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TITLE: SLEEPER TRAILERS

PART 1 - GENERAL INFORMATION

1. Requirement

The requirement is detailed under Article 2 of the resulting contract clauses.

2. Debriefings

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

3. Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

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

1.1 SACC Manual Clauses

B1000T Condition of Material (2007-11-30)

2. Submission of Bids

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

2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- (a) Ability to perform the full scope of work as described in Annex A, Requirement;
- (b) To clearly demonstrate compliance with the mandatory technical specifications, bidders MUST respond with complete specifications and/or descriptive literature of the equipment being offered.

The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or literature are not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

- (c) Provision of pricing as detailed in Annex B, Basis of Payment.

1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2013-04-25), Evaluation of Price

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 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

3. Standard Clauses and Conditions

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

2010A (2014-03-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received on or before November 30, 2014.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marlene Hall
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100 - 167 Lombard Avenue
Winnipeg, MB. R3B 0T6

Telephone: 204-984-6423
Fax: 204-983-7796
Email: marlene.hall@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

A contact to be named at date of contract issuance.

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

5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

Email: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices as specified in Annex A for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included 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.

6.2 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

6.3 SACC Manual Clauses

A9117C	2007-11-30	T1204-Direct Request by Customer Department
C2000C	2007-11-30	Taxes - Foreign-based Contractor
C2605C	2008-05-12	Canadian Customs Duties and Sales Tax - Foreign-based Contractor

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

Parks Canada Agency
Box 750
Helicopter base
Fort Smith, NWT.
Canada X0E 0P0
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2014-03-01), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance – Specific Requirements;
- (f) the Contractor's bid dated _____ (*insert date of bid*).

11. SACC Manual Clauses

A9039C	(2008-05-12)	Salvage
A9068C	(2010-01-11)	Government Site Regulations
B1501C	(2006-06-16)	Electrical Equipment
B7500C	(2006-06-16)	Excess Goods
C5201C	(2008-05-12)	Prepaid Transportation Costs
D5328C	(2007-11-30)	Inspection and Acceptance

11.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A" REQUIREMENT

Parks Canada has a requirement for the supply and delivery of two mobile manufactured units (sleeper trailers) for the purpose of providing private sleeping quarters for 12 individuals during the months of April through September. Each mobile sleeper trailer must contain six (6) individual lockable sleeping quarters and one washroom with 2 toilets and 2 sinks. The site has a separate structure with kitchen, laundry, showers and dining facilities in place.

The mobile sleeper trailers are to provide seasonal limited accommodations for the Fire Management Program of the Southwest Northwest Territories field units. These are to be seasonal accommodations but must be able to withstand winter conditions with minimal maintenance. The accommodations will be located at the current Helicopter base in Fort Smith, NT with access to the municipal power, sewer, and water infrastructure. The mobile sleeper trailers must be capable of being tied into the municipal grid for power, water and sewer with capability of being "decommissioned" (water lines emptied, water supply shut down, pipes drained) seasonally. The sleeper trailers must be able to endure season fluctuations in temperatures from 40 degrees centigrade in the summer to -50 degrees centigrade in the winter.

No site preparation, skirting or utility hoop-ups will be required by the successful bidder. Any and all site preparation for the mobile sleeper trailers will be performed or arranged by Parks Canada Agency. All "add-on" structures including verandas, decks and steps, will be performed or arranged by Parks Canada Agency.

DELIVERY:

FOB Destination: Parks Canada Agency
Helicopter base
Fort Smith, NWT.

All the deliverables must be received on or before November 30, 2014.

COMPLIANCE MATRIX – MINIMUM MANDATORY TECHNICAL SPECIFICATIONS

A complete list of the mandatory technical specifications are detailed in the Compliance Matrix.

1. **Bidders must** show compliance by addressing each Technical Specification in the Compliance Matrix, whether the product offered "meets" or "doesn't meet".
2. Bidders are to clearly demonstrate compliance with the mandatory technical specifications. Bidders MUST respond with complete specifications and/or descriptive literature of the equipment being offered.
3. The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or literature are not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.
4. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

5. Bidders must address any concerns with the Technical Specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet the minimum mandatory technical specifications will result in your proposal being deemed non-responsive, and be given no further consideration in the evaluation process.

Compliance Matrix – MINIMUM MANDATORY TECHNICAL SPECIFICATIONS:

	<p><u>Completion and submission of Mandatory Technical Specification is required to be considered responsive and for your bid to be given further consideration.</u></p> <p>1. Bidders must record whether they meet (YES) or not meet (NO) each of the specifications.</p> <p>2. Bidders must cross reference where in their technical bid, the technical specification is located.</p> <p>Where you have indicated compliant, provide the specification being offered which meets or exceeds <u>and cross-reference as to where the supporting documentation is found within your proposal</u>. If there is insufficient space in the table, assign SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., mark in the table "certification by signature"</p>			
	Note: All work and materials herein specified must meet and maintain minimum Canadian and Provincial certification(s) and approval(s) as applicable by Industry Standards.			
	The following are minimum requirements in regards to certain construction methods, materials and equipment. In the case of discrepancies between these requirements, manufacturer’s recommendations or the applicable codes and standards, the most stringent shall apply.			
Item		Bidder Response: indicate how they meet the specifications addressed below/ cross-reference where this technical specification is indicated in their bid documentation	Compliant (Yes/No)	
1.	<p>GENERAL: Dimensions: Unit to be in the range of 720 to 840 sq. ft. (i.e. 12-14 ft W x 60 ft L). Refer to Annex A, Part 2, Sample Drawing</p> <p>Must include: - 6 individual bedrooms - 1 bathroom - hallway 40” W</p>			

2.	CONSTRUCTION: <u>Construction of unit must meet or exceed:</u> - CAN/CSA A277 Procedure for factory certification of buildings - applicable codes and regulations as required by authorities having jurisdiction - steel frame hitch Insulation: Ceiling: R-40 minimum Floor: R-20 minimum Inside Walls: R-20 minimum Outside Walls: R-40 minimum		
3	FLOORS: - floor joist 2 x 8" or adequate strength for prefabricated unit - commercial grade (0.100 in. min) cushioned vinyl or linoleum flooring (full glued and rolled), with a choice in colour - ¾" floor sheathing (glued & fastened) minimum - insulation R-20 minimum		
4.	EXTERIOR WALLS: - 2 x 6 construction with 7' wall minimum - exterior wall plywood sheathing (glued and fastened) - vapor barrier on all exterior walls - installation R-40 minimum - maintenance free light gray metal or vinyl siding - exterior heritage green color fascia - 12" side eave with venting INTERIOR WALLS: - pre-finished vinyl drywall panels with tape or baton seams OR drywall <u>or</u> gypsum board, finish with one coat of primer and two coats of paint (light beige) - installation R-20 minimum		
5.	ROOF/CEILING: - straight roof line - ½" stippled drywall ceilings - 2" battens at wall to ceiling joint - 6 mil vapour barrier - 25 year metal or asphalt roofing w/ full underlay - insulation R-40 minimum		

6.	<p>BEDROOMS: Each bedroom must be a lockable sleeping unit and include:</p> <ul style="list-style-type: none"> - 36" prefinished interior lockable door - 1 single bed, metal or wooden frame, (metal or wooden frame), 40" W x 78" L (+/- 4") and mattress, minimum 200 coils; no preference for fabric. Mattress must meet minimum flammability performance requirements as per Health Canada Safety requirements - 1 nightstand / side table with 2 drawers, (32" W x 16" D x 20" H (+/- 5")), wood product construction. - 1 dual thermopane window with screen in each bedroom - 2 GFI electrical sockets, wiring to support a computer, coffee maker and small fridge - ceiling lighting, ceiling standard 40w covered light bulb - carbon monoxide and smoke detectors 		
7.	<p>BATHROOM: Plumbed bathroom with standard hookups for water and drain. Must include:</p> <ul style="list-style-type: none"> - 2 standard toilets, white color, each enclosed in a stall w/ door - 2 standard porcelain sinks, white color - barrier free good quality bathroom faucets with manufacturer's lifetime warranty - mirror above each sink, 20" W x 30 " L - bathroom exhaust fans and GFI electrical socket plugs - on demand electric hot water heater 4 gal/min - ceiling lighting - ceiling standard 2 60w covered light bulb 		
8.	<p>HALLWAY: Must include:</p> <ul style="list-style-type: none"> - 4 dual thermopane windows with screens - 4 ceiling lightings, ceiling standard 40w covered light bulb - 2 exterior (entrance/exit) access doors at each of hallway 		
9.	<p>ELECTRICAL:</p> <ul style="list-style-type: none"> - 100 amp electrical panel with breakers - general lighting in hallway controlled from two way light switches at each end of hallway - hardwired electric baseboard heating with wall mounted (or control can be on heater) thermostats in each room including the bathroom and hallway (800 – 1,000W) - exterior lights at each entrance, lights under front soffit - 1 exterior weatherproof duplex receptacle at front of unit, located close to a door 		

10.	DOORS AND WINDOWS: -Low E PVC dual thermopane windows and sills complete with metal fascia and screen (24 x 40) - windows must be large enough to accommodate after-market air conditioning units - window coverings for all windows, with a choice in colour - 2 – 36" exterior pre-finished insulated doors with deadbolts, finished with one coat of primer and two coats of paint with a choice in color - 2 exterior storm doors with screen - prefinished interior doors to be molded, finished with one coat of primer and two coats of paint with a choice in color - door hardware to have manufacturer's lifetime warranty on parts		
11.	WARRANTY: Manufacturer's Warranty Specified for: a. Labour and Material (all inclusive) b. Building Envelope c. Building Structure	_____ years (min 1 year) _____ years _____ years	

ANNEX B BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified below. Applicable taxes are extra, if applicable, and to be shown as a separate item on any resulting invoice.

Pricing must be firm unit price including all costs associated with providing the requirement in accordance with requirement at Annex A,, including all shipping and offloading charges, FOB destination.

Delivery, FOB Destination: Parks Canada Agency
Helicopter base
Fort Smith, NWT.

Bidder to provide a detailed list of all items that will be part of the mobile manufactured sleeper trailers.

Note: bids will be evaluated in CAD funds using the Bank of Canada conversion rate on bid closing date

Item	Description	Qty	Unit of Issue	Unit Price	Extended Price Indicate if bid is in CAD or USD
1	Mobile manufactured sleeper trailers In accordance with the mandatory technical specifications detailed in Annex A - Compliance Matrix.	2	each	\$	\$
2	Warranty Manufacturer's Warranty Specified for (a) Labour and Material (all inclusive), (b) Building Envelope and (c) Building Structure	2	each	\$	\$
3	Delivery including freight and offloading charges, FOB Destination to Parks Canada Agency, Box 750, Fort Smith, NT (Canada)	1	each	\$	\$
SUB-TOTAL					\$
Applicable Taxes					\$
TOTAL					\$

ANNEX "C"

INSURANCE – SPECIFIC REQUIREMENTS

1. Commercial General Liability Insurance

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

2. Automobile Liability Insurance

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