payment**

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

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

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

**APPENDIX A**  
**STATEMENT OF WORK**

**APPENDIX B**  
**BASIS OF PAYMENT**