

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Pest / Animal Control Services	
Solicitation No. - N° de l'invitation W0113-130009/A	Date 2014-07-10
Client Reference No. - N° de référence du client W0113-130009	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-009-6632	
File No. - N° de dossier TOR-4-37024 (009)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-08-25	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Boulet, Kieta	Buyer Id - Id de l'acheteur tor009
Telephone No. - N° de téléphone (905) 615-2078 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB Borden 16 Ramillies Rd - Bldg P-154 Borden Ontario L0M1C0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

W0113-130009/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-4-37024

Buyer ID - Id de l'acheteur

tor009

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

W0113-130009

CCC No./N° CCC - FMS No/ N° VME

See attachment

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TITLE: PEST/ANIMAL CONTROL SERVICES

PART 1 - GENERAL INFORMATION

1. Statement of Work

The Work to be performed 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 World Trade Organization Agreement on Government Procurement (WTO-AGP), 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](#) (2014-06-26) 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

2. Submission of Bids

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

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits](#)

Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

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

name of former public servant;

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

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

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

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) 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.

5. Applicable Laws

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

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.

6. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **30 July 2014 at 10:00 am, CFB Borden, 16 Ramillies Rd, Room 234, Borden, ON, L0M 1C0. Bidders must communicate with the Contracting Authority no later than 2 days** before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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.

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

Bidder must demonstrate meeting each and every mandatory technical criteria in its bid. Failure to provide supporting documentation in the bid may result in the bid being deemed non-responsive and not be considered any further.

Item no.	Mandatory Technical Criteria	Identify page number in your proposal where the information can be found
1	Bidders must have attended the Mandatory Site Visit	
2	Bidders must provide in writing a list of recognized qualifications held by the company and its employees. Personnel must be licensed in the Province of Ontario to perform Pest Management activities and have experience in the conduct of Integrated Pest Management Programs (IPM). This list is to include, but not limited to Government certified Licenses and training courses and any training updates obtained by the Contractor's employees.	
3	Bidders must have a minimum of five (5) years of experience in Pest and animal Control. Bidder must demonstrate the experience by providing details related to the history and background of the company, with their bid at time of bid closing.	
4	Bidders must provide details of two (2) contracts that are similar in *scope and size, related to Pest and Animal Control with their bid at time of bid closing. <ul style="list-style-type: none">Reference contact names with phone numbers and e-mail addresses must be provided for each contract. Canada reserves the right to contact the references to verify the information provided. <p>*scope and size for the purpose of evaluation means type of services provided and the volume of work.</p>	

1.2 Financial Evaluation

1.2.1 The Bidder must submit their financial bid in accordance with Annex B, Basis of Payment, in the format provided, with their bid at time of bid closing. Pricing must be provided in Canadian funds for the Firm and Option Periods.

1.2.2 Bids will be evaluated based on the prices detailed in Annex B- Basis of Payment. The prices detailed in Annex B - Basis of Payment will be input into Annex D - Calculation of Price for Evaluation Purposes.

The price used in the evaluation will be the Total Aggregate Price of the total estimated expenditure for the contract period and all option periods.

1.2.3 The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and 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.

2. Additional Certifications Required Precedent to Contract Award

2.1 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

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

2.2 Task Authorization

The Contractor must provide inspection, maintenance and repair services on an "as and when requested basis" for the Real Properties Operations Detachment Borden (RP Ops Det Borden), in accordance with the Statement of Work at Annex "A" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

The Contractor must provide qualified personnel to perform all services under the contract.

2.2.1 Task Authorization Process

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

2.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$22,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

2.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

2.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence (DND), Technical Services Construction Engineering Unit, CFB Borden. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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

2010C (2014-06-26), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from 1 January 2015 to 31 December 2015 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kieta Boulet
Supply Specialist
Public Works and Government Services Canada
Ontario Region - Acquisitions
33 City Centre Dr., Mississauga, ON L5B 2N5

Telephone: 905-615-2078
Facsimile: 905-615-2060
E-mail address: kieta.boulet@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 (To be filled in at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

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

5.3 Contractor's Representative (To be filled in by the bidder)

Name: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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

7. Payment

7.1 Basis of Payment - Firm Unit Price(s)

For the work described in Article 6. Tasks of the Annex A, Statement of Work:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex "B" or a cost of \$ _____ (amount to be inserted 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.

7.2 Basis of Payment - Firm Unit Price(s) - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex "B", as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

7.4 Monthly Payment

SACC Manual clause HC1008C (2008-05-12) Monthly Payment

7.5 T1204 - Information Reporting by Contractor

Pursuant to paragraph 221 (1)(d) of the [Income Tax Act](#), R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

To enable departments and agencies to comply with this requirement, the Contractor must provide the following information within 30 calendar days following contract award:

the legal name of the Contractor, i.e. the legal name associated with its business number or Social Insurance Number (SIN), as well as its address and postal code;

the status of the Contractor, i.e. an individual, a sole proprietorship, a corporation, or a partnership;

the business number of the Contractor if the Contractor is a corporation or a partnership and the SIN if the Contractor is an individual or a sole proprietorship. In the case of a partnership, if the partnership does not have a business number, the partner who has signed the Contract must provide its SIN;

in the case of a joint venture, the business number of all parties to the joint venture who have a business number or their SIN if they do not have a business number.

The information must be sent to the person and address specified below. If the information includes a SIN, the information should be provided in an envelope marked "protected".

Name of person: Gordon Dunn

Address: 16 Ramillies Rd – Building P-154, Borden ON L0M 1C0

7.6 SACC Manual Clauses

C0711C (2008-05-12) Time Verification

8. 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 for the Task Authorization must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts for the materials and replacement parts claimed.

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.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1 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.

10. Applicable Laws

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

11. 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) Articles of Agreement;
- (b) general conditions 2010C (2014-06-26) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment
- (e) Annex C, Insurance
- (f) Contractor's bid dated _____ (insert date of bid).

12. SACC Manual Clauses

A9016C (2011-05-16) Hazardous Waste Disposal
A9039C (2008-05-12) Salvage
A9062C (2011-05-16) Canadian Forces Site Regulations
B1501C (2006-06-16) Electrical Equipment
B1505C (2006-06-16) Shipment of Hazardous Waste
D3010C (2010-07-16) Dangerous Goods/Hazardous Products

13. 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

STATEMENT OF WORK

1. Background

The Department of National Defense (DND) Real Properties Operations Detachment Borden (RP Ops Det Borden) is responsible for the Control of Pests including the removal and disposal of live or dead animals in, under or around buildings at CFB Borden. In the performance of this responsibility, there exists a requirement for a Pest Control Program in support of all units located at CFB Borden, ON.

2. Objective

The contractor must be responsible to put in place a comprehensive Pest Control Program complete with monthly inspections as well as service calls on an "as and when requested" basis, strictly adhering to the rules, codes and standards listed in the references.

3. Scope

- 3.1 All work must be accepted by the Project Authority (PA), and the Unit Representative upon completion.
- 3.2 All work must be performed by qualified personnel, recognized by Ontario Ministry of Environment.
- 3.3 Any deviation from the directions or references must be approved prior to commencement by the PA.
- 3.4 The Contractor must notify the PA of any structural or ground repairs required to prevent the egress or regress of pests.
- 3.5 Pests included in this contract:
 - 3.5.1 The types of pests to be removed include, but is not limited to, foxes, skunks, raccoons, bats, birds, dogs, cats, mice, rats and rodents native to the area.
 - 3.5.2 Indoor populations of rats, mice, cockroaches, flies, stored product pests and other arthropod pests not specifically excluded from the contract; and
 - 3.5.3 Populations of the above pests outside the building, but, within the facility property.
 - 3.5.4 If, during their duties, the Contractor comes in contact with or has knowledge of a rabid animal, they must notify the PA immediately.

4. References:

All work must be performed in accordance with the latest editions of the following references:

- Defense Administrative Orders and Directives (DAOD) 4003-0 Environmental Protection and Stewardship.
- Canadian Forces Administrative Orders (CFAO) 34-36 Pest Control.

- Base Borden Standing Administrative Order (BBSAI) 1004-Spill Prevention and Response.
- C-02040-009/AG-000 DND General Safety Program Vol. 9 Chap.5 Pesticide Safety Directive.
- All Ministry of the Environment Guidelines and Directives.
- National Building Code.
- CFB Borden Security Orders
- All other applicable CFB Borden Orders and industry codes and standards.

5. Certifications

- 5.1 All contractors' technicians must hold valid certification as noted below, in the Province of Ontario to perform pest management activities.
- 5.2 All contractors must also provide proof of insurance to cover accidents, spills, misapplication, and damage to resources etc.
- 5.3 Where poison is to be used to control non-fur bearers, the contractor and any of the employees involved, must hold a current Structural Class, 03 or better license from the Ministry of the Environment.
- 5.4 Where fur bearers, as defined by the Ontario Game and Fish Act, are to be removed with body hold traps, the contractor and any of the employees involved with the removal, must hold a current Trappers License from the Ministry of Natural Resources.

6. Tasks

- 6.1 The Contractor must furnish all supervision, labour, materials and equipment necessary to accomplish the monitoring, trapping, chemical control methods and pest removal components of the Integrated Pest Management (IPM) program.
- 6.2 Pesticides must be applied with a high degree of precision in order to be safe and effective. Proper timing and the correct dosage of the right chemical are essential. The Contractor must submit sample labels and Material Safety Data Sheets of all pesticides to PA prior to commencement of contract.
- 6.3 Pesticides must be applied according to the product label and any direction from Preventive Medicine Technician (Premed).
- 6.4 The Contractor must display warning signs, in the area of chemical application, as directed by Ontario Ministry of the Environment regulations, latest edition. All signs to be picked up by the Contractor after regulated time has elapsed.
- 6.5 It is the responsibility of the Contractor to dispose of pesticide containers as set out by Environment Canada, in a provincially approved site off DND property. A list of all chemicals and volumes used, to be submitted to Preventive Medicine, through the PA, in a monthly report.

- 6.6 A monthly service report must be submitted to include all details outlining any pesticide applications to the PA and to the PreMed Section of CFB Borden through the PA.
- 6.7 Pesticide application records must contain the following information as a minimum:
- pesticide applied;
 - PCP registration number;
 - application rate;
 - application site;
 - method of application;
 - persons applying the pesticide;
 - reason for application;
 - unusual circumstances which occurred during the application; and
 - Reports of health or safety investigations conducted, including all sampling data and other relevant information.
- 6.8 Throughout the term of this contract, the Contractor is responsible for recommending structural, sanitary or procedural modifications that will reduce pest access, food, water and harbourage. Recommendations must be included in the monthly service reports.
- 6.10 Pest Control Plan of Work
- Plan of work to include a site visit to provide the following:
- 6.10.1 A description of structural or operational changes that would facilitate the pest control effort. Using a building floor plan as a permanent record, the Contractor must describe site specific solutions for eliminating pest access, food, water and harbourage;
- 6.10.2 Proposed methods for monitoring, the Contractor must describe the products and procedures used for identification of pest presence, access and harbourage locations (i.e., monitoring for cockroaches on a quarterly schedule using Victor roach sticky traps);
- 6.10.3 List of proposed materials and equipment: The Contractor must provide current labels and Material Safety Data Sheets (MSDS) for all pesticide products to be used. In addition, brand names must be provided for all application equipment, rodent bait boxes, monitoring and trapping devices, and any other control equipment that may be used to provide service;
- 6.10.4 The Contractor must provide service schedules that include the frequency of Contractor visits; and
- 6.10.5 The Contractor must provide photocopies of the operator's licenses for every employee who will be performing on-site services under this contract.

6.11 Log Book

6.11.1 The Contractor must be responsible for providing and maintaining a pest control logbook for each site specified in this contract

6.11.2 These records must be kept on site by the kitchen manager and maintained on each visit by the Contractor.

6.11.3 The logbook must contain the following items:

- A copy of the Pest Control Plan of Work, including all labels and Material SData Sheets (MSDS), as well as the service schedule;
- Inspection forms documenting the performance of all work, including emergency work. All work must be documented in the logbook, then signed and dated by the Contractor and the kitchen manager or his/her representative;
- A floor plan of the area serviced documenting all chemical control methods used, and the location of the application. A copy must also be submitted to the Preventive Medicine Department (PreMed);
- The location of all monitoring stations and trapping devices in or around the building or site. This information can be in either tabular, list or map format;
- Pest surveillance data sheets that record, in a systematic manner, the number of pests or other indicators of pest population levels revealed by the contractor's monitoring program for the building or site; and
- Application records which must document the pesticide product, the application rate or amount of pesticides used, as well as the locations where applications are made during each visit, monitoring results before and after a treatment, and any non-pesticide control measures to reduce future pest populations such as renovations to prevent access or re-entry of pests. The log will also document the rationale for the decision to use pesticides, and the type and amount of pesticide used. These records must be maintained in accordance with the Treasury Board Occupational Health and Safety Directive 2-15, Pesticides.

6.12 Pesticide Application

Should a pest problem escalate to where pesticide application is warranted or where application is required for immediate control (i.e. cockroaches), the Contractor must contact the Preventive Medicine department with the intended plan of action. PreMed will review the plan and once approved, the contractor will be responsible for liaising with the kitchen manager of the facility to ensure signage is posted and to coordinate facility availability. The Contractor is responsible for all pesticide application and follow-up measures.

6.13 Prohibitions

- At no time will a pesticide be used in any manner that is inconsistent with its container label.
- No pesticide whose registration is suspended or cancelled by Health Canada will be used.
- No pesticide except as covered by provincial permit, following all use precautions and conditions set forth in the permit will be used.

- No pesticides will be used in sites designated as restricted or prohibited.
- No pesticides will be used except as part of an IPM strategy.
- No pesticide that is prohibited by the IPM working group will be used.

6.14 Site Conditions

- Normal military training must not be interrupted for the carrying out of the work under this contract. Unless justified through PreMed, all personnel, including this Contractor will be denied access to the danger areas during period of training. The Contractor must during his preliminary examination of the site, consult with the PA, as necessary to ascertain the times and areas involved, and plan his work accordingly. The Contractor is not entitled to additional payment for any interruption in his work caused by this training. It is the responsibility of the contractor for obtaining the information on proposed training.
- The Contractor must be available to provide service within 24 hrs of being notified of a routine request for service. The contractor must respond within 4 hours to all requests for emergency service. All efforts will be made for same day service.
- Lodging is not available on site.
- Storage for pesticides and equipment is not available on site.

6.15 Signage

Rooms to have signs posted on door. Signs must be installed the day of treatment with type of pesticide used, type of pest found, time applied, contact name and telephone number and time/date to re-enter. Signs must be supplied by Contractor. Signs to remain posted for 48 hours.

6.16 Procedures

Service is performed, in general, starting from the outside of the facility and working inward:

- 6.16.1 PreMed prior to arriving to ensure there are no outstanding issues and for follow-up purposes. Further notice (24-48hr) may be required in cases where intensive service is required (i.e. moving of any furniture items) or service outside of the facilities regular business hours;
- 6.16.1 Upon arrival at facility, enter and ask to see Kitchen Manager or his/her representative; and
- 6.16.2 Review the service log book and discuss any pest sightings reported (all issues from last service call to be followed up on during current inspection).

6.17 Building Exterior

- 6.17.1 Consists of the immediate exterior perimeter of the structure including the dumpster areas, exterior storage and receiving areas;
- 6.17.2 The exterior must be thoroughly inspected during each service visit for evidence of pest activity and identify problem areas and any equipment, structural features or practices that are contributing to pest infestations and must be documented in the service report; and

- 6.17.3 If required, once a month, from May to September, residual applications must be made to the dumpsters, exterior of receiving doors and exterior of customer entrances to reduce fly activity inside the facility. PreMed must be consulted prior to application with regards to pesticide application (type of pesticide, strength etc.) and to ensure that all appropriate signage is posted.

6.18 Bait Stations

- 6.18.1 Bait stations must be placed near back entrances and along perimeter of the building to monitor for areas of activity and reduce rodent activity. Bait stations to be moved to areas of high pest pressure as needed. Additional stations may be added as needed;
- 6.18.2 Bait stations must be numbered, baffled, locked, anchored and have a service date card which is visible. Acceptable methods of anchoring include stakes into soil, nails or screws into asphalt and concrete, nails or screws into masonry. If Ground anchoring is not available, screws into patio blocks is allowed if no other means of anchoring is available;
- 6.18.3 Bait stations must be inspected for evidence of rodent activity. Any indication of activity must result in a re-evaluation of the exterior treatment plan;
- 6.18.4 Bait stations must be cleaned during each service visit by removing debris from the bait tray and runway. All droppings must be removed from the stations so that new activity can be recognized. Bait must be replaced during the normal service visit. Date cards must be signed and dated each time the station is maintained;
- 6.18.5 If any stations are moved, removed or added, the facility diagram in the customer service log must be updated before the end of the service visit; and
- 6.18.6 Bait stations are to be maintained as long as the season allows. After snowfall, maintain stations only in sheltered areas, if indicated.

6.19 Building Interior

- 6.19.1 Inspection areas include, but are not limited to: Dining areas, food preparation areas, dishwashing areas, dry goods storage, staff change rooms, loading bays, storage rooms, and bakeshops;
- 6.19.2 Hair covering (hair net or clean cap) is required in all food service areas;
- 6.19.3 Conditions that may sustain pest populations must be noted and documented in the service report; and
- 6.19.4 Evidence of rodents living inside the facility would mandate daily visits to inspect and service traps and monitors throughout infested areas. These visits must continue on a daily basis until there is no evidence of activity for three consecutive days.

6.20 Multi-Catch Traps

- 6.20.1 Rodent multi-catch devices must be placed in high-risk areas and along interior walls near entrances or where mice are likely to run when they first enter a facility. Traps are to be moved to areas of high pest pressure as needed. Additional stations may be added as needed;

- 6.20.2 All rodent multi-catch devices must be serviced at least monthly. Traps must have a clear view lid and a visible date card to be signed and dated during each service visit. The location of all traps must be recorded on the facility diagram in the service logbook;
- 6.20.3 Protective covers must be installed to protect multi-catch devices placed in areas of high traffic and where they are prone to damage;
- 6.20.4 If any traps are moved, removed or added, the facility diagram in the customer service logbook must be updated before the end of the service visit;
- 6.20.5 The Contractor is responsible for servicing the traps when rodents are captured, and must be carried out within 24 hours of notification; and
- 6.20.6 The Contractor is responsible for disposing of all trapped rodents or rodent carcasses in an appropriate manner.

6.21 Snap Traps and Glue Boards

- 6.21.1 Snap traps and glue boards may be used as temporary elimination tools. The Contractor must inspect these traps daily. Permission must be obtained through PreMed prior to using snap traps and glue boards;
- 6.21.2 Freestanding glue boards must be dated;
- 6.21.3 Freestanding snap traps and glue boards must be placed in hidden areas where they will not interfere with facility operations and must be recorded on a copy of the facility diagram;
- 6.21.4 The facility diagram must be updated when temporary equipment is placed and again when it is removed, and placed in the service logbook; and
- 6.21.5 The Contractor is responsible for disposing of all trapped rodents or rodent carcasses in an appropriate manner.

6.22 Light Traps

- 6.22.1 All light traps must be identified on the facility diagram;
- 6.22.2 Light traps must be serviced monthly and contain a visible date card. Glue boards must be replaced, bulbs and body of the unit wiped clean and trays emptied. The date card must be signed and dated when serviced;
- 6.22.3 Pest surveillance data sheets must be completed for insects found in light traps; and
- 6.22.4 Bulbs must be replaced annually as needed.

6.23 Monitoring

- 6.23.1 All monitoring devices must be identified on the facility diagram;
- 6.23.2 Cockroach monitoring, specifically, must be carried out using a pheromone mimic (or substitute approved through the PreMed); and
- 6.23.3 Monitoring stations must be inspected for evidence of activity and dated during each service.

6.24 Facilities:

- Bldg A-140, Ojibiwa Club 130-Craftsman Rd.(combined kitchen/bar);
- Bldg A-153, 18-Lancaster Rd. JR NCM's Dining Hall ;
- Bldg P-160, 32-Caen Circle Officer's Mess (combined kitchen/bar);
- Bldg T-116, 52-Korea Rd. JR NCM's Dining Hall;
- Bldg BP-81, 25-Command Rd. Blackdown Kitchen;
- Bldg BP-65, 45-Command Rd. Blackdown Canteen/Snack Bar;
- Bldg S-149, CFSAL Cook School;
- Bldg S-164, 118 Rafah Cres. All-Ranks Dining Hall;
- Bldg T-117, Huron Club;
- Bldg T-147, Senior NCO's Mess; and
- Bldg T-169, 179-Ortona Rd. All-Ranks Dining Hall.

6.25 Due to construction, location of existing kitchen facilities may be added or deleted at any time during the term of the contract, through an amendment to the contract.

6.26 Trapping

- 6.26.1 Live animal traps must be used in the capture of the larger species of rodents and vertebrates (ex. skunks, racoons, squirrels, foxes). Other means, such as poisoning, may be used on other species as appropriate.
- 6.26.2 Traps must be kept in good repair, free of excretion and animal odour. Sufficient traps must be held by the Contractor to handle the volume of removals.
- 6.26.3 Trapped animals must be collected by the Contractor no later than eight (8) hours after being notified the service is required, or in the case of skunks within four (4) hours.
- 6.26.4 Live trapped animals which are to be released must be released no less than 16 kilometres from the trapping site. Cats and dogs must be turned over to the Ontario Humane Society.
- 6.26.5 For animals suspected of being rabid, the Contractor must provide the skull to the nearest Agriculture Canada Veterinarian for testing.
- 6.26.6 Dead animals must be disposed of in a provincially approved disposal site off DND property.

6.27 Mantis Fly Lites

- The work under this contract comprises for the provision of all labour and material to replace Mantis Fly Lites (Bulbs).
- The Contractor is responsible for the security of the building and contents during the replacement of parts.

7. Emergency Service and Regular Service Response Times:

- 7.1 Contractor must be responsible to provide service on a 24 hour basis.
- 7.2 In an emergency situation, the Contractor must, upon verbal authorization from the PA proceed with work within four (4) hours. A signed DND-626 Task Authorization will be issued as soon as it is practical for the PA to do so.
- 7.3 The contractor must not refuse any call for service and must begin work within twelve (12) hours upon contact from the PA and must begin work within one day from acceptance of estimate with "special circumstances" being the only other acceptable time delay (special circumstances refers to specific direction from PreMed, or when new special eradication measures are necessary) as per the PA's instruction. Once the work is started it must be completed without delay.
- 7.4 All work must be done at the various buildings where the units are located.

8. Deliverables

- 8.1 Every repair must be professionally installed to the specifications, drawings, directions listed references.
- 8.2 Every repair must be tested with testing results provided to the PA. Repairs must meet or exceed the requirements and standards given in the references.
- 8.3 Contractor must be responsible for all reports, certifications, permits and TSSA/ESA inspections of all equipment covered by this contract.
- 8.4 Service Reports
 - 8.4.1 A fully detailed report must be submitted to the PA and PreMed on a monthly basis, within seven (7) days of completing the facility inspection. The report must include, but is not limited to, the following information:
 - building number and name of facility;
 - name of kitchen manager or his/her representative present at inspection;
 - overview of work carried out, findings and follow-up measures completed;
 - copy of the pest surveillance sheets;
 - copy of pesticide application records;
 - recommendations regarding structural, sanitary or procedural modifications that will reduce pest access, food, water and harbourage; and
 - Any proposals for changes to the plan of work.

8.5 Integrated Pest Management (IPM)

8.5.1 CFB Borden is committed to establish and maintain safe, effective, economical and environmentally sound IPM programs to prevent or control pests that may affect the health of personnel or damage property. Under this agreement, the Contractor must ensure that pest management decisions are made within the context of this IPM programme.

8.5.2 The goal of IPM is to deliver cost-effective pest control while at the same time minimizing reliance on pesticides. IPM is a process for achieving long term, environmentally responsible pest control. Control practices in an IPM program includes a combination of pest monitoring, good sanitation practices, education, effective solid waste management, building maintenance, alternative methods of pest control, only when necessary, the selection and use of pesticides in a manner that minimizes the potential risk to people and the environment.

8.5.3 The elements of IPM include

- The accurate identification of potential pests, pest life stages, pest ecology and beneficial elements in the area under scrutiny;
- Monitoring data including population levels, the expected pest damage and environmental conditions. Monitor before and after treatment to evaluate the effectiveness of treatment actions and identify how to improve the pest management operation;
- Preventative options for the management of environments to prevent organisms from becoming pests;
- Threshold levels or other control action guidelines for making control decisions. Preventative pesticide treatments are discouraged and will be used only if warranted by pest history in combination with the results of local monitoring and/or the results of a provincial or regional monitoring system. Pesticide applications must be according to need not by schedule. As a general rule, application of pesticides in any area inside or outside the premises must not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area and population levels justify an intervention;
- The use of a combination of strategies to reduce pest populations to acceptable levels such as biological, cultural, mechanical, behavioural and, only when necessary, broad-spectrum chemical controls. If pesticides must be employed, they should be carefully selected and their use should be kept to a minimum;
- To develop and maintain the most effective combination of strategies, periodic review incorporating newly available information and methods is essential; and
- Ways to minimize pesticide risk such as timing applications to target pest's at the most susceptible life stage, treating only areas or plants that require treatment (spot spraying or precision applications), identifying sensitive sites and using buffer zones and by using equipment and products that reduce off target sprays.

8.5.4 The Contractor must ensure that any pesticide handling, storage, use and disposal will be in accordance with the Environment Canada Code of Good Practice for the Handling, Storage, Use and Disposal of Pesticides at Federal Facilities and Treasury Board Occupational Health and Safety Directive 2-15, Pesticides as well as other applicable legislation, regulation, and directives.

8.5.5 The Contractor must ensure that if a professional pesticide subcontractor is used, the subcontractor must be in possession of a valid Provincial Pesticide Applicator's licence and a valid Operator's licence issued by the province or territory in which the work is performed. The contractor must be familiar with IPM practices (IPM accreditation in Province's with a program)

8.5.6 The Contractor must ensure that the choice of pest management options is based on the following criteria:

- least disruptive of natural controls;
- lowest risk to human health;
- lowest risk to non-target organisms;
- least damaging to the general environment;
- most likely to produce long term reductions in the pest;
- most cost effective over time;
- most selective for the target pest; and
- Compatible with pesticide resistance management tactics.

8.5.7 The Contractor must ensure that pest management decisions are made by personnel knowledgeable in the concepts and principles of IPM.

8.5.8 When it is determined by the Contractor that a pesticide must be used in order to obtain adequate control, preference is to be given to the use of formulations and treatment techniques which minimize the potential risk to people and the environment.

9. Progress

9.1 Contractor must provide a detailed Quote for any repairs must be submitted to the PA for approval, before any repairs are to commence.

10. Authorization of Work:

10.1 The Contractor, upon receipt of the resulting Contract, will be advised by the PA of the names of persons authorized to request service. Work undertaken at the request of others, not identified by the PA, is entirely at the contractor's risk and will not be paid.

10.2 The PA reserves the right to reject any estimates that are found unreasonable.

10.3 After an estimate is accepted, service must be requested on a DND-626 Task Authorization. This form must be signed by an authorized DND personnel identified by the PA as per 10.1.

ANNEX B

BASIS OF PAYMENT

All inclusive, firm unit prices in Canadian dollars, including all delivery charges, custom duties and excise taxes, FOB destination. GST/HST extra.

Firm Period - 1 January 2015 to 31 December 2015

1. Provision of Monthly Inspection Services

Services to be provided in accordance with Annex A, Statement of Work

Item No.	Service Location	<u>Firm all inclusive rate (applicable taxes extra)</u>
1	Bldg A-140, 130-Craftsman Rd	\$ _____ per inspection
2	Bldg A-153, 18-Lancaster Rd.	\$ _____ per inspection
3	Bldg BP-65, 45-Command Rd.	\$ _____ per inspection
4	Bldg BP-81, 25-Command Rd.	\$ _____ per inspection
5	Bldg P-160, 32-Caen Circle	\$ _____ per inspection
6	Bldg S-149, 25-Anson Rd.	\$ _____ per inspection
7	Bldg S-164, 118 Rafah Cres.	\$ _____ per inspection
8	Bldg T-116, 52-Korea Rd.	\$ _____ per inspection
9	Bldg T-117, 253-Ortona Rd	\$ _____ per inspection
10	Bldg T-147, 201 Falaise Rd.	\$ _____ per inspection
11	Bldg T-169, 179-Ortona Rd	\$ _____ per inspection

2. Task Authorization - As and When requested services

2.1 Service calls (including emergency calls) - The service call pricing is an all inclusive price for each person responding to a request for service, when authorized by the PA or his representative and shall include one hour of onsite productive labour, tools and equipment, travel expenses and any other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply.

Item No.	Description	Firm all inclusive rate for Certified Technician	Firm all inclusive rate for Helper
1	Regular working hours	\$_____/call	\$_____/call
2	Outside regular working hours	\$_____/call	\$_____/call
3	Sunday & Statutory Holidays	\$_____/call	\$_____/call

Regular working hours are defined as 7:30 A.M. to 4:30 P.M. (Monday to Friday inclusive, excluding statutory holidays)

2.2 Labour - An all inclusive price for each person responding to a request for service and it includes but is not limited to: profit, overhead, direct labour, tools and equipment required to perform the service after the first hour of on-site productive labour for each service representative.

Item No.	Description	Firm all inclusive rate for Certified Technician	Firm all inclusive rate for Helper
1	Regular working hours	\$_____/hour	\$_____/hour
2	Outside regular working hours	\$_____/hour	\$_____/hour
3	Sunday & Statutory Holidays	\$_____/hour	\$_____/hour

Regular working hours are defined as 7:30 A.M. to 4:30 P.M. (Monday to Friday inclusive, excluding statutory holidays)

2.3 MATERIAL AND REPLACEMENT PARTS: Parts and materials supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of ____%.

Laid Down Cost - Mark-up

For the purpose of this Contract, "Laid Down Cost" shall be defined as: "The cost incurred by a contractor to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (les trade discounts), internal handling and general and administrative expenses plus profit.

A SERVICE CALL CHARGE WILL NOT BE APPLIED IF CONTRACTOR IS ALREADY ON SITE FOR OTHER WORK.

OPTION YEAR 1 - 1 January 2016 to 31 December 2016

1. Provision of Monthly Inspection Services

Services to be provided in accordance with Annex A, Statement of Work

Item No.	Service Location	<u>Firm all inclusive rate</u> <u>(applicable taxes extra)</u>
1	Bldg A-140, 130-Craftsman Rd	\$ _____ per inspection
2	Bldg A-153, 18-Lancaster Rd.	\$ _____ per inspection
3	Bldg BP-65, 45-Command Rd.	\$ _____ per inspection
4	Bldg BP-81, 25-Command Rd.	\$ _____ per inspection
5	Bldg P-160, 32-Caen Circle	\$ _____ per inspection
6	Bldg S-149, 25-Anson Rd.	\$ _____ per inspection
7	Bldg S-164, 118 Rafah Cres.	\$ _____ per inspection
8	Bldg T-116, 52-Korea Rd.	\$ _____ per inspection
9	Bldg T-117, 253-Ortona Rd	\$ _____ per inspection
10	Bldg T-147, 201 Falaise Rd.	\$ _____ per inspection
11	Bldg T-169, 179-Ortona Rd	\$ _____ per inspection

2. Task Authorization - As and When requested services

2.1 Service calls (including emergency calls) - The service call pricing is an all inclusive price for each person responding to a request for service, when authorized by the PA or his representative and shall include one hour of onsite productive labour, tools and equipment, travel expenses and any other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply.

Item No.	Description	Firm all inclusive rate for Certified Technician	Firm all inclusive rate for Helper
1	Regular working hours	\$_____/call	\$_____/call
2	Outside regular working hours	\$_____/call	\$_____/call
3	Sunday & Statutory Holidays	\$_____/call	\$_____/call

Regular working hours are defined as 7:30 A.M. to 4:30 P.M. (Monday to Friday inclusive, excluding statutory holidays)

2.2 Labour - An all inclusive price for each person responding to a request for service and it includes but is not limited to: profit, overhead, direct labour, tools and equipment required to perform the service after the first hour of on-site productive labour for each service representative.

Item No.	Description	Firm all inclusive rate for Certified Technician	Firm all inclusive rate for Helper
1	Regular working hours	\$_____/hour	\$_____/hour
2	Outside regular working hours	\$_____/hour	\$_____/hour
3	Sunday & Statutory Holidays	\$_____/hour	\$_____/hour

Regular working hours are defined as 7:30 A.M. to 4:30 P.M. (Monday to Friday inclusive, excluding statutory holidays)

2.3 MATERIAL AND REPLACEMENT PARTS: Parts and materials supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of ____%.

Laid Down Cost - Mark-up

For the purpose of this Contract, "Laid Down Cost" shall be defined as: "The cost incurred by a contractor to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (les trade discounts), internal handling and general and administrative expenses plus profit.

A SERVICE CALL CHARGE WILL NOT BE APPLIED IF CONTRACTOR IS ALREADY ON SITE FOR OTHER WORK.

OPTION YEAR 2 - 1 January 2017 to 31 December 2017

1. Provision of Monthly Inspection Services

Services to be provided in accordance with Annex A, Statement of Work

Item No.	Service Location	<u>Firm all inclusive rate</u> <u>(applicable taxes extra)</u>
1	Bldg A-140, 130-Craftsman Rd	\$ _____ per inspection
2	Bldg A-153, 18-Lancaster Rd.	\$ _____ per inspection
3	Bldg BP-65, 45-Command Rd.	\$ _____ per inspection
4	Bldg BP-81, 25-Command Rd.	\$ _____ per inspection
5	Bldg P-160, 32-Caen Circle	\$ _____ per inspection
6	Bldg S-149, 25-Anson Rd.	\$ _____ per inspection
7	Bldg S-164, 118 Rafah Cres.	\$ _____ per inspection
8	Bldg T-116, 52-Korea Rd.	\$ _____ per inspection
9	Bldg T-117, 253-Ortona Rd	\$ _____ per inspection
10	Bldg T-147, 201 Falaise Rd.	\$ _____ per inspection
11	Bldg T-169, 179-Ortona Rd	\$ _____ per inspection

2. Task Authorization - As and When requested services

2.1 Service calls (including emergency calls) - The service call pricing is an all inclusive price for each person responding to a request for service, when authorized by the PA or his representative and shall include one hour of onsite productive labour, tools and equipment, travel expenses and any other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply.

Item No.	Description	Firm all inclusive rate for Certified Technician	Firm all inclusive rate for Helper
1	Regular working hours	\$_____/call	\$_____/call
2	Outside regular working hours	\$_____/call	\$_____/call
3	Sunday & Statutory Holidays	\$_____/call	\$_____/call

Regular working hours are defined as 7:30 A.M. to 4:30 P.M. (Monday to Friday inclusive, excluding statutory holidays)

2.2 Labour - An all inclusive price for each person responding to a request for service and it includes but is not limited to: profit, overhead, direct labour, tools and equipment required to perform the service after the first hour of on-site productive labour for each service representative.

Item No.	Description	Firm all inclusive rate for Certified Technician	Firm all inclusive rate for Helper
1	Regular working hours	\$_____/hour	\$_____/hour
2	Outside regular working hours	\$_____/hour	\$_____/hour
3	Sunday & Statutory Holidays	\$_____/hour	\$_____/hour

Regular working hours are defined as 7:30 A.M. to 4:30 P.M. (Monday to Friday inclusive, excluding statutory holidays)

2.3 MATERIAL AND REPLACEMENT PARTS: Parts and materials supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of ____%.

Laid Down Cost - Mark-up

For the purpose of this Contract, "Laid Down Cost" shall be defined as: "The cost incurred by a contractor to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (les trade discounts), internal handling and general and administrative expenses plus profit.

A SERVICE CALL CHARGE WILL NOT BE APPLIED IF CONTRACTOR IS ALREADY ON SITE FOR OTHER WORK.

OPTION YEAR 3 - 1 January 2018 to 31 December 2018

1. Provision of Monthly Inspection Services

Services to be provided in accordance with Annex A, Statement of Work

Item No.	Service Location	Firm all inclusive rate (applicable taxes extra)
1	Bldg A-140, 130-Craftsman Rd	\$_____ per inspection
2	Bldg A-153, 18-Lancaster Rd.	\$_____ per inspection
3	Bldg BP-65, 45-Command Rd.	\$_____ per inspection
4	Bldg BP-81, 25-Command Rd.	\$_____ per inspection
5	Bldg P-160, 32-Caen Circle	\$_____ per inspection
6	Bldg S-149, 25-Anson Rd.	\$_____ per inspection
7	Bldg S-164, 118 Rafah Cres.	\$_____ per inspection
8	Bldg T-116, 52-Korea Rd.	\$_____ per inspection
9	Bldg T-117, 253-Ortona Rd	\$_____ per inspection
10	Bldg T-147, 201 Falaise Rd.	\$_____ per inspection
11	Bldg T-169, 179-Ortona Rd	\$_____ per inspection

2. Task Authorization - As and When requested services

2.1 Service calls (including emergency calls) - The service call pricing is an all inclusive price for each person responding to a request for service, when authorized by the PA or his representative and shall include one hour of onsite productive labour, tools and equipment, travel expenses and any other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply.

Item No.	Description	Firm all inclusive rate for Certified Technician	Firm all inclusive rate for Helper
1	Regular working hours	\$_____/call	\$_____/call
2	Outside regular working hours	\$_____/call	\$_____/call
3	Sunday & Statutory Holidays	\$_____/call	\$_____/call

Regular working hours are defined as 7:30 A.M. to 4:30 P.M. (Monday to Friday inclusive, excluding statutory holidays)

2.2 Labour - An all inclusive price for each person responding to a request for service and it includes but is not limited to: profit, overhead, direct labour, tools and equipment required to perform the service after the first hour of on-site productive labour for each service representative.

Item No.	Description	Firm all inclusive rate for Certified Technician	Firm all inclusive rate for Helper
1	Regular working hours	\$_____/hour	\$_____/hour
2	Outside regular working hours	\$_____/hour	\$_____/hour
3	Sunday & Statutory Holidays	\$_____/hour	\$_____/hour

Regular working hours are defined as 7:30 A.M. to 4:30 P.M. (Monday to Friday inclusive, excluding statutory holidays)

2.3 MATERIAL AND REPLACEMENT PARTS: Parts and materials supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of ____%.

Laid Down Cost - Mark-up

For the purpose of this Contract, "Laid Down Cost" shall be defined as: "The cost incurred by a contractor to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (les trade discounts), internal handling and general and administrative expenses plus profit.

A SERVICE CALL CHARGE WILL NOT BE APPLIED IF CONTRACTOR IS ALREADY ON SITE FOR OTHER WORK.

OPTION YEAR 4 - 1 January 2019 to 31 December 2019

1. Provision of Monthly Inspection Services

Services to be provided in accordance with Annex A, Statement of Work

Item No.	Service Location	Firm all inclusive rate (applicable taxes extra)
1	Bldg A-140, 130-Craftsman Rd	\$ _____ per inspection
2	Bldg A-153, 18-Lancaster Rd.	\$ _____ per inspection
3	Bldg BP-65, 45-Command Rd.	\$ _____ per inspection
4	Bldg BP-81, 25-Command Rd.	\$ _____ per inspection
5	Bldg P-160, 32-Caen Circle	\$ _____ per inspection
6	Bldg S-149, 25-Anson Rd.	\$ _____ per inspection
7	Bldg S-164, 118 Rafah Cres.	\$ _____ per inspection
8	Bldg T-116, 52-Korea Rd.	\$ _____ per inspection
9	Bldg T-117, 253-Ortona Rd	\$ _____ per inspection
10	Bldg T-147, 201 Falaise Rd.	\$ _____ per inspection
11	Bldg T-169, 179-Ortona Rd	\$ _____ per inspection

2. Task Authorization - As and When requested services

2.1 Service calls (including emergency calls) - The service call pricing is an all inclusive price for each person responding to a request for service, when authorized by the PA or his representative and shall include one hour of onsite productive labour, tools and equipment, travel expenses and any other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply.

Item No.	Description	Firm all inclusive rate for Certified Technician	Firm all inclusive rate for Helper
1	Regular working hours	\$_____/call	\$_____/call
2	Outside regular working hours	\$_____/call	\$_____/call
3	Sunday & Statutory Holidays	\$_____/call	\$_____/call

Regular working hours are defined as 7:30 A.M. to 4:30 P.M. (Monday to Friday inclusive, excluding statutory holidays)

2.2 Labour - An all inclusive price for each person responding to a request for service and it includes but is not limited to: profit, overhead, direct labour, tools and equipment required to perform the service after the first hour of on-site productive labour for each service representative.

Item No.	Description	Firm all inclusive rate for Certified Technician	Firm all inclusive rate for Helper
1	Regular working hours	\$_____/hour	\$_____/hour
2	Outside regular working hours	\$_____/hour	\$_____/hour
3	Sunday & Statutory Holidays	\$_____/hour	\$_____/hour

Regular working hours are defined as 7:30 A.M. to 4:30 P.M. (Monday to Friday inclusive, excluding statutory holidays)

2.3 MATERIAL AND REPLACEMENT PARTS: Parts and materials supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of ____%.

Laid Down Cost - Mark-up

For the purpose of this Contract, "Laid Down Cost" shall be defined as: "The cost incurred by a contractor to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (les trade discounts), internal handling and general and administrative expenses plus profit.

A SERVICE CALL CHARGE WILL NOT BE APPLIED IF CONTRACTOR IS ALREADY ON SITE FOR OTHER WORK.

ANNEX C

Insurance Requirements

Commercial General Liability Insurance

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

- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

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

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.

Environmental Impairment Liability Insurance

1. The Contractor must obtain "Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The "Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: 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.
 - d. 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.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

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W0113-130009/A
Client Ref. No. - N° de réf. du client
W0113-130009

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-4-37024

Buyer ID - Id de l'acheteur
tor009
CCC No./N° CCC - FMS No./N° VME

ANNEX D

Task Authorization Form, DND 626

See Attachment

ANNEX E

Calculation of Price for Evaluation Purposes

The usages specified for the service calls, labour, and material and replacement parts are estimates only for the purpose of evaluation. The firm unit prices proposed at Annex B, Basis of Payment will be used in the calculation of the aggregate price to be used in the evaluation. The proposed firm unit price will be multiplied by the qty/estimated usage to calculate the extended price of each service listed under monthly inspection services, service calls and labour. The aggregate price will be the sum of the total estimated expenditures for monthly inspection services, service calls, labour, and material and replacement parts for the firm and option periods. To calculate the price for Material and Replacement Parts, the proposed markup percentage will be applied to the estimated usage of \$22,000.00 to obtain the price used in the evaluation. Example: Mark-up of 10% x \$22,000.00 = \$2,200.00 Price to be used in the evaluation is \$22,000.00 + \$2,200 = \$24,200.00

YEAR 1 - 1 January 2015 to 31 December 2015

1. Provision of Monthly Inspection Services

Item No.	Service Location	Qty	Firm all inclusive rate (applicable taxes extra)
1	Bldg A-140, 130-Craftsman Rd	12	\$_____ per inspection
2	Bldg A-153, 18-Lancaster Rd.	12	\$_____ per inspection
3	Bldg BP-65, 45-Command Rd.	12	\$_____ per inspection
4	Bldg BP-81, 25-Command Rd.	12	\$_____ per inspection
5	Bldg P-160, 32-Caen Circle	12	\$_____ per inspection
6	Bldg S-149, 25-Anson Rd.	12	\$_____ per inspection
7	Bldg S-164, 118 Rafah Cres.	12	\$_____ per inspection
8	Bldg T-116, 52-Korea Rd.	12	\$_____ per inspection
19	Bldg T-117, 253-Ortona Rd	12	\$_____ per inspection
10	Bldg T-147, 201 Falaise Rd.	12	\$_____ per inspection
11	Bldg T-169, 179-Ortona Rd	12	\$_____ per inspection
			Total: \$ _____

Solicitation No. - N° de l'invitation
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File No. - N° du dossier
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tor009
CCC No./N° CCC - FMS No./N° VME

2. Service Calls (including emergency calls)

Item No.	Description	Estimated usage	Firm all inclusive rate for Technician	Firm all inclusive rate for Helper
1	Regular working hours	138	\$_____/call	\$_____/call
2	Outside regular working hours	5	\$_____/call	\$_____/call
3	Sunday & Statutory Holidays	2	\$_____/call	\$_____/call
Total:				\$

3. Labour

Item No.	Description	Estimated usage	Firm all inclusive rate for Technician	Firm all inclusive rate for Helper
1	Regular working hours	146	\$_____/hour	\$_____/hour
2	Outside regular working hours	10	\$_____/hour	\$_____/hour
3	Sunday & Statutory Holidays	4	\$_____/hour	\$_____/hour
Total:				\$

4. MATERIAL AND REPLACEMENT PARTS: Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of _____. (Estimated Usage \$22,000.00)
Estimated total: \$_____

Solicitation No. - N° de l'invitation
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OPTION YEAR 1 - 1 January 2016 to 31 December 2016

1. Provision of Monthly Inspection Services

Item No.	Service Location	Qty	Firm all inclusive rate (applicable taxes extra)
1	Bldg A-140, 130-Craftsman Rd	12	\$ _____ per inspection
2	Bldg A-153, 18-Lancaster Rd.	12	\$ _____ per inspection
3	Bldg BP-65, 45-Command Rd.	12	\$ _____ per inspection
4	Bldg BP-81, 25-Command Rd.	12	\$ _____ per inspection
5	Bldg P-160, 32-Caen Circle	12	\$ _____ per inspection
6	Bldg S-149, 25-Anson Rd.	12	\$ _____ per inspection
7	Bldg S-164, 118 Rafah Cres.	12	\$ _____ per inspection
8	Bldg T-116, 52-Korea Rd.	12	\$ _____ per inspection
19	Bldg T-117, 253-Ortona Rd	12	\$ _____ per inspection
10	Bldg T-147, 201 Falaise Rd.	12	\$ _____ per inspection
11	Bldg T-169, 179-Ortona Rd	12	\$ _____ per inspection
			Total: \$ _____

Solicitation No. - N° de l'invitation
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2. Service Calls (including emergency calls)

Item No.	Description	Estimated usage	Firm all inclusive rate for Technician	Firm all inclusive rate for Helper
1	Regular working hours	138	\$_____/call	\$_____/call
2	Outside regular working hours	5	\$_____/call	\$_____/call
3	Sunday & Statutory Holidays	2	\$_____/call	\$_____/call
Total:				\$

3. Labour

Item No.	Description	Estimated usage	Firm all inclusive rate for Technician	Firm all inclusive rate for Helper
1	Regular working hours	146	\$_____/hour	\$_____/hour
2	Outside regular working hours	10	\$_____/hour	\$_____/hour
3	Sunday & Statutory Holidays	4	\$_____/hour	\$_____/hour
Total:				\$

4. MATERIAL AND REPLACEMENT PARTS: Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of _____. (Estimated Usage \$22,000.00)
Estimated total: \$_____

Solicitation No. - N° de l'invitation
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OPTION YEAR 2 - 1 January 2017 to 31 December 2017

1. Provision of Monthly Inspection Services

Item No.	Service Location	Qty	Firm all inclusive rate (applicable taxes extra)
1	Bldg A-140, 130-Craftsman Rd	12	\$ _____ per inspection
2	Bldg A-153, 18-Lancaster Rd.	12	\$ _____ per inspection
3	Bldg BP-65, 45-Command Rd.	12	\$ _____ per inspection
4	Bldg BP-81, 25-Command Rd.	12	\$ _____ per inspection
5	Bldg P-160, 32-Caen Circle	12	\$ _____ per inspection
6	Bldg S-149, 25-Anson Rd.	12	\$ _____ per inspection
7	Bldg S-164, 118 Rafah Cres.	12	\$ _____ per inspection
8	Bldg T-116, 52-Korea Rd.	12	\$ _____ per inspection
19	Bldg T-117, 253-Ortona Rd	12	\$ _____ per inspection
10	Bldg T-147, 201 Falaise Rd.	12	\$ _____ per inspection
11	Bldg T-169, 179-Ortona Rd	12	\$ _____ per inspection
			Total: \$ _____

Solicitation No. - N° de l'invitation
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2. Service Calls

Item No.	Description	Estimated usage	Firm all inclusive rate for Technician	Firm all inclusive rate for Helper
1	Regular working hours	138	\$_____/call	\$_____/call
2	Outside regular working hours	5	\$_____/call	\$_____/call
3	Sunday & Statutory Holidays	2	\$_____/call	\$_____/call
Total:				\$

3. Labour

Item No.	Description	Estimated usage	Firm all inclusive rate for Technician	Firm all inclusive rate for Helper
1	Regular working hours	146	\$_____/hour	\$_____/hour
2	Outside regular working hours	10	\$_____/hour	\$_____/hour
3	Sunday & Statutory Holidays	4	\$_____/hour	\$_____/hour
Total:				\$

4. MATERIAL AND REPLACEMENT PARTS: Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of _____. (Estimated Usage \$22,000.00)
Estimated total: \$_____

OPTION YEAR 3 - 1 January 2018 to 31 December 2018

1. Provision of Monthly Inspection Services

Item No.	Service Location	Qty	Firm all inclusive rate (applicable taxes extra)
1	Bldg A-140, 130-Craftsman Rd	12	\$ _____ per inspection
2	Bldg A-153, 18-Lancaster Rd.	12	\$ _____ per inspection
3	Bldg BP-65, 45-Command Rd.	12	\$ _____ per inspection
4	Bldg BP-81, 25-Command Rd.	12	\$ _____ per inspection
5	Bldg P-160, 32-Caen Circle	12	\$ _____ per inspection
6	Bldg S-149, 25-Anson Rd.	12	\$ _____ per inspection
7	Bldg S-164, 118 Rafah Cres.	12	\$ _____ per inspection
8	Bldg T-116, 52-Korea Rd.	12	\$ _____ per inspection
19	Bldg T-117, 253-Ortona Rd	12	\$ _____ per inspection
10	Bldg T-147, 201 Falaise Rd.	12	\$ _____ per inspection
11	Bldg T-169, 179-Ortona Rd	12	\$ _____ per inspection
			Total: \$ _____

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tor009
CCC No./N° CCC - FMS No./N° VME

2. Service Calls

Item No.	Description	Estimated usage	Firm all inclusive rate for Technician	Firm all inclusive rate for Helper
1	Regular working hours	138	\$_____/call	\$_____/call
2	Outside regular working hours	5	\$_____/call	\$_____/call
3	Sunday & Statutory Holidays	2	\$_____/call	\$_____/call
Total:				\$

3. Labour

Item No.	Description	Estimated usage	Firm all inclusive rate for Technician	Firm all inclusive rate for Helper
1	Regular working hours	146	\$_____/hour	\$_____/hour
2	Outside regular working hours	10	\$_____/hour	\$_____/hour
3	Sunday & Statutory Holidays	4	\$_____/hour	\$_____/hour
Total:				\$

4. MATERIAL AND REPLACEMENT PARTS: Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of _____. (Estimated Usage \$22,000.00)
Estimated total: \$_____

OPTION YEAR 4 - 1 January 2019 to 31 December 2019

1. Provision of Monthly Inspection Services

Item No.	Service Location	Qty	Firm all inclusive rate (applicable taxes extra)
1	Bldg A-140, 130-Craftsman Rd	12	\$ _____ per inspection
2	Bldg A-153, 18-Lancaster Rd.	12	\$ _____ per inspection
3	Bldg BP-65, 45-Command Rd.	12	\$ _____ per inspection
4	Bldg BP-81, 25-Command Rd.	12	\$ _____ per inspection
5	Bldg P-160, 32-Caen Circle	12	\$ _____ per inspection
6	Bldg S-149, 25-Anson Rd.	12	\$ _____ per inspection
7	Bldg S-164, 118 Rafah Cres.	12	\$ _____ per inspection
8	Bldg T-116, 52-Korea Rd.	12	\$ _____ per inspection
19	Bldg T-117, 253-Ortona Rd	12	\$ _____ per inspection
10	Bldg T-147, 201 Falaise Rd.	12	\$ _____ per inspection
11	Bldg T-169, 179-Ortona Rd	12	\$ _____ per inspection
			Total: \$ _____

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2. Service Calls (including emergency calls)

Item No.	Description	Estimated usage	Firm all inclusive rate for Technician	Firm all inclusive rate for Helper
1	Regular working hours	138	\$_____/call	\$_____/call
2	Outside regular working hours	5	\$_____/call	\$_____/call
3	Sunday & Statutory Holidays	2	\$_____/call	\$_____/call
Total:				\$

3. Labour

Item No.	Description	Estimated usage	Firm all inclusive rate for Technician	Firm all inclusive rate for Helper
1	Regular working hours	146	\$_____/hour	\$_____/hour
2	Outside regular working hours	10	\$_____/hour	\$_____/hour
3	Sunday & Statutory Holidays	4	\$_____/hour	\$_____/hour
Total:				\$

4. MATERIAL AND REPLACEMENT PARTS: Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of _____. (Estimated Usage \$22,000.00)
Estimated total: \$_____

TASK AUTHORIZATION
AUTORISATION DES TÂCHES

[illegible]

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.