

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works Government Services Canada-
Bid Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Brunswick
E2L 2B9

INVITATION TO TENDER
APPEL D'OFFRES

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Bruns
E2L 2B9

Title - Sujet Snow Removal, Camp Petersville NB	
Solicitation No. - N° de l'invitation W0105-14E059/A	Date 2014-07-10
Client Reference No. - N° de référence du client W0105-14E059	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-004-3445
File No. - N° de dossier PWB-4-37026 (004)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-08-20	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Doucet, Gisele PWB	Buyer Id - Id de l'acheteur pwb004
Telephone No. - N° de téléphone (506) 636-4541 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DND Camp Petersville Snow Removal Camp Petersville CFB Gagetown OROMOCTO New Brunswick Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

**SNOW REMOVAL
CAMP PETERSVILLE, N.B.**

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PART 1 - GENERAL INFORMATION

1. Requirement

The Department of National Defence (DND) has a requirement for the furnishing of all labour, material, tools, and equipment required to carry out snow clearance and removal at Camp Petersville, New Brunswick. The Service Contract is required for the period from Date of Award to April 15, 2015 with an option to extend for two additional, one year periods. The services must be provided in accordance with the Specification attached at Annex "E".

This agreement is subject to the provisions of the Agreement on Internal Trade, the North American Free Trade Agreement, the World Trade Organization on Government Procurement and the Canada-Peru, Canada-Colombia and Canada-Panama Free Trade Agreements.

2. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)
Manual issued by Public Works and Government Services Canada.

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

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

1.1 SACC Manual Clauses (by reference)

A0220T - Evaluation of Price (2013-04-25)

2. Submission of Bids

Tenders shall be received at the office designated for the receipt of tenders, on or before the date and time set for tender closing. Late tenders will be returned unopened.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;
- (d) Must be received prior to bid closing time and at the designated place and facsimile number - FACSIMILE NUMBER IS (506-636-4376).

NOTE: FACSIMILE BIDS

Only incorrect handling by the Department of Public Works and Government Services will excuse the delay of responses transmitted by facsimile. Misrouting, traffic volume, weather disturbances, or any cause for the late receipt of such responses are not acceptable.

Bid Receiving
Public Works and Government Services Canada
Room 405
189 Prince William Street
Saint John, New Brunswick
E2L 2B9

NOTE: THIS IS NOT A PUBLIC OPENING

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 (five) calendar days before the bid closing date - Email address: gisele.doucet@pwgsc.gc.ca / Facsimile (506) 636-4376. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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.

5. Optional Site Visit

There will be a site visit on **July 30, 2014 at 10:00 hours**. Interested bidders are to meet at the Main Gate at Camp Petersville, New Brunswick. Although not mandatory, all contractors wishing to submit a tender for this work are encouraged to attend to become familiar with all aspects of the work. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

6. Insurance Requirements

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

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

7. Workers Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Price must not appear in any other area of the bid except in the **Financial Bid**.

It is required that the bids follow the response format/instructions as detailed below:

Section I: Technical Bid

No Technical Bid required as part of this requirement.

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certification required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures and Basis of Selection

Bids will be evaluated in accordance with the **Evaluation Criteria and Basis of Selection** specified in **Annex "A"** and **Basis of Payment** specified in **Annex "B"**. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of

Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names 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 will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229)

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to

meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Former Public Servant - Competitive Requirements A3025T (2013-11-06)

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award.

Definitions

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

- A. an individual;
- B. an individual who has incorporated;
- C. a partnership made of former public servants; or
- D. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

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

- A. name of former public servant;
- B. date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- A. name of former public servant;
- B. conditions of the lump sum payment incentive;
- C. date of termination of employment;
- D. amount of lump sum payment;
- E. rate of pay on which lump sum payment is based;
- F. period of lump sum payment including start date, end date and number of weeks;
- G. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

- 2.2. The Contractor must have a minimum of three years proven experience as a grass cutting contractor. Proof of such must be provided within seven (7) days of request from Contracting Authority and prior to award of this Service Contract.

PART 6 - RESULTING CONTRACT CLAUSES

1. Requirement

The Department of National Defence (DND) has a requirement for the furnishing of all labour, material, tools, and equipment required to carry out snow clearance and removal at Camp Petersville, New Brunswick. The Service Contract is required for the period from Date of Award to April 15, 2015 with an option to extend for two additional, one year periods. The services must be provided in accordance with the Specification attached at Annex "E".

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)
Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

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

3. Term of Contract

3.1 Period of the Contract

The work is to be performed from Date of Award to April 15, 2015.

3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) 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 at least thirty (30) calendar days 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.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Gisele Doucet
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting
Address: 189 Prince William Street
Saint John, New Brunswick
E2L 2B9
Telephone: (506) 636-4541
Facsimile: (506) 636-4376
E-mail address: gisele.doucet@pwgsc.gc.ca

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

4.2 Project Authority - Will be made available at time of 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.

4.3 Contractor's Representative

Name:
Title:
Organization:
Address:
Telephone:
Fax:
E-mail:

5. Payment

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2014-03-01), General Conditions - Services (Medium Complexity).

5.1 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

6. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2014-03-01), General Conditions - Services (Medium Complexity).

7. Certifications

7.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8. Applicable Laws

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

9. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C (2014-03-01);
- (c) Specification (Annex "E") and annexes;
- (d) Any Amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (e) the Contractor's bid dated _____

10. SACC Manual Clauses

SACC Manual Clause A0285C (2007-05-25) Worker's Compensation
SACC Manual Clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
SACC Manual Clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

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11. Insurance 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 seven (7) days after request from the Contracting Authority and prior to award of Service Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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ANNEX "A"

EVALUATION CRITERIA AND BASIS OF SELECTION

ANNEX "A"
EVALUATION CRITERIA AND BASIS OF SELECTION

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

1. Mandatory Criteria

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days of request from contracting authority and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven (7) days of request from Contracting Authority and prior to award of the Service Contract, Bidder must provide proof of \$2 Million General Liability Insurance.
5. Within seven (7) days of request from Contracting Authority and prior to award of the Service Contract, Bidder must provide three references of commercial snow removal completed in the last three years in accordance with Section 00 21 13, paragraph 1.6.1 of the Specification located in Annex "E".
6. Within seven (7) days of request from Contracting Authority and prior to award of the Service Contract, Bidder must provide a list of equipment to include year, make and model as specified in Section 00 21 13, paragraph 1.13 of the Specification located in Annex "E". Equipment is subject to inspection and approval by the Department of National Defence (DND) prior to award of Service Contract.

2. 2007/05/07 A0069T Basis of Selection - Mandatory Requirements Only

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

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ANNEX "B"

BASIS OF PAYMENT

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ANNEX "B"

BASIS OF PAYMENT

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

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The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FROM THE DATE OF AWARD TO APRIL 15, 2015.

Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C	
				Date of Award to April 15, 2015	Price per Unit	April 16, 2015 to April 15, 2016	Price per Unit	April 16, 2016 to April 15, 2017	Price per Unit
1.	Clearance of snow and application of salt/sand for roadways, parking areas, walkways, decks, wheelchair ramps entrances / exits, fire hydrants and removal of snow from the site when required for the period of 15 October to 15 April	Month	6						
2.	Labour per person to clear snow from walkways, entrances and fire hydrants (labour for sanding will not be included in this price)	Hour	100						

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Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C	
				Date of Award to April 15, 2015	Price per Unit	Option Year April 16, 2015 to April 15, 2016	Price per Unit	Option Year April 16, 2016 to April 15, 2017	Price per Unit
3.	3 ton Dump truck with minimum 10 cubic meter capacity	Hour	50						
4.	924 Cat loader or equivalent to be used for additional cleaning of requested areas and drifted snow with minimum 2.0 cubic meter bucket with quick attach power angle blade 3.35 meter (11 lift)	Hour	100						
5.	Sanding including materials, equipment and labour	Cubic meter	50						
TOTAL FOR FIRST TERM AND OPTION YEARS				\$ _____	A	\$ _____	B	\$ _____	C
GRAND TOTAL FOR FIRST TERM AND OPTION YEARS				\$ _____ A, B and C					

Solicitation No. - N° de l'invitation

W0105-14E056/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-3-37010

Buyer ID - Id de l'acheteur

pwb020

CCC No./N° CCC - FMS No/ N° VME

ANNEX "C"

INSURANCE REQUIREMENTS

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.

Solicitation No. - N° de l'invitation

W0105-14E056/A

Amd. No. - N° de la modif.

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PWB-3-37010

Buyer ID - Id de l'acheteur

pwb020

CCC No./N° CCC - FMS No/ N° VME

W0105-14E056

ANNEX "D" Complete List of Each Individual Who is Currently on the Board of Directors

NOTE TO BIDDERS

WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

Solicitation No. - N° de l'invitation

W0105-14E056/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-3-37010

Buyer ID - Id de l'acheteur

pwb020

CCC No./N° CCC - FMS No/ N° VME

ANNEX "E"

SPECIFICATION



**DEPARTMENT OF NATIONAL DEFENCE
5 ENGINEER SERVICES SQUADRON
5 ENGINEER SERVICES UNIT
CFB GAGETOWN**

SPECIFICATION

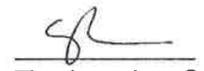
SERVICE CONTRACT

**SNOW REMOVAL
CAMP PETERSVILLE
DATE OF AWARD TO 15 APRIL 2015
WITH OPTION TO RENEW
TWO ONE YEAR PERIODS**


Designed by


Fire Inspector


Project O


Engineering O

PF No:

Job No: L-G2/11-9301/9

Date: 2013-09-04

<u>SECTION NUMBER</u>	<u>TITLE</u>	<u>PAGES</u>
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DIVISION 1 - GENERAL REQUIREMENTS

00 21 13	Instructions to Bidders	5
01 35 30	Health and Safety Requirements	2
01 35 35	DND Fire Safety Requirements	3
01 35 43	Environmental Procedures	1

LIST OF DRAWINGS

- Site Plans - Camp Petersville L-G2/11-9301/9
- Annex A
- Annex B
- Annex C
- Annex D - Morrison Road

- 1.1 Description of Work .1 The work under this Service Contract comprises the furnishing of all labour material, tools and equipment required to carry out snow clearance and removal at Camp Petersville, as directed by the Engineer.
- .2 Work will include:
- .1 Clear all snow from roads, and parking areas as indicated in this specification;
 - .2 Clear all snow from hydrants, oil tanks, propane tanks, building entrances and walkways when and as directed by the Engineer;
 - .3 Sanding of roads and walkways when and as directed by the Engineer; (sanding to consist of a mixture of two 9.07 kg bags of sodium chloride to 0.76 cubic metres of sand).
 - .4 Snow clearance and removal is to commence immediately after the Contractor has been notified by the Engineer or when 5 cm of snow has accumulated; and
 - .5 All work will be performed to the satisfaction of the Engineer.
- 1.2 Period of Contract .1 The duration of this Contract will be from Date of Award to 15 April 2015 with an option to renew for two one year periods.
- 1.3 Engineer .1 The Engineer, as defined and stated in these specifications and Contract documents will be the Commanding Officer, Commanding Officer 5 Engineer Support Unit or a designated representative. The address of the Engineer is as follows:
- Contracts Office
5 Engineer Support Unit
Building B-18
5 CDSB Gagetown
PO Box 17000 Stn Forces
Oromocto, NB E2V 4J5
- 1.4 Documents Required .1 Maintain at the job site one copy each of following:
- .1 Specifications; and
 - .2 Addenda.
-

- 1.5 Contractor's Use of Site
- .1 Access to the site of the work to be as directed by the Engineer.
 - .2 Movement around the site is subject to restrictions laid down by the Engineer.
- 1.6 Qualifications
- .1 Contractor must be a snow clearance company with at least three years of experience in commercial snow removal. If requested by the Engineer, the Contractor must be able to provide three references of work completed in the last three years.
- 1.7 Contractor Passes
- .1 All Contractor employees will carry authorized Contractor pass on their persons when employed on DND property. Such passes will be produced when requested by the Military Police, Commissionaires, Security Guards and persons in authority.
 - .2 The Contractor will complete an application form for contractor passes for each individual. The Contractor will accompany the employee to the Military Police Identification Section for the issuance of pass.
 - .3 A photocopy of passes is to be provided to the Engineer.
 - .4 The Contractor will ensure Contractor passes are recovered from employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section by the Contractor.
- 1.8 Security Clearance
- .1 The Contractor shall maintain an up-to-date roster of all employees involved in this contract including managers, supervisors, tradespersons, drivers and labourers. This roster must be made available to the Engineer upon request.
 - .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon request. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements as laid down by the Military Police Section.
-

-
- 1.9 Damage to Property .1 The Contractor will be responsible for all damage to roads and installations and will make good any damage at their own expense to the complete satisfaction of the Engineer.
- 1.10 Work Requisitions .1 The Contractor will provide service on demand, when requested by the Engineer.
- .2 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at any time, 24 hours per day, 7 days per week.
- .3 The Contractor, on receipt of an Acceptance of Tender will be advised by the Engineer in writing, the names of the persons authorized to request service. Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment.
- .4 The Contractor will not refuse any call for service requested by the Engineer and shall carry out the service with a minimum of delay.
- .5 When service is required, the authorized person will notify the Contractor and detail the job and equipment required.
- 1.11 Quantities and Basis for Payment .1 The Contractor will submit for the first of the contract and for two one year option years prices for the following in accordance with the specification. Such prices will include manpower, equipment, transportation, materials, expenses, profit and supervision.
- .1 Price per month for clearance of snow and application of salt/sand for roadways, parking areas, walkways, decks, entrances/exits, fire hydrants and removal of snow from the site when required for the months of 15 October to 15 April - **(Estimated Quantity - six months)**.
- .2 The following will be paid for on an hourly basis for unforeseen areas not indicated in specification or attached drawings. Timings are to be presented on a 0.25 hour increment basis:
- .1 Labour per person to clear snow from walkways, entrances and fire hydrants. (Labour for sanding will not be included in this price).
Estimated annual quantity 100 hours.
-

- 1.11 Quantities and Basis for Payment (Cont'd)
- .1 (Cont'd)
- .2 (Cont'd)
- .2 3 ton Dump truck with minimum 10 cubic meter capacity.
Estimated annual quantity 50 hours; and
- .3 924 Cat loader or equivalent to be used for additional cleaning of requested areas and drifted snow with minimum 2.0 cubic meter bucket with quick attach power angle blade 3.35 meter (11ft).
Estimated annual quantity 100 hours.
- .3 The following will be paid for on a unit price basis per cubic meter:
- .1 Sanding including materials, equipment and labour.
Estimated annual quantity 50 cu.m.
- .4 The estimated quantities indicated are approximations only and may be increased or decreased in accordance with the requirements of the work; and
- .5 The schedule of approximate quantities listed are for comparing bids only and the Contractor will make no claim for loss of anticipated profits as a result of differences between the quantities listed and the actual quantities used.
- 1.12 Workmanship .1 Workmanship will be of a uniformly high standard and in accordance with generally accepted trade practice.
- 1.13 Equipment .1 Contractors shall have in their possession the following equipment:
- .1 924 Cat Loader or equiv. with minimum flywheel power(net) of 110 hp, minimum 2 m³ bucket with quick attach power angle blade minimum 3.35m (11 ft);
- .2 3 ton single axle dump truck with power angle blade minimum 3.05 m (10 ft) with wing and 6 m³ sander; and
- .3 Ten HP or larger walk behind snowblower.
- 1.14 Instruction to Contractor .1 Contractors shall provide to PWGSC a list equipment to include year, make and model, as specified in Para 11 above. Contractor to provide proof of \$2,000,000 liability insurance.

- 1.14 Instruction to Contractor
(Cont'd)
- .2 Equipment shall be inspected and accepted by Engineer prior to issuance of this Service Contract.
 - .3 Equipment is subject to inspection and acceptance by the Engineer. Any equipment found to be unacceptable must be repaired or replaced within 4 hours by the Contractor at their expense.
 - .4 Contractors shall maintain a dedicated staff, in sufficient numbers, to meet all requirements of this Contract.

PART 1 - GENERAL

- 1.1 References
- .1 Canada Labour Code, Part II, Canada Occupational Safety and Health Regulations.
 - .2 Province of New Brunswick Occupational Health and Safety Act, 1991.
 - .3 National Building Code of Canada, 2010.
- 1.2 Regulatory Requirements
- .1 Do work in accordance with the safety measures of the National Building Code of Canada 2005, the Canada Labour Code Part II, the New Brunswick Occupational Health and Safety Act and WorkSafeNB provided that in any case of conflict or discrepancy the more stringent requirements shall apply.
- 1.3 Responsibility
- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
 - .2 Contractor and all Contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
 - .3 As outlined in the Canada Labour Code Part II, the Contractor is responsible to provide a site-specific Health and Safety Plan.
 - .4 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to worn at all times.
-

- 1.4 Unforeseen Hazards .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.
- 1.5 Correction of Non-Compliance .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.
- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.
- 1.6 Work Stoppage .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

PART 1 - GENERAL

- 1.1 Reporting Fires .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
.1 telephone 911.
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- 1.2 Interior and Exterior Fire Protection and Alarm Systems .1 Fire protection and alarm system will not be:
.1 obstructed;
.2 shut-off; and
.3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.
- 1.3 Fire Extinguishers .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
- 1.4 Blockage of Roadways .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.
- 1.5 Smoking Precautions .1 Observe smoking regulations at all times.
- 1.6 Rubbish and Waste Materials .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
-

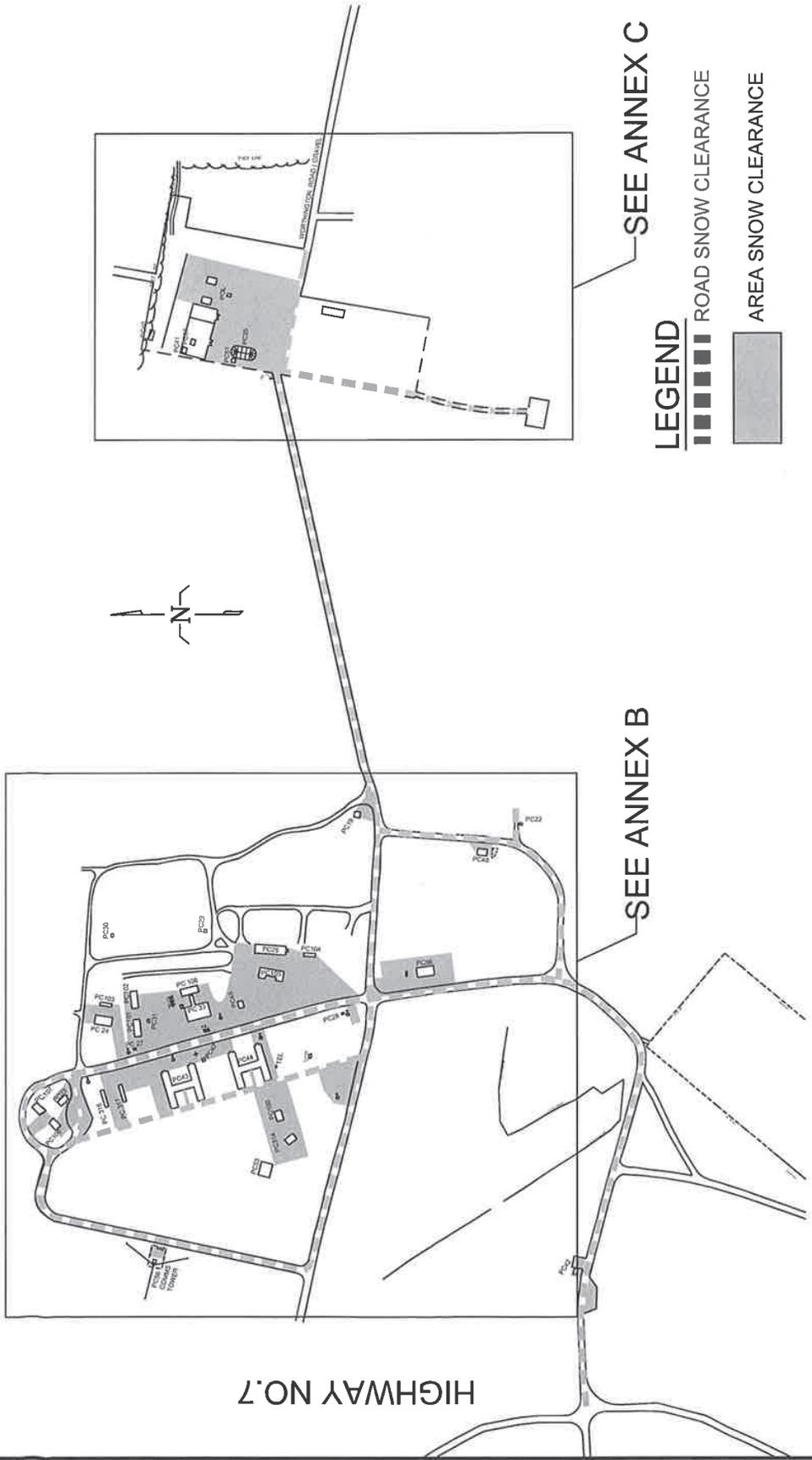
- 1.6 Rubbish and Waste Materials
(Cont'd)
- .3 Removal:
 - .1 Remove all rubbish from work site at end of work day or shift or as directed.
 - .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety; and
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.
- 1.7 Flammable and Combustible Liquids
- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
 - .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
 - .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
 - .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
 - .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
 - .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.
- 1.8 Hazardous Substances
- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
-

- 1.8 Hazardous Substances (Cont'd)
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders in buildings or facilities.
 - .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
 - .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.
- 1.9 Questions and/or Clarification
- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.
- 1.10 Fire Inspection
- .1 Site inspections by Fire Chief will be coordinated through Engineer.
 - .2 Allow Fire Chief unrestricted access to work site.
 - .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
 - .4 Immediately remedy all unsafe fire situations observed by Fire Chief.



Government of Canada
Gouvernement du Canada

ANNEX A



PROJECT: SNOW CLEARANCE &
REMOVAL PETERSVILLE
SUBJECT: SITE PLAN

DATE: 2013/09/04

APPROVED:
APPROUVÉ
PAR:

SCALE: NOT TO SCALE
ÉCHELLE:

WBS NO.:

NO. SRT:

PF NO.:

NO. DP:

DWG NO.: L-G2/11-9301/9
NO. DESSIN:

S/C

1 of 4

SEE ANNEX C

SEE ANNEX B

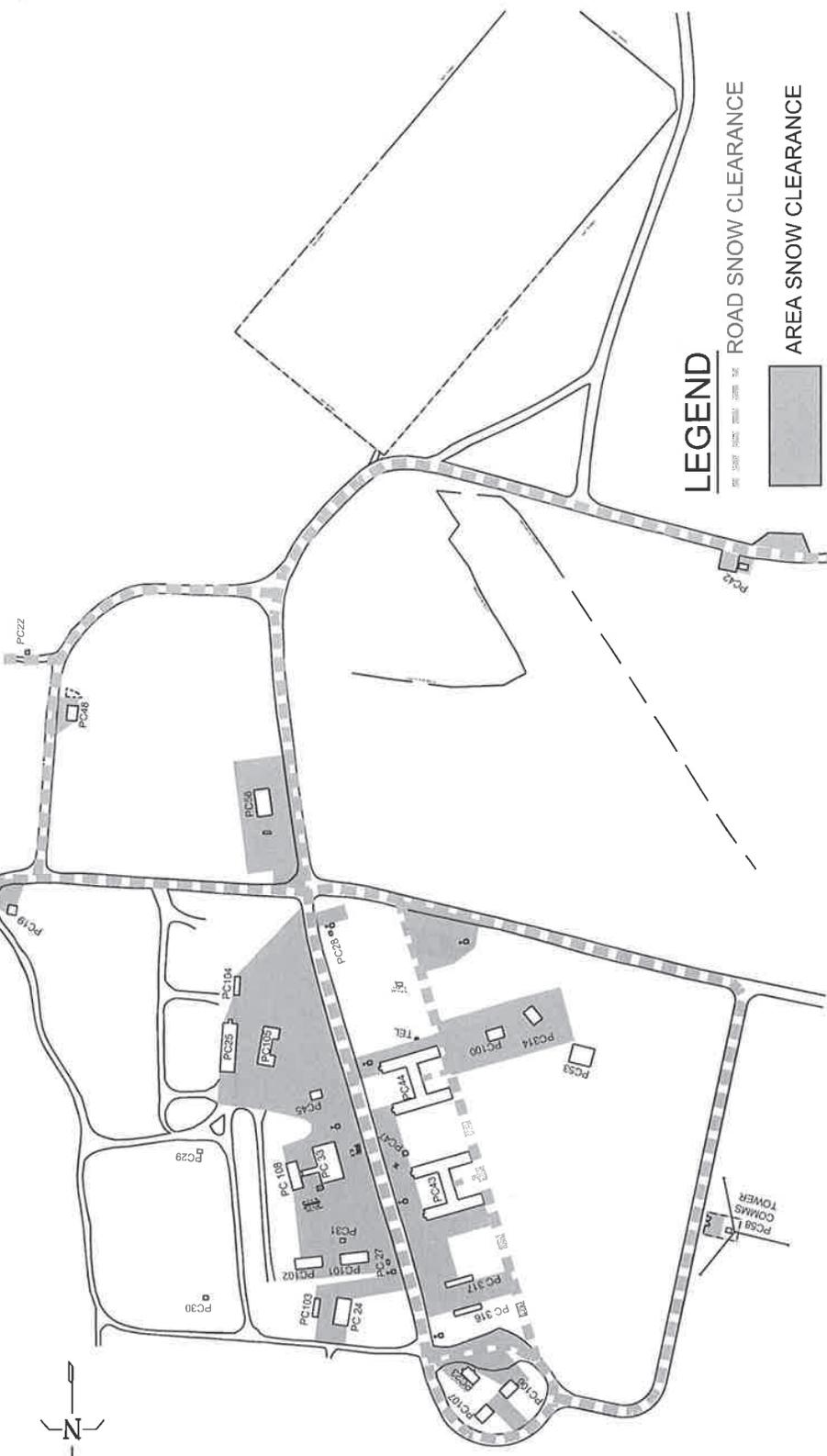
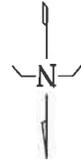
LEGEND

■■■■■ ROAD SNOW CLEARANCE

■ AREA SNOW CLEARANCE

ANNEX B

Government of Canada
Gouvernement du Canada



LEGEND

ROAD SNOW CLEARANCE
AREA SNOW CLEARANCE

PROJECT: SNOW CLEARANCE &
REMOVAL PETERSVILLE
SUBJECT: PETERSVILLE SITE PLAN

DATE: 2013/09/04

APPROVED:
APPROUVÉ
PAR:

SCALE: NOT TO SCALE
ÉCHELLE:

WBS NO.:

NO. SRT:

PF NO.:

NO. DP.:

DWG NO.:

NO. DESSIN:

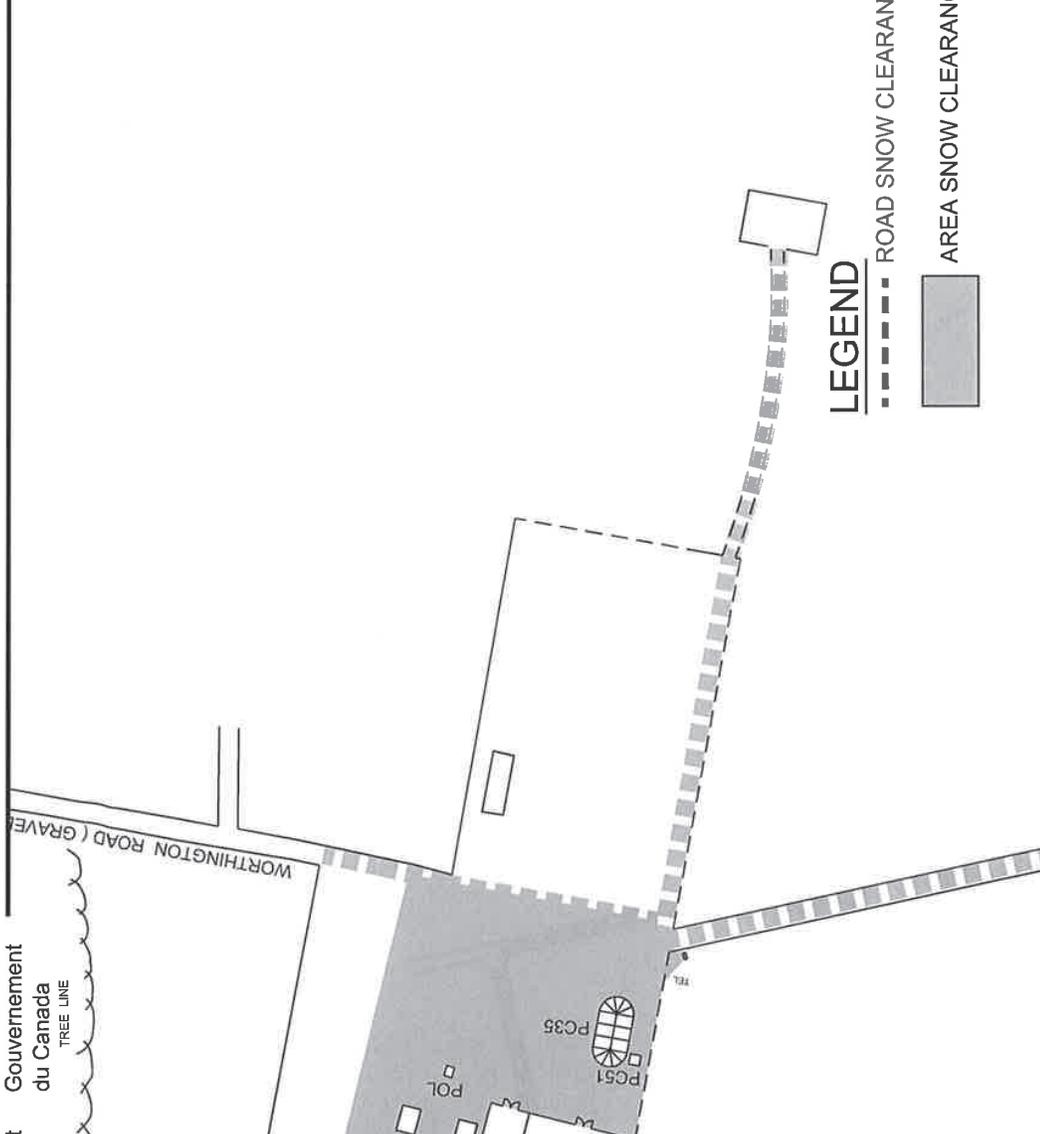
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L-G2/11-9301/9

2

of 4

ANNEX C



LEGEND

----- ROAD SNOW CLEARANCE

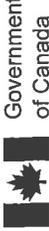
■ AREA SNOW CLEARANCE

APPROVED: APPROUVÉ	
PAR:	
SCALE: ÉCHELLE:	NOT TO SCALE
WBS NO.:	
NO. SRT:	
PF NO.:	S/C
NO. DP:	3 of 4
DWG NO.:	L-G2/11-9301/9
NO. DESSIN:	

PROJECT: SNOW CLEARANCE &
REMOVAL PETERSVILLE

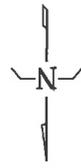
SUBJECT: TANK PARK SITE PLAN

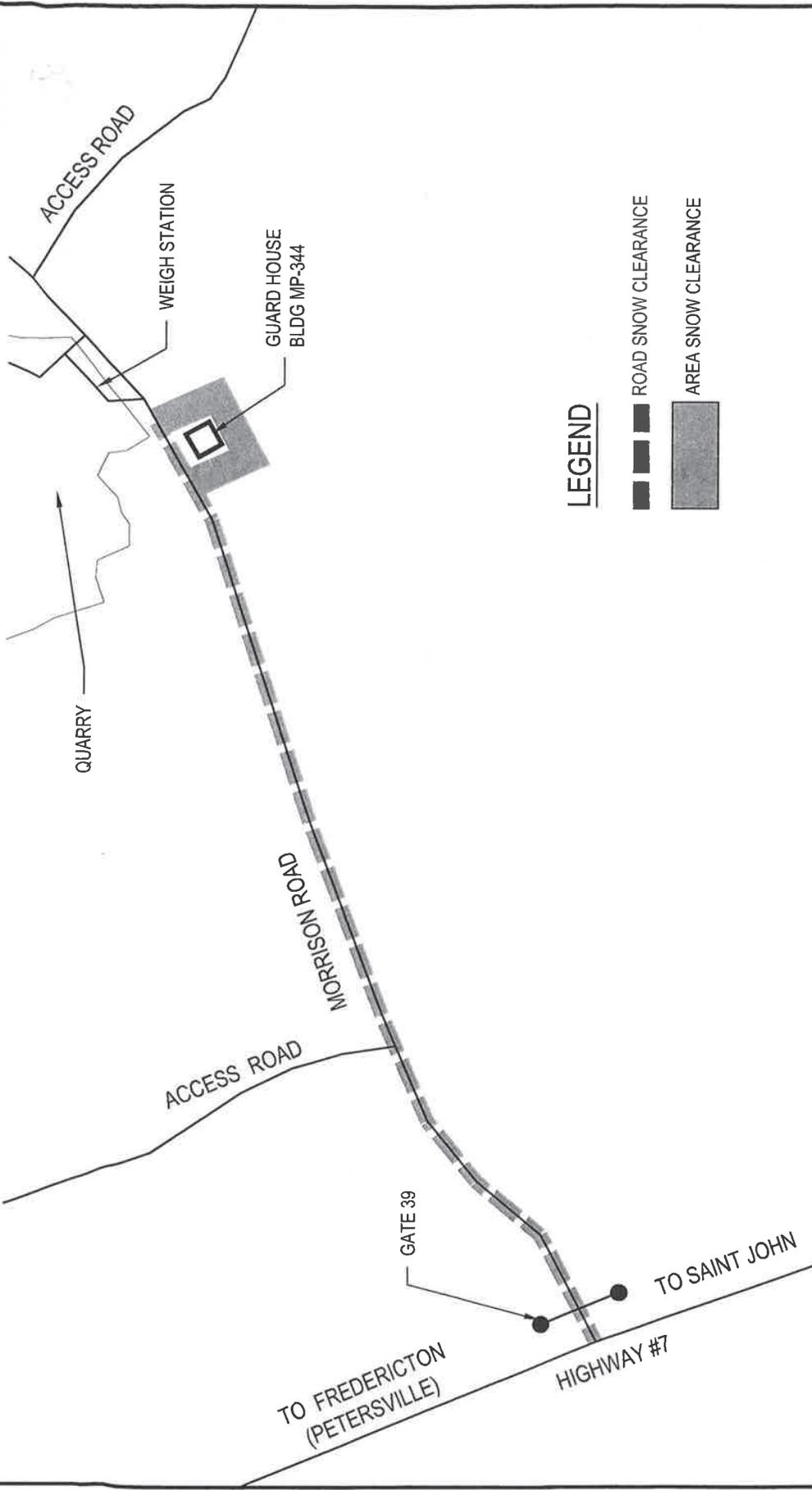
DATE: 2013/09/04



Gouvernement du Canada

TREE LINE





PROJECT: SNOW CLEARANCE & REMOVAL PROJET: PETERSVILLE		APPROVED: APPROUVÉ
SUBJECT: MORRISON ROAD SITE PLAN SUJET:		PAR:
DATE: 2013/09/04		SCALE: NOT TO SCALE ÉCHELLE:
		WBS NO.:
		NO. SRT.:
		PF NO.:
		NO. DP.:
		DWG NO.:
		NO. DESSIN:
		3 of 3
		L-G2/11-9301/9

