

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver
British Columbia
V6Z 0B9
Bid Fax: (604) 775-9381

**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 Landscape Maintenance	
Solicitation No. - N° de l'invitation EZ899-142341/A	Date 2014-08-22
Client Reference No. - N° de référence du client	
GETS Reference No. - N° de référence de SEAG PW-\$PWY-015-7307	
File No. - N° de dossier PWY-4-37051 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-10-07	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
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: Chan (PWY), Scarlett	Buyer Id - Id de l'acheteur pwy015
Telephone No. - N° de téléphone (604) 775-9382 ()	FAX No. - N° de FAX (604) 775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CBSA - Pacific Highway Border Crossing - Surrey, BC	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region

800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver
British C
V6Z 0B9

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

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NOTE TO TENDERERS: Use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. For revisions to tenders submitted by facsimile (fax # (604) 775-9381), use this sheet as the cover sheet. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

**REAL PROPERTY CONTRACTING
Public Works & Government Services Canada
219 - 800 Burrard Street
Vancouver, B.C. V6Z 0B9**

Requisition No.: EZ899-142341/A

Tender Closing Date & Time: October 7, 2014 @ 1400 P.D.S.T.

Project Description: Landscape Maintenance, Pacific Highway Border Crossing, Surrey, B.C.

SC

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THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

IMPORTANT NOTICE TO BIDDERS

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Scarlett Chan by facsimile 604-775-6633 or by e-mail to scarlett.chan@pwgsc-tpsgc.gc.ca

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

Support the use of apprentices

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex H.

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List of Annexes:

Annex A	Statement of Work
Annex B	Security Requirements Check List (SRCL)
Annex C	Landscape Daily Maintenance Schedule
Annex D	Site Plan (to be given out at site visit)
Annex E	IPM Pest-Specific Strategy for Weeds
Annex F	Pesticide Records Keeping System
Annex G	Form PWGSC-TPSGC 572 Task Authorization
Annex H	Voluntary Certification to Support the Use of Apprentices

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements; includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirements Checklist, Landscape Daily Maintenance Schedule, Site Plan, IPM Pest-Specific Strategy for Weeds, Pesticide Records Keeping System, the Task Authorization Form 572 and Voluntary Certification to Support the Use of Apprentices

1.2 Summary

- (i) To provide Landscape Maintenance services including all labour, material, equipment, supervision and transportation. The services must be provided in accordance with the PWGSC Landscape Maintenance Specification attached at Annex A;
- (ii) for Canada Border Services Agency (CBSA), located at Pacific Highway Border Crossing, Surrey British Columbia, Canada;
- (iii) the period of any resulting Contract will be for a period of two (2) years with a tentative start date of April 1, 2015 with Canada retaining an irrevocable option to extend the contract for a period of three (3) additional twelve (12) month periods.
- (iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada(<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".
- (v) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- (vi) For service requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation."

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 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.

The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2.2 Submission of Bids

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

2.3 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:

- (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

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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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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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.

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Traffic Lobby located at 28-176th Street, Surrey, B.C. on September 25, 2014. The site visit will begin at 10a.m. PDST.

Bidders must communicate with the Contracting Authority no later than 3 days to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. 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

3.1 Bid Preparation Instructions

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

Section I Technical Bid;
Section II Financial Bid; and
Section III Certifications

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. Prices must not 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>). 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

1. (MANDATORY) Full Time Supervisor's Qualifications

The bidder **MUST** have one full time supervisor available April 1 to October 31 and who has one of the following:

- i) a College diploma in Horticulture from a recognized college; **OR**
- ii) a degree in Horticulture from a recognized university; **OR**
- iii) a certificate showing certified membership of l'Association des Paysagistes Professionnels du Quebec or equivalent; **OR**
- iv) a Landscape Industry Certified Technician (CLT) / Landscape Industry Certified Manager (CLP); **OR**
- v) at least three (3) years (i.e. Over the growing season) experience in Landscape Maintenance services with a registered landscape maintenance company(ies), within the past five (5) years. If this option is chosen, please provide the information below:

Full Time Supervisor's References (Complete this section ONLY if you choose option (v) above)

Proof of the Supervisor's experience: The bidder must provide references confirming the required experience of at least three (3) years within the past five (5) years wherein the Supervisor has performed Landscape Maintenance service. The references provided may be for the same company as long as it is for three (3) years. If the bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

Name of Company	Start Date of Employment	Completion Date of Employment	Contact Name and Phone Number
	DD/MM/YY	DD/MM/YY	Name: _____ Phone Number _____
	DD/MM/YY	DD/MM/YY	Name: _____ Phone Number _____
	DD/MM/YY	DD/MM/YY	Name: _____ Phone Number _____
	DD/MM/YY	DD/MM/YY	Name: _____ Phone Number _____

Proof of this training as described in the above documents **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

The evidence provided by the bidder may be verified by the Crown. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service is found to be unsatisfactory the proposal be considered non-responsive and no further consideration will be given to the Bidder.

2. Full time Supervisor

Name of Supervisor	
---------------------------	--

Provide the name of the bidder's Full Time Supervisor for Landscape High Maintenance who will be assigned to the Contract

3. Full time Supervisor Duties (Landscape Maintenance)

The Supervisor will be the Technical Authority's main contact person for issues related to the terms and conditions in the **Specifications at Annex A** of the contract. The Supervisor is authorized by the firm to provide requested quotes to the Technical Authority **within 48 hours from the receipt of the request**. The Supervisor will be the person inspecting the site on an as required basis but minimally once a week to ensure the work is being conducted in accordance with the specification. The Supervisor will sign off on the Horticulture Log book that the work has been completed satisfactorily. The Supervisor will be the person who will meet with the Technical Authority on site as required. **The Supervisor would have to be available to meet the Technical Authority during the hours 07:30 hrs to 12:00 noon and 13:00 hrs to 14:00 hrs.** The Technical Authority will forward inspection reports to the Supervisor who will ensure

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that all the deficiencies are corrected. The Supervisor will advise the Technical Authority of any issues on site which may impact service delivery or which require action from the Technical Authority.

4. (MANDATORY) Contractor's Experience and Past Performance

The Bidder **MUST** have three years experience within the last five (5) years wherein the performance of one contract for sites of similar size and scope of those described in the Request for Proposal have been satisfactorily completed which involved Landscape Maintenance Services.

The Bidder **MUST** provide a copy of the Pesticide Applicator Certification.

References:

The "Reference Charts" that follow must be completed, for each contract and demonstrate that the Bidder has the required three (3) years experience in Landscape Maintenance Services within the past five (5) years:

The bidder **must** provide **valid** evidence of its experience and past performance by referencing:

Item 1) a minimum of two (2) contracts **within the past five (5) years satisfactorily rendered** which include **LANDSCAPE MAINTENANCE** for the growing season of at least six (6) months each covering the landscape period of **all** of April to October of the same season. The reference information indicated in Item 1) must be provided and submitted with the bidders proposal, failure to do so shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. The evidence provided by the bidder may be verified by the Crown. Failure by the bidder to provide the required evidence or in the event where the evidence cannot be verified or the service found to be unsatisfactory, the proposal shall be considered non-responsive and no further consideration will be given to the Bidder. If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

Reference Charts

1 a) References for contracts which include Landscape Maintenance

REFERENCE NO. 1: CONTRACTS WHICH INCLUDE LANDSCAPE MAINTENANCE	
Name of Client Organization or Company	Name: _____
Name & Phone Number of Client Contact	Name: _____ Phone Number: _____
Location/site of the contract:	_____ _____
Size of contract: No. of bldgs (estimate) and /or square meters (estimate) :	_____ _____ _____
Scope of contract: Provide a brief description that summarizes how this referenced contract is similar to the work described in the Specifications	_____ _____ _____
Value of the Contract	\$ _____

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Performance Period of contract: (indicate day, month and year)	From: Day _____ Month _____ Year _____
	To: Day _____ Month _____ Year

REFERENCE NO. 2: CONTRACTS WHICH INCLUDE LANDSCAPE MAINTENANCE	
Name of Client Organization or Company	Name: _____
Name & Phone Number of Client Contact	Name: _____ Phone Number: _____
Location/site of the contract:	_____ _____ _____
Size of contract: No. of bldgs (estimate) and /or square meters (estimate) :	_____ _____ _____
Scope of contract: Provide a brief description that summarizes how this referenced contract is similar to the work described in the Specifications	_____ _____ _____
Value of the Contract	\$ _____
Performance Period of contract: (indicate day, month and year)	From: Day _____ Month _____ Year _____
	To: Day _____ Month _____ Year

REFERENCE NO. 3: CONTRACTS WHICH INCLUDE LANDSCAPE MAINTENANCE	
Name of Client Organization or Company	Name: _____
Name & Phone Number of Client Contact	Name: _____ Phone Number: _____
Location/site of the contract:	_____ _____ _____
Size of contract: No. of bldgs (estimate) and /or square meters (estimate) :	_____ _____ _____
Scope of contract: Provide a brief description that summarizes how this referenced contract is similar to the work described in the Specifications	_____ _____ _____
Value of the Contract	\$ _____
Performance Period of contract: (indicate day, month and year)	From: Day _____ Month _____ Year _____
	To: Day _____ Month _____ Year

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Section II: Financial Bid

1 Bidders must submit their financial bid in accordance with the Basis of Pricing detailed below. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

1.1 Basis of Pricing (MANDATORY)

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 prices/rates in Canadian Funds for the five (5) years for **all** items listed hereafter.

Pricing Schedule 1: Landscape Maintenance

Provide firm all inclusive lot price per month including labour, supervision, material, equipment, transportation, overhead, profit and all related cost (excludes HST/GST) for Landscape Maintenance in accordance with the Landscape Maintenance Specification attached at Annex A. The prices proposed for each month shall reflect the volume of work anticipated for that Month.

YEAR 1 - April 1, 2015 TO OCTOBER 31, 2015	
Period	Firm Monthly Rate
April	\$ _____
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
SUB-TOTAL:	\$ _____

YEAR 2 - April 1, 2016 TO OCTOBER 31, 2016	
Period	Firm Monthly Rate
April	\$ _____
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
SUB-TOTAL:	\$ _____

OPTION YEAR 1 - April 1, 2017 TO OCTOBER 31, 2017	
Period	Firm Monthly Rate
April	\$ _____
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____

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October	\$ _____
SUB-TOTAL:	\$ _____

OPTION YEAR 2 - April 1, 2018 TO OCTOBER 31, 2018	
Period	Firm Monthly Rate
April	\$ _____
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
SUB-TOTAL:	\$ _____

OPTION YEAR 3 - April 1, 2019 TO OCTOBER 31, 2019	
Period	Firm Monthly Rate
April	\$ _____
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
SUB-TOTAL:	\$ _____

Pricing Schedule 2: Special Operations

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excludes HST/GST) for Special Operations on an "as and when requested" basis only. The Special Operations are to be performed in accordance with the Landscape Maintenance Specification attached at Annex A.

YEAR ONE : APRIL 1, 2015 TO OCTOBER 31, 2015			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Fertilize shrub beds	\$ _____	X <u>1</u> =	\$ _____
b) Aerating Turf	\$ _____	X <u>1</u> =	\$ _____
c) Fertilizing Turf	\$ _____	X <u>1</u> =	\$ _____
d) Non-Selective Herbicide treatment black top areas	\$ _____	X <u>2</u> =	\$ _____
SUB-TOTAL			\$ _____

YEAR TWO : APRIL 1, 2016 TO OCTOBER 31, 2016			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Fertilize shrub beds	\$ _____	X <u>1</u> =	\$ _____
b) Aerating Turf	\$ _____	X <u>1</u> =	\$ _____
c) Fertilizing Turf	\$ _____	X <u>1</u> =	\$ _____
d) Non-Selective Herbicide treatment black top areas	\$ _____	X <u>2</u> =	\$ _____

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SUB-TOTAL	\$ _____
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OPTION YEAR ONE: APRIL 1, 2017 TO OCTOBER 31, 2017			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Fertilize shrub beds	\$ _____	X <u>1</u> =	\$ _____
b) Aerating Turf	\$ _____	X <u>1</u> =	\$ _____
c) Fertilizing Turf	\$ _____	X <u>1</u> =	\$ _____
d) Non-Selective Herbicide treatment black top areas	\$ _____	X <u>2</u> =	\$ _____
SUB-TOTAL			\$ _____

OPTION YEAR TWO: APRIL 1, 2018 TO OCTOBER 31, 2018			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Fertilize shrub beds	\$ _____	X <u>1</u> =	\$ _____
b) Aerating Turf	\$ _____	X <u>1</u> =	\$ _____
c) Fertilizing Turf	\$ _____	X <u>1</u> =	\$ _____
d) Non-Selective Herbicide treatment black top areas	\$ _____	X <u>2</u> =	\$ _____
SUB-TOTAL			\$ _____

OPTION YEAR THREE: APRIL 1, 2019 TO OCTOBER 31, 2019			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Fertilize shrub beds	\$ _____	X <u>1</u> =	\$ _____
b) Aerating Turf	\$ _____	X <u>1</u> =	\$ _____
c) Fertilizing Turf	\$ _____	X <u>1</u> =	\$ _____
d) Non-Selective Herbicide treatment black top areas	\$ _____	X <u>2</u> =	\$ _____
SUB-TOTAL			\$ _____

Pricing Schedule 3: Extra Work

The Contractor will provide services for extra work on an "as and when requested" basis only where charges shall be made for actual hours of equipment with operator or labourer with tools in accordance with the Landscape Maintenance Specification attached at Annex A.

*** Estimated quantity of hours per year is for evaluation purpose only.**

Firm all inclusive rates including labour, supervision, equipment, transportation, overhead, profit and all related costs (excludes HST/GST). Written authorization must be obtained from the Technical Authority prior to conducting any extra work. Services may include but not be limited to Landscape renovations.

3.1 Labour: Our firm hourly rate per qualified labourer with hand tools for landscaping services shall be. This rate will include adequate supervision.

PERIOD	YEAR 1 RATE	YEAR 2 RATE	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3

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			RATE	RATE	RATE
i) Regular Hours 08:00 to 17:00 Monday to Friday	\$_____ /hr				
*Estimated quantity of hours per year	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
SUB-TOTAL:					\$_____

3.2 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

PERIOD	YEAR 1 RATE	YEAR 2 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE
Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
Estimated Expenditure:	\$ <u>100</u>	\$ <u>100</u>	\$ <u>100</u>	\$ <u>100</u>	\$ <u>100</u>
* Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTAL:					\$ _____

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing,

Pricing Schedule 1: = Subtotal \$ _____ +

Pricing Schedule 2: = Subtotal \$ _____ +

Pricing Schedule 3: = Subtotal \$ _____ + = \$ _____ (GST Extra)

In the case of error in the extension of prices, the unit price will govern. Canada may enter into contract without negotiation.

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AUTHORITY

Contractor's Representative:

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____

Telephone Number: _____

Cellular Number: _____

Facsimile Number: _____

E-Mail: _____

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Section III: Certifications

Bidders must submit the certifications required under Part 5.

Mandatory Certifications Required with the Bid

- (1) Certificate for Full Time Supervisor's Qualifications ONLY if option 1(i) or 1(ii) or 1(iii) or 1(iv) is chosen
- (2) A copy of the Pesticide Applicator Certification

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be examined to determine their compliance with the following Mandatory Requirements:

- (1) Site Visit attendance;
- (2) Security Clearance in accordance with Part 6, Security Requirements;
- (3) Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section II: Financial Bid;
- (4) Full Time Supervisor's qualifications in accordance with Part 3, Section 1: Technical Bid
- (5) Contractor's Experience & Past Performance in accordance with Part 3, Section 1: Technical Bid.
- (6) A copy of the Pesticide Applicator Certification

4.2 Basis of selection

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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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.

5.1 Certifications Required Precedent to Contract Award

5.1.1 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.

COMPLETE LIST OF EACH INDIVIDUALS WHO ARE CURRENTLY DIRECTORS AND OR OWNER OF THE BIDDER

NOTE TO BIDDERS - WRITE DIRECTOR'S AND OR OWNERS SURNAMES AND GIVEN NAMES)

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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5.2 Mandatory Certifications Required with the Bid

- 5.2.1 Certificate for Full Time Supervisor's Qualifications ONLY if option 1(i) or 1(ii) or 1(iii) or 1(iv) is chosen
- 5.2.2 A copy of the Pesticide Applicator Certification

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

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

7.1.1 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

Names of qualified employees

Name of Supervisor	
--------------------	--

The contractor must provide the names of the qualified *Full Time Supervisor* who will be assigned to work on this Contract. The name provided below must be the same personnel listed in part 3 & part 6 of the proposal.

7.1.2 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.

7.1.2.1 Task Authorization Process B9054C (2014-06-26)

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.

Task Authorization Process:

1. The *Technical Authority* will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex C.
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 *Technical Authority*, within 1 calendar day 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 *Technical 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.

7.1.2.2 Task Authorization Limit C9011C (20147-06-26)

The *Technical Authority* may authorize individual task authorizations up to a limit of *(to be determined)*, Applicable Taxes included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the ***Technical Authority and Contracting Authority*** before issuance.

7.1.2.3 Periodic Usage Reports - Contracts with Task Authorizations B9056C (2013-04-25)

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a *quarterly basis* to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain :

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks: (Quarterly reporting required)

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 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 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.

7.2.1 General Conditions

2035 (2014-06-26), General Conditions - Services, apply to and form part of the Contract.

7.3 Security Requirement

7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE EZ899-142341

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

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

There is no security requirement applicable to this Contract.

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from (to be determined) to (to be determined) inclusive.

7.4.2 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional 1 year period 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 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Scarlett Chan
Title: Supply Specialist
Public Works and Government Services Canada
Real Property Contracting
219-800 Burrard Street
Vancouver, B.C. V6Z 0B9
Telephone: 604-775-9382
Facsimile : 604-775-6633
E-mail address: scarlett.chan@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.

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7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

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

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

The Technical Authority named above 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 Technical Authority; however the Technical 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.

7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____
Telephone: _____
Facsimile: _____
Cellular: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ (to be determined) (Applicable Taxes included) of which \$ (to be determined) (Applicable Taxes included) is for services enumerated or described in Pricing Schedule 1, and \$ (to be determined) (Applicable Taxes) included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedules 2 and 3.

7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-06-26) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

a) Firm rates will be paid in accordance with Pricing Schedule 1 in monthly payments.

b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed (**to be determined**). Applicable Taxes are extra, if applicable.

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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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

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.

7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

7.8 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the *monthly* maintenance report described in *the Statement of Work* of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

- (a) The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment.

Public Works and Government Services Canada
Professional and Technical Services
Real Property Branch
28-176th Street
Surrey, B.C. V3S 9R9
Attention: Lissa McCulloch

7.9 Certifications

7.9.1 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.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of British Columbia.

7.11 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) the Articles of Agreement;
- (b) the general conditions 2035 (2014-06-26)
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex C, Landscape Daily Maintenance Schedule;
- (f) Annex D, Site Plan;
- (g) Annex E, IPM Pest-Specific Strategy for Weeds;
- (h) Annex F, Pesticide Records Keeping System;
- (i) Annex G, Form PWGSC-TPSGC 572 Task Authorization
- (j) Annex H, Voluntary Certification to Support the Use of Apprentices
- (k) the Contractor's proposal dated _____ (*insert date of bid*)

7.12 Insurance

7.12.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.12.2 Commercial General Liability Insurance**. 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. 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.

7.12.2 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.

7.14 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

7.15 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

7.16 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

7.17 Voluntary Reports for Apprentices Employed during the Contact

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority six months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

ANNEX A

STATEMENT OF WORK

CONDITIONS 1 .1 All clauses in the general conditions apply to and govern this work.

Requirements 2 .1 **This work must be carried out on an established schedule:** Work must be performed a minimum of four times each month on a weekly basis during the term of the contract(12 months). When deficiencies are identified by a Public Works and Government Services Canada representative the Contractor must respond immediately to deficiencies identified as a safety hazard and within one week for all other deficiencies. The Contractor is to provide the Property Manager with a schedule.

.2 All debris, lawn cuttings, leaves, prunings, etc., generated by maintenance work must be removed from the site the same day that the work is performed. Raking of leaves, picking up branches and litter is part of the general grounds maintenance.

.3 Any damage to grounds, property etc., generated as a result of negligence on the part of the Contractor and/or his/her employees while performing the duties identified in the specification are to be made good and property is to be left in a neat and tidy condition, to the satisfaction of PWGSC.

Inspections 3 .1 Inspections shall be made by PWGSC representatives from time to time to determine whether quality of work being provided by the Contractor is acceptable.

<u>Samples</u>	4	.1	Samples of material from the contractor's stock may be required by the department for testing to ensure all material used meets Canadian General Standards Board qualified products list.
<u>Supplies</u>	5	.1	The Contractor is to supply all labour, material, tools, and equipment necessary to execute the work satisfactorily, including mowers, hand tools, hoses, sprinklers, drop sheets, fertilizer, chemicals, lime, grass seed, peat moss, weed killer, spreaders, weed eaters, wheel barrow, pole pruners etc.
<u>Work Force</u>	6	.1	The Contractor will provide the director with details of the work force to be employed in carrying out the work and if not satisfactory to the Director, the Contractor will be required to employ additional staff as directed.
<u>Log</u>	7	.1	A log must be maintained by the Contractor in which he/she shall record the time and date when the work was done. The log shall be made available to PWGSC on request.
<u>Safety</u>	8	.1	All safety measures respecting personnel and fire hazards recommended by the national and provincial codes and/or prescribed by the authorities having jurisdiction shall be observed at all times.
<u>WHMIS</u>	9	.1	All Chemicals used on this site must be labelled in accordance with WHMIS regulations. Prior to the use of any chemicals, weed killers, pesticides etc. a copy of the WHMIS data sheet is to be sent to PWGSC.

Signage 10 .1 Signage noting the type of application is to be posted in a conspicuous place in advance of application and removed only after manufacturers recommended safety time frame has elapsed.

Chemical Application 11 .1 The Contractor is responsible for all precautionary measures when applying herbicides/pesticides and shall insure that the person using these chemicals is licensed under provincial regulations governing the application and safe use of herbicides/pesticides.

Fire Hydrants 12 .1 Fire hydrants and signage shall be kept visible and free of obstruction at all times.

Contract Enforcement 13

Bidders shall be aware that this contract will be enforced in the following manner to ensure satisfactory performance or else the speedy removal of the Contractor for default of contract under the terms of the contract:

.1 any deficiency in specified contract performance will be considered a default of contract;

.2 a first default will result in a letter of notification to the Contractor of the default. If the default is not immediately corrected, the Director may call in another contractor to rectify the default and deduct the cost from payment due, or the Director may deduct monies relating to the default and the services not rendered. If the contract is bonded with a Performance Bond, a copy of the first letter of default will be forwarded to the Bonding Company;

Contract
Enforcement 13
Cont'd

- .3 this first letter of default will also notify the Contractor that a second default of any kind will automatically commence action to take the work out of the Contractor's hands in accordance with the terms of the contract;
- .4 a second default by the Contractor will result in a letter from the Director to the Contractor giving notice of the default. This second letter will also inform the Contractor that the Director is proceeding with the steps to take the work out of the Contractor's hands;
- .5 After a second default all payments will immediately cease in accordance with the terms of the contract;
- .6 After a second default the work of the contract will be taken out of the hands of the Contractor.
- .7 there will be no "action steps" as outlined above for very serious poor performance or abandonment of the contract or bankruptcy, etc. The Director will, in these serious situations, immediately commence to take the work out of the Contractor's hands in accordance with the terms of the contract.

<u>GENERAL</u>	<u>1</u>	.1	All areas are to be watered to ensure healthy growth and appearance.
<u>LAWN & GRASSED AREAS</u>	<u>2</u>	.1	Lawns and grassed areas are to be cut to a height of 2" using a sharp, properly adjusted lawn mower. Rake or bag grass after each cutting to maintain tidy appearance.
		.2	Lawn edges are to be trimmed every second cut so as to present a neat/clean and tidy appearance along curbs, sidewalks etc.. .
		.3	Lawns are to be mechanically raked and aerated once per year in early spring. (March, weather permitting) Flag the sprinkler heads to avoid damaging them during aeration.(advising building supervisor when work is to be performed.)
		.4	Apply a single application of slow release agricultural limestone immediately after the lawns have been mechanically raked and aerated.
		.5	Apply slow release fertilizer appropriate for the type of lawn, time of year and weather conditions to ensure healthy appearance and growth.
		.6	Chemicals appropriate for the elimination and control of weeds shall be used as required to keep lawns,(moss killer Ferrous ammonium sulfate, powder)spray black top(Round-up) and shrub bed(Casaron) areas free of weeds. Weed killer must be applied with the air temperature above 65 degrees and with a wind velocity of less than 5 miles per hour . In all cases were a chemical is to be used The PWGSC Property Manager is to be advised in advance.
		.7	All cuttings, clippings, branches and other debris are to be disposed of on the same day as work was performed.
		.8	All sidewalks, driveways, blacktop and curbs

are to be swept to remove clippings and dirt each time work is performed.

PARKING LOTS,
DRIVEWAYS, SIDEWALKS
& COMPOUNDS 3 .1

Chemicals appropriate for the elimination and control of vegetation is to be used (Round-up) on sidewalk expansion joints, paved areas, curbing and building perimeter lines including fences and walls. The dead vegetation is to be removed from the site.

FLOWER BEDS, SHRUB
BEDS & TREES 4 .1

Soil areas are to be kept free of weeds by means of regular hand cultivating and/or the use of (Round-up Casaron) for the elimination and control of vegetation.

.2 All cuttings, clippings, branches, leaves, litter and other debris are to be disposed of on the same day as work was performed.

.3 Ornamental trees and shrubs are to be pruned, shaped and staked as required to ensure healthy growth and a neat appearance.

.4 Healthy shrubs, trees and plants that are on site at the beginning of the contract and subsequently die due to negligence on the part of the contractor are to be replaced immediately in like and kind manner, or as other wise agreed. Replacement plant shall be of no cost to the Crown and at a size equal to grown size of other plants of the same type on the property.

.5 Stakes are to be retained for at least two years to enable young trees a chance to take root. Check ties every six months to make sure that they are not causing a depression in the bark. loosen if necessary. Guide wires should be retained until such time as the tree is strong enough to with stand a strong wind.

-
- .6 All shrubs are to be pruned as necessary to provide a full bushy plant. Shrubs planted in groups shall be pruned so as to form continuous planted groups.
 - .7 All planted areas are to be fertilized each March with a slow release(3 to 4 month) 14- 14-14 Fertilizer at a rate of .5kg./m2.

FLOWER BEDS, SHRUB
BEDS& TREES 4

- .8 All planted areas are to be maintained in a neat and tidy manner 12 months per year or as otherwise specified.
- .9 Shrubs, trees and ivy are to be pruned back From all Buildings to a minimum distance of No less than 3 feet. This is to assist in the control of Rodents attempting to enter the facility.

PLANTERS , DITCHES
ADDITIONAL DUTIES 5

- .1 Planters both in front of the traffic booths and the planters located on the roof beside the customs lunch room are to be maintained as per flower beds.
- .2 The ditch area is to be policed free of debris weekly and is to be kept weed-eated to a height of 4" this applies to both sides of the ditch to the road. Were possible grass is to be cut with a lawn mower.
- .3 Black berries are to be kept cutback from fence line and hedge as required. Cedar hedging around complex to be pruned 3 times per year.

LARGE TREES
OVER 8 FEET 6

- .1 Branches are to be pruned as required to provide a neat appearance and healthy growth. Pruning will also be required to ensure aerial power and telephone lines, building signs, and perimeter lighting are not subject to interference/obstruction.
 - .2 Branches which present a safety hazard are also to be removed, this includes overhanging branches which could interfere with vehicular and foot traffic.
 - .3 Branches which present a hazard to the building are also to be removed(to a 12'' of building edge)this includes overhanging branches which could interfere with roof drains/gutters.
-

ANNEX B

SECURITY REQUIREMENT CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
EZ 899-142-341/001/001
 Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE 1. Organizing Management Department or organization / Ministère ou organisme gouvernemental / organisme PMVSCC		2. Branch or Directorate / Direction générale ou Direction Property & Facilities Management	
3. a) Contracting Number / Numéro du contrat de sous-traitance R 01601R 001		b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief description of Work - Brève description du travail Landscape Maintenance Pacific Border			
5. a) Will the supplier require access to Classified Goods? / Le fournisseur aura-t-il accès à des marchandises classifiées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur aura-t-il accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / Le fournisseur et ses employés (e.g. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
c) Is this a confidential matter or delivery requirement with no technical content? / S'agit-il d'un contrat de message ou de livraison technique sans contenu technique? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to process - Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas relâcher <input type="checkbox"/>		Restricted to / Limité à <input type="checkbox"/>	
Restricted to / Limité à <input type="checkbox"/>		Restricted to / Limité à <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays		Specify country(ies) / Préciser le(s) pays	
7. c) Level of Information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO EN FUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	CANADA TOP SECRET / CANADA TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGHT) / TRÈS SECRET (SIGHT) <input type="checkbox"/>		TOP SECRET (SIGHT) / TRÈS SECRET (SIGHT) <input type="checkbox"/>	

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
EZ 899-142341/001/PWY
 Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

9. Will the supplier require access to PROTECTED and/or CLASSIFIED information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
 If Yes, indicate the level of sensitivity.
 Dans l'affirmative, indiquez le niveau de sensibilité. No / Non Yes / Oui
10. Will the supplier require access to externally provided INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extérieurement dérivée?
 Short Title(s) of material / Titre(s) abrégé(s) du matériel: _____
 Document Number / Numéro du document: _____ No / Non Yes / Oui

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

11. Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> SECURITY STATUS / CONTRÔLE DE SÉCURITÉ | <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL | <input type="checkbox"/> SECRET / SECRET | <input type="checkbox"/> TOP SECRET / TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - HIGHT / TRÈS SECRET - HAUT | <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET / NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET / COSMIK TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS | | | |
- Special comments / Commentaires spéciaux: _____
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

12. Will untrusted personnel be used for portions of the work?
 Des personnes sans autorisation sécuritaire seront-elles utilisées pour certaines parties du travail? No / Non Yes / Oui
- If Yes, will untrusted personnel be screened?
 Dans l'affirmative, les personnes sans autorisation seront-elles contrôlées? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

13. Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
 Le fournisseur sera-t-il tenu de recevoir et de conserver sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
14. Will the supplier be required to safeguard COMSEC information or assets?
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

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

INFORMATION TECHNOLOGY (IT) MEDIA / RAPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

16. Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électriquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
17. Will there be an electronic link between the supplier's IT systems and the government department or agency?
 Existe-t-il un lien électronique entre les systèmes informatiques du fournisseur et ceux du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

Security Classification / Classification de sécurité





Contract Number / Numéro de contrat:
E 2899-1423 41/02/PW
 Security Classification / Classification de sécurité

PART C (continued) / PARTIE C (suite)

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

For users completing the form online (see the online), the summary chart is automatically populated by your responses to previous questions. Once in one day, all answers are transferred to the online on your behalf. See previous questions and automatic questions above for further explanation.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO					OTHER					
	A	B	C	Confidential / Confidentialité	Secret	Top Secret / Très Secret	NATO Restricted / NATO Restreinte	NATO Confidential / NATO Confidentiel	NATO Secret	CONTROLLED INFORMATION / INFORMATION CONTRÔLÉE	Protective Marking / Marquage			Confidential / Confidentialité	Secret	Top Secret / Très Secret
											A	B	C			
Information / Avis Renseignements / données																
Personnel																
IT Media / Support TI																
IT Data / Données électroniques																

10. Is the description of the work contained within this form PROTECTED or CLASSIFIED?
 La description du travail visé par le présent formulaire est-elle PROTÉGÉE ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la zone intitulée "Classification".
11. Are the documents attached to this form PROTECTED or CLASSIFIED?
 La documentation associée à ce formulaire est-elle PROTÉGÉE ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la zone intitulée "Classification" et indiquez avec des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité



Gouvernement du Canada / Government of Canada

Controlled Document / Document de sécurité
E2899-142341/001/pwY
 Security Classification / Classification de sécurité

PART 0 - AUTHORIZATION / PARTIE 0 - AUTORISATION			
13. Organization Project Authority / Charge de projet de fonctionnement			
Name (print) - Nom (en lettres imprimées) Cassandra Rempel		Title - Titre All-Party & Facilities Manager	Signature
Telephone no. - N° de téléphone (504) 541-8893	Facsimile - Télécopieur (504) 541-3352	E-mail address - Adresse courriel Cassandra.rempel@pwps.gc.ca	Date 2014-01-22
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres imprimées) Sean Aveni		Title - Titre SPSU CRSA	Signature
Telephone no. - N° de téléphone (504) 546-0013	Facsimile - Télécopieur (504) 546-0245	E-mail address - Adresse courriel sean.aveni@pwps-wsfc.gc.ca	Date
15. Are there additional instructions to Security Guide: Security Classification (code) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres imprimées) SCARLETT CHAN		Title - Titre SUPPLY SPECIALIST	Signature
Telephone no. - N° de téléphone 604-715-9382	Facsimile - Télécopieur 604-715-6633	E-mail address - Adresse courriel scarlett.chan@pwgsc-tps.gc.ca	Date Aug 22, 2014
17. Contracting Security Authority / Autorité contractuelle en matière de sécurité			
Name (print) - Nom (en lettres imprimées)		Title - Titre	Signature
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date 2014-09-21/14

Jacques Revenu
 Contract Security Officer, Contract Security Division
 Jacques.Revenu@pwgsc-tps.gc.ca
 Toll-Free - 813-961-1732 / Toll-Free - 613-954-4171

Security Classification / Classification de sécurité

ANNEX C

LANDSCAPE DAILY MAINTENANCE SCHEDULE

LANDSCAPE DAILY MAINTENANCE SCHEDULE								
SITE: _____			CONTRACT NO.: _____			WEEK OF: _____		
This is to verify that the following operations have been performed as per specifications.								
TASK LIST	SUN.	MON.	TUES	WED.	THURS.	FRI.	SAT.	REMARKS
RakingL								
AeratingL								
Sweeping Parking LotsL								
Sweeping RoadsL								
Clearing Catch basinsL								
Cultivating BedsL								
MulchingL								
Top-DressingL								
OverseedingL								
ResoddingL								
A.M. Garbage PickupL								
P.M. Garbage PickupL								
Sweeping WalkwaysL								
Mowing TurfL								
TrimmingL								
Soil AnalysisL								
Fertilizing TurfL								
Weed Control - TurfL								
Fertilizing Trees & ShrubsL								
Pruning Trees & ShrubsL								
WateringL								
Wedding Beds								
Non-Specific Weed Control								
Pest Control								
Supervisor's Initials								

DATE:

NAME OF SUPERVISOR:

CONTRACTOR'S SIGNATURE:

ANNEX D

SITE PLAN

(Will distribute at site meeting)

ANNEX E

IPM PEST-SPECIFIC STRATEGY FOR WEEDS

Annex E

Pest Information			
Pest Name (scientific & common)	Various Perennial and Annual Weeds		
Problem Definition	Weeds establish in the areas around the buildings between the pavement and buildings and in the gravel or soil areas around the buildings and under the conduits for communication cables. Weeds are also an issue around the perimeter security fence. The weeds provide coverage for pests such as mice, moles, rats, ground hogs, raccoons and skunks. The rodents get into the conduits and chew on the wires. Any saplings growing along the fence can cause damage to the security fence. Weeds growing in the gravel roads in the lagoon area and the Pusher Hut cause problems when trying to grade the roads as clumps of roots and soil are dragged up to the surface which means additional gravel needs to be supplied and installed on the road. Tall weeds around the antennas and guy wires at the Pusher Hut prevent the landscape contractor from seeing the exact location of where the guy wires are attached to the ground. The guy wires are often snapped off by accident. The grass in this area is only cut once per season.		
Priority (High, Medium, Low)	High: Built-up areas; guy wires; security fence Medium: Roads around lagoon and pusher hut		
Species Life Stages	Annuals and Perennials		
Monitoring	Areas are visually monitored on a monthly basis.		
Threshold Level	Weeds shall not exceed 1% to 5% of any hard surface area (around buildings and parking lots - where the hot water treatment or flame torch is used). Weeds and grass in the roads, along the fence, under the cable conduits shall not exceed 25% (areas where dragging and chemical treatments will be used).		
Surveyed Level			
Past Pest Control Method(s)	Round-up was sprayed around the buildings, under the conduit for the communication cables and around the guy wire connections, and roads. Aquacide treatment was used around buildings, parking lots, fence along parking lot.		
Non-Chemical Options	1) CULTURAL CONTROL - Line trimming, handpicking, installation of landscape fabric and gravel,, dragging the roads 2) BIOLOGICAL CONTROL - none 3) OTHER - hot water treatment, flame torch, horticultural vinegar		
Barriers to implementing alternate options	Line trimming around the buildings is not an option as it destroys the styrofoam insulation around the buildings. Line trimming along the perimeter security fence, under the cable conduits and around the guy wires by the Pusher hut is possible but labour intensive and hence costly. Hot water treatment or flame torch is more effective in paved or bricked areas than in areas with gravel, turf and soil. Two or more applications may be necessary to kill the weeds. Handpicking weeds is labour intensive. Installation of landscape fabric and gravel along fence line would be very costly and ineffective in the long run as weeds would just grow in the gravel on top of the landscape fabric.		
Chemical Options	Herbicides: A non-selective herbicide in areas where the hot water treatment or flame torch is either less effective or unable to reach. Carefully follow labels and manufacturer instructions. Product to be used:		
Product Name and Guarantee	PCP number	Methods	Equipment
Round Up Original Liquid Herbicide (356 g/L Glyphosate)	13,644	Targets several woody and broadleaf plants. For application of crops and large non-crop areas.	Foliar application

Annex E

Recommended IPM Strategy	Alternatives should be attempted where feasible and cost effective.
Recommended Action(s)	Use hot water treatment, flame torch, or horticultural vinegar where feasible and effective such as around buildings and parking lots. A log book will be maintained to record what areas were treated, dates treated and amount of hot water used. Visually monitor these areas monthly to determine if repeat applications are necessary. Use chemical treatment around the fence area where the truck with the hot water can't reach, under the cable conduits, around guy wires, and along the roads leading to the Pusher Hut and the lagoons. Drag the roads four times a year to prevent reestablishment of weeds. A licensed applicator will be used for the chemical applications. All controls will be recorded and reported to the CFSU (O) Environment Office for input into the PESTRec database.
Have actions been taken that do not use a PCP?	Yes.
Provide reason for using PCP	To reduce the pest problems with rodents getting into the cable conduits and the buildings.
Provide optimal application time(s) for both chemical and non-chemical forms of control	Optimal time for control when leaves are fully developed.
Provide monitoring program regime to measure results	Visually monitor the areas on a monthly basis to determine the success of the non-chemical and chemical treatments and to determine if repeat applications are required of either hot water or dragging of the roads.
References	
Document Control	
Prepared by:	Joanna Wichers
Date:	May 11, 2006

ANNEX F

PESTICIDES RECORD KEEPING SYSTEM

Annex F

Pesticide Records Keeping System

PFO/PFM INFORMATION

Submitted by (First & Last Name)

Contract Number (JO/WO)

Date of Last Contractor Evaluation

Reason for application:

Cosmetic

Operational

LICENSEE INFORMATION

Company Name

Province

License Class

License Number

Expiry Date

RPP Fit Tested

RPP Exp. Date

APPLICATION INFORMATION

Date Action Occurred

PCP Registration Number

Amount of Product Used

Application Rate

Target Pest

SEE TABLE 1

Application Sites

Application Site Description (indoor, outdoor, grass, along fences, etc.)

Purpose

Application Area/Unit

SPECIFY UNIT TO INCLUDE M3, HA., M2, SPOT SPRAY ETC.

Supervisor/Inspector

Method of Application

SEE TABLE 2

Temperature (°C)

Wind Speed (Km/Hour)

Wind Direction

General Weather Conditions

Unusual Circumstances

Relative Humidity (%)

Pesticide Storage Location

Reports

ANNEX G

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

ANNEX "H"

Voluntary Certification to Support the Use of Apprentices

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

¹ The journeyman-apprentice ratio is defined as the number of qualified/certified journeymen that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

Name:

Signature:

Company Name:

Company Legal Name:

Solicitation Number:

Optional information to provide:

Number of apprentices planned to be working on this contract:

Trades of those apprentices: