

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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St./ 11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**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**

This requirement contains a security requirement.

<b>Title - Sujet</b> PESTICIDE MAINTENANCE	
<b>Solicitation No. - N° de l'invitation</b> EP305-141789/A	<b>Date</b> 2014-08-25
<b>Client Reference No. - N° de référence du client</b> 20141789	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-274-65592	
<b>File No. - N° de dossier</b> fk274.EP305-141789	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-10-08</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ruby, Hélène	<b>Buyer Id - Id de l'acheteur</b> fk274
<b>Telephone No. - N° de téléphone</b> (819) 956-3193 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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**

Maintenance & Professional Consulting Services Division  
(FK)

11 Laurier St./ 11, rue Laurier  
3C2, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

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

Solicitation No. - N° de l'invitation

EP305-141789/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk274EP305-141789

Buyer ID - Id de l'acheteur

fk274

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

20141789

CCC No./N° CCC - FMS No/ N° VME

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See attached Request for Proposal.

## 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 H el ene Ruby by facsimile 819-956-3600 or by e-mail to [helene.ruby@tpsgc-pwgsc.gc.ca](mailto:helene.ruby@tpsgc-pwgsc.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).

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## **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 Requirement Check List, the Pesticides Records Keeping System, the Site Plan, the Task Authorization Form 572 and a Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder.

### **1.2 Summary**

- (i) To provide the labour, tools, equipment and transportation required to carry out Pest Management services for the control of poison ivy and other herbaceous weeds located at Connaught Range and Primary Training Centre, Ottawa, Ontario. The services must be provided in accordance with the Statement of Work attached at Annex A.
- (ii) This requirement is for Public Works and Government Services Canada (PWGSC) located at Connaught Range and Primary Training Centre, 31 Shirley's Bay, Ottawa, Ontario.
- (iii) the period of any resulting Contract will be for a period of five (5) years.
- (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.
- (vii) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).

### **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>) 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 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 **ten (10)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 Ontario.

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

## **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 **31 Shirley Boulevard, Connaught Range and Primary Training Centre, Ottawa, Ontario on September 16, 2014**. The site visit will begin at **09:00 EDT**, in **PWGSC Office**.

Bidders must communicate with the Contracting Authority no later than **September 15, at 9:00am** 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 (1 hard copy);
- Section II Financial Bid (1 hard copy); and
- Section III Certifications (1 hard 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** - see Part 4, subsection 4.1.1

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. The total amount of Applicable Taxes is to be shown separately.

The following requirements 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 for the five year period of the contract for all items listed hereafter.

#### **Pricing Schedule 1 – As and When Requested Work**

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

When work is requested during the contract period, the contractor must complete and submit the Annex E "PWGSC-TPSGC 572 Task Authorization Form". Written authorization and Task Authorization Form must be obtained from the Technical Authority prior to conducting any work.

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

**\*\* The Extended Price is calculated by multiplying the hourly rate for the "Equipment & Operator" by the "Estimated hours" per year (Example: Hours, Year 1, \$5.00 hourly rate x estimated hours 10 = \$50.00).**

Submit a Firm all inclusive labour rate including labour, tools, equipment, transportation, overhead, profit and all related costs in Canadian funds.

Our firm hourly rate for Equipment and Operator shall be:

**1.1 One 4x4 Pick-up truck with tank and operator.**

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	2014/2015 RATE	2015/2016 RATE	2016/2017 RATE	2017/2018 RATE	2018/2019 RATE
Equipment & Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	100	100	100	100	100
**Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>1.1 SUB-TOTAL:</b>					\$_____

**1.2 One ATV with tank and operator.**

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	2014/2015 RATE	2015/2016 RATE	2016/2017 RATE	2017/2018 RATE	2018/2019 RATE
Equipment & Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	50	50	50	50	50
**Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>1.2 SUB-TOTAL:</b>					\$_____

**1.3 Labour: Our firm hourly rate per qualified labourer with backpack sprayer or hand held sprayer shall be.**

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	2014/2015 RATE	2015/2016 RATE	2016/2017 RATE	2017/2018 RATE	2018/2019 RATE
Regular Hours 08:00 to 17:00 Monday to Friday	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	100	100	100	100	100
**Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>1.3 SUB-TOTAL:</b>					\$_____

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

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Percentage Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
* Estimated Expenditure	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>1.4 SUB-TOTAL:</b>					\$ _____

\*\* 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). **Estimated expenditure per year is for evaluation purposes only.**

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 Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAI-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to Canada. 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.

**AUTHORIZATION FOR DELIVERY:** The consignee shall request delivery of goods/services identified in Pricing Schedule 1, 1.1, 1.2, 1.3 and 1.4 on an authorization Form PWGSC-TPSGC 572 Task Authorization provided by the Technical Authority.

**TOTAL ASSESSED PROPOSAL PRICE**

Sum of Basis of Pricing

Pricing Schedule 1:	Table 1.1	=	Sub-total \$ _____	+
	Table 1.2	=	Sub-total \$ _____	+
	Table 1.3	=	Sub-total \$ _____	+
	Table 1.4	=	Sub-total \$ _____	=
Total assessed proposal price		=	\$ _____	

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Mandatory Technical Evaluation

##### Submission of Evidence

Submission of Evidence as described in 4.1.1.1, 4.1.1.2, and 4.1.1.3 below **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 Canada. 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 found to be unsatisfactory, the proposal shall be considered non-responsive and no further consideration will be given to the Bidder.

##### 4.1.1.1 Mandatory Company Licensing

The Contractor **must** be licensed to practice in the Province of Ontario. **The Bidder must provide a valid copy of company's Pesticide Operator license for the Province of Ontario with the proposal.**

##### 4.1.1.2 Technician Licensing

- A. In order to carry out the work, the Contractor must have a **minimum of three (3) technicians** that must be in possession of a valid Pesticide Applicator License for the Province of Ontario. **The Contractor must submit a copy of a valid Pesticide Applicator License for the Province of Ontario, for each of the Contractor's technicians involved in the performance of work for this requirement with their bid submission.**

The Bidder must list all personnel who may provide the services under any resulting contract in the table below.

Title	Name of employees	Security clearance
Technician # 1		
Technician # 2		
Technician # 3		

**NOTE:** One of the technicians mentioned above will be named as the point of contact.

- B. Provide a copy of a valid Workplace Hazardous Material Information System (WHMIS) Certificate.

**4.1.1.3 Mandatory Contractor's Experience and Past Performance**

The bidder must provide evidence of its experience and past performance by referencing three (3) similar projects/contracts satisfactorily completed or ongoing within the past five (5) recent years. The bidder must complete the following form in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from January 2009 up to and including the solicitation closing date.
- Similar is defined as a maintenance service on **Pesticide control services for weed control including poison ivy and wild parsnip** comparable in size, scope and complexity to the **required tasks and the products listed in Annex A, Statement of Work, under 2.0 Required Tasks.**

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate month and year)	From: _____ (month and year) To: _____ (month and year)	From: _____ (month and year) To: _____ (month and year)	From: _____ (month and year) To: _____ (month and year)
Description of Project/Contract	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

**4.2 Basis of selection**

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

## **PART 5 - CERTIFICATIONS**

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

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

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

### **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.

#### **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" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/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.

### **5.2 Additional Certifications Required Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### **5.2.1 Status and Availability of Resources**

**5.2.1.1** SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

**PART 6 - SECURITY REQUIREMENT**

**6.1 Security Requirement**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

**6.2 Employee Information for Security**

The Bidder should specify the following information regarding employees proposed in Part 4, Section 4.1.1 to provide services against any resulting contract:

	<b>LEGAL NAME (First and Last)</b>	<b>DATE OF BIRTH</b>	<b>CURRENT CLEARANCE HELD</b>
Technician 1			
Technician 2			
Technician 3			

**NOTE:** One of the technicians mentioned above will be named as the point of contact.

## 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**

To provide the labour, tools, equipment and transportation required to carry out Pest Management services for the control of poison ivy and other herbacious weeds located at Connaught Range and Primary Training Centre, Ottawa, Ontario, Canada. The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

This requirement is for Public Works and Government Services Canada (PWGSC) located at Connaught Range and Primary Training Centre, 31 Shirley's Bay, Ottawa, Ontario.

#### **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**

The contractor must provide the names of the qualified personnel who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 4 & part 6 of the proposal.

Qualified Personnel	First & last name
Technician 1	
Technician 2	
Technician 3	

**NOTE:** One of the technicians mentioned above will be named as the point of contact.

### **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**

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E.
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 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the 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**

The Technical Authority may authorize individual task authorizations up to a limit of \$5,000.00 Applicable Taxes included, inclusive of any revisions.

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

#### **7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,  
  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
  
"Minimum Contract Value" means 40% of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

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 or in Annex "E". 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 monthly basis to the Contracting Authority.

The data must be submitted to the Contracting Authority no later than 10 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:**

- 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>) 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.

1. The Contractor must at all times during the performance of the Contract 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 personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor 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).

### 7.4 Term of Contract

#### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hélène Ruby  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting Directorate  
3C2, 11 Laurier Street  
Gatineau, Quebec K1A 0S5

Telephone: 819-956-3193  
Facsimile: 819-956-3600  
E-mail address: [helene.ruby@tpsgc-pwgsc.gc.ca](mailto:helene.ruby@tpsgc-pwgsc.gc.ca)

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

## 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 (If not applicable, clause will be deleted at contract award)

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 - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **(to be determined)**. Customs duties are "subject to exemption, as applicable" and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or

- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,  
  
whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.7.2 Basis of Payment – Firm Unit Prices – Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices, as detailed in the Basis of Payment below, as specified in the authorized TA. Customs duties are subject to exemption and Applicable Taxes are extra.

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

*(At contract award - insert appropriate pricing table(s) here)*

#### **7.7.3 Cancellation Fee**

Due to the nature of the site and unforeseen circumstances, PWGSC will provide a 24 hour notice to cancel the scheduled work with no penalty to Canada. If Canada fails to notify the Contractor at least 24 hours prior to the scheduled work, Canada will pay the Contractor a minimum of 3 hours for the labour and equipment based on the actual requirement of equipment and labourer identified on the Task Authorization (TA). There is no cancellation fee for materials as the supply and delivery of which will be rescheduled for another day.

**Example 1:** TA requirement = 1 unit 4 x 4 Pick-up truck with tank and operator, cancellation fee = 4 hours multiplied by the hourly rate for the 4 x 4.

**Example 2:** TA requirement = 1 unit 4 x 4 Pick-up truck with tank and operator plus 1 ATV with tank and operator, cancellation fee = 4 hours multiplied by the hourly rate for the 4 x 4 plus 4 hours multiplied by the hourly rate for the ATV.

**Example 3:** TA requirement = 1 unit 4 x 4 Pick-up truck with tank and operator plus 1 ATV with tank and operator plus 1 labourer, cancellation fee = 4 hours multiplied by the hourly rate for the 4 x 4 plus 4 hours multiplied by the hourly rate for the ATV plus 4 hours multiplied by the hourly rate of the labourer.

#### **7.7.4 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, 3.0 required tasks** 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  
Maintenance and Operational Assurance Services  
1010 Somerset Street  
Ottawa, Ontario, K1A 0S5  
Attention: \_\_\_\_\_ (leave blank until contract award)*

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

## **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 Ontario.

### **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) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*);
- (f) Annex C, Pesticides Records Keeping System;
- (g) Annex D, Site Plan; and
- (h) Annex E, Form PWGSC-TPSGC 572 Task Authorization

### **7.12 Insurance – Specific Requirements**

#### **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,
    - a. 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) Owner's or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c.J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Name Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

**7.12.3 Environmental Impairment Liability Insurance**

1. The Contractor must obtain "Contractors Pollution Liability" insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The "Contractors Pollution Liability" policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

- e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

#### **7.12.4 Automobile Liability Insurance**

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

#### **7.13 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.

#### **7.14 Canadian Forces Site Regulations**

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

#### **7.15 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.

**ANNEX A**

**STATEMENT OF WORK**

**EP305-141789**

## **1.0 REQUIREMENTS**

### **1.1 Location of Service**

The Connaught Rifle Range site plan is detailed in Annex D. The Contractor will be required to treat specific areas as identified in the Task Authorization issued by the Technical Authority. Task Authorizations will be issued to ensure that spraying is timed to coincide with other operational programs according to a predetermined schedule developed in association with the DND Site Authority and the Technical Authority.

### **1.2 Technicians**

The Contractor must have a **minimum of three (3) technicians** that must be in possession of a valid Pesticide Applicators Licence for the province of Ontario.

### **1.3 Pesticides**

1.1 Contractor will comply with the Treasury Board Personnel Policy Manual, Chapter 2-15 Pesticide Directive, [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_119/chap2\\_15\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_119/chap2_15_e.asp). No pesticides shall be stored on site. Contractor must have approval from Technical Authority in advance of any pesticide usage on site. Contractor must provide advance notice to the Technical Authority when the spraying will occur so that follow up inspections can be scheduled.

#### 1.2 Documentation

The Contractor must complete, in its entirety, the PestRec form and any/all other required documentation immediately following the implementation of any pest control measures. Pesticide Records Keeping System forms, Annex C, must be submitted within one working day following any pesticide applications such as aquacide, horticultural vinegar, etc. Payment will not be issued until the completed forms have been received. Blank copies of the required documents will be available in the PWGSC office located at 1010 Somerset St, Ottawa. Sample reporting forms are included in Annex C.

Locations sprayed must be very detailed on the form to ensure the Technical Authority can do the necessary follow up inspections. If there is insufficient space on the form for the details of the locations sprayed, another sheet may be attached to Annex C.

### **1.4 Timing of Corrective Measures**

The Contractor must undertake corrective follow up applications to correct any deficiencies in the service of this contract under warranty as per Annex A, Clause 3.3. The follow up warranty work will be scheduled with the Technical Authority in association with the DND Site Authority.

### **1.5 Site Access**

The Contractor is required to sign in at two separate locations on site: 1 Lee Enfield, Range Control and 31 Shirley, PWGSC.

1 Lee Enfield, Range Control: The Contractor's personnel must sign in at 1 Lee Enfield, Range Control, immediately upon arrival on site and must sign out at the completion of all work. Site access to the Range and related military areas will be coordinated with Range Control. Range Control is the DND Site Authority and as such all operational requirements supersede all

maintenance program timing. Flexibility in scheduling is required. All movements on the site are controlled by DND due to troop movements, live shooting range activities and a grenade and small explosives area. Some activities are classified and /or restricted, further affecting access.

31 Shirley, PWGSC Connaught: The Contractor's personnel must sign in at 31 Shirley, PWGSC, immediately upon arrival on site and must sign out at the completion of all work. The employees signing will be verified by PWGSC Connaught and a copy of the sheet will be sent weekly to the Technical Authority. This sign in sheet must be completed in order for invoices to be processed.

#### **1.6 Sustainable Pesticide Management**

The Contractor will follow a sustainable approach to materials and methodologies used in pest management practices so as to reduce pesticide use, greenhouse gas emissions, protect public health through safe management of potentially hazardous substances and to protect soils and groundwater.

In order to reduce carbon emissions and noise pollution, equipment will only be used as required. The Contractor will select equipment and fuel to limit air-pollutant emissions and ensure that all equipment used on site is properly maintained. The Contractor will clean equipment prior to bringing it on site to prevent transportation of invasive species.

The Contractor will make all efforts to minimize disturbance and protect the sensitive areas on the property.

#### **1.7 Working Hours**

The site is operational 24 hours per day, 7 days per week.

#### **1.8 Pick up Litter**

The grounds shall be free of all pesticide related litter, including empty containers.

#### **1.9 Disposal Costs**

The Contractor is responsible for all pesticide related disposal costs from this site within this contract.

#### **1.10 Damages**

The Contractor shall tour the work site with the Technical Authority at the beginning of the season. The Contractor is to request pictures of all damages on site from the Technical Authority. At the end of the season, another joint inspection will be carried out. The Contractor shall immediately report to Technical Authority all damages on site caused by the Contractor's personnel or equipment. Any damages caused by the Contractor will be repaired at the Contractor's cost. All repairs must be completed to the satisfaction of the PWGSC Site Authority and be confirmed as such by the Technical Authority to the Contractor.

#### **1.11 Identification**

All company employees and vehicles must be clearly identified with the company name and/or logo.

**1.12 Vehicles**

All vehicles used on the site shall be clearly identified, clean and meet provincial safety standards. Parking and driving on turf is to be limited to the extent possible.

**1.13 Health and Safety**

1 Submit site-specific Health and Safety Plan with Plan of Operation within five (5) days of award of contract.

- .1 A site-specific safety hazard assessment.
- .2 Safety and health risk or hazard analysis for site tasks and operation.
- .3 the use of personal protective equipment including for working around poisonous plants.
- .4 procedures to be implemented during emergency situations.
- .5 all necessary staff certifications must be attached to the plan including all necessary pesticide licences and certification.  
*e.g. Anticipated H&S plans to include a traffic control where work is conducted in or next to a road.*
- .6 All employees must undergo site specific CRPTC Health and Safety Training for rules and regulations as per operational requirements. The Technical Authority shall coordinate arrangements for the Contractor to be briefed by the Health and Safety Officer and the Range Control Officer. The Site Authority will arrange a mandatory health and safety meeting to be held on site prior to the commencement of each contract year. All Contractors staff assigned to the site will be required to be in attendance. The Contractor will be responsible to notify the Technical Authority of all staffing changes so that site specific health and safety training can be arranged with DND Site Authority.

2. Submit a copy of the Contractor's Health and Safety Plan.

3. The Departmental Construction Safety Coordinator will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 1 day after receipt of plan. Revise plan as appropriate and resubmit before commencement of the Work.

**4. General Conditions**

- .1 Continue to implement, maintain, and enforce plan until final demobilization from site.
- .2 Relief from or substitution for any portion or provision of reviewed site-specific Health and Safety Plan must be submitted to the Technical Authority in writing, either accepting or requesting improvements.
- .3 Update health and safety plan as required.

**5. Responsibility**

- .1 Contractor shall be responsible for safety of persons and property on site and for protection of persons off site and environment to the extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, immediately stop work and advise Technical Authority verbally and in writing.

6. Correction

- .1 Immediately address health and safety noncompliance issues identified by Technical Authority.
- .2 Provide Technical Authority with written report of action taken to correct noncompliance of health and safety issues identified.
- .3 Technical Authority may stop work if noncompliance of health and safety regulations is not corrected.

7. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

**1.14 Plan of Operation**

Within five days of the commencement of the contract, the Contractor shall submit in writing an operating plan indicating the following items:

Description of methodologies and techniques used to provide the required services.

Financial resources:

- Proof of good standing with W.S.I.B.
- Proof and level of insurance carried

Human resources (applicable to this site)

- Year round labour
- Seasonal full-time labour
- Part-time/student labour
- Average years experience for field personnel
- Ratio: crew forepersons to labour
- Ratio: Supervisors to forepersons

Physical resources

- Facility location(s)
- How equipment breakdowns or labour shortages will be addressed.
- List of equipment and vehicles (with numbers of vehicles and pieces of equipment available for work on site). Indicate if they are leased equipment or owned.
- Administrative resources and capability

Description of the Contractor's approach to responding to requests made by the Technical Authority.

Quality control methods of services to be provided.

The operating plan will be reviewed by the Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work. Contractor agrees levels of staff and equipment agreed to in the operating plan will be maintained throughout the life of the maintenance contract.

Contractor must advise Technical Authority in writing if there is any change made to the site, within one business day after the change has been made, which may affect the maintenance as per the terms of the contract.

---

**1.15 Fire Safety Requirements**

The Contractor and all company employees must understand this section and its requirements. Fires and the burning of rubbish are not permitted anywhere on this site.

Throughout this contract the term "Chief Fire Inspector" shall refer to the Unit chief Fire Inspector or their delegated representative, as he/she may designate.

No smoking in hazardous areas. Smoking precautions must be taken in non restrictive areas.

The handling, storage and use of flammable materials are to be governed by the National Fire Code of Canada. If the work entails the use of any toxic or hazardous materials, chemicals and or explosive materials they must be directed to and cleared by the Technical Authority who will verify with the Chief Fire Inspector.

Any questions or clarifications on Fire Safety in addition to the above must be directed, in writing, to the Technical Authority who will verify with the Chief Fire Inspector.

The Chief Fire Inspector shall be granted unrestricted access to the work site. The Contractor shall cooperate with the Chief Fire Inspector during routine inspections of the work site.

The Contractor shall immediately remedy all unsafe fire situations observed by the Chief Fire Inspector.

**2.0 REQUIRED TASKS**

**2.1 Inspections**

The Contractor shall inspect all work committed against the Task Authorization to ensure that all work has been completed according to the terms of the contract.

**2.2 Notification of Treatment**

Notification of pesticide applications must be made in accordance with the Province of Ontario Pesticide Act. Appropriate signage must be posted and removed by the Contractor personnel. The Technical Authority must be notified the same day that the signs are posted.

**2.3 Application of Pesticides**

All pesticides used for fulfilling the terms of this contract shall be registered under the Pest Control Products Act and Regulations.

Pesticides must be approved by the National Defence Preventative Medicine Technicians prior to application. The Contractor must submit request in advance to change approved pesticides to the Technical Authority who will obtain the necessary approvals. The pesticides currently approved for use on site for the various targeted weeds are as follows. The Technical Authority will advise which product will be used when a Task Authorization is issued.

<b>Some products include: for wild parsnip control</b>			
<i>Product Name and Guarantee</i>	<i>PCP number</i>	<i>Methods</i>	<i>Equipment</i>
Roundup Weather Max with Transorb 2 Technology Liquid Herbicide. Version 3 :12 January 2012	27487	Targets several woody and broadleaf plants. For application of crops and large non-crop areas.	Spot spray - foliar application.
Round Up Transorb (360 g/L Glyphosate)	28198	Targets several woody and broadleaf plants.	Foliar and spot spray
Round Up Original Liquid Herbicide (356 g/L Glyphosate)	27457	Targets several woody and broadleaf plants. For application of crops and large	Foliar application
Ecoclear Horticultural vinegar	25528	Non-selective weed control.	Spot spray

<b>Some products include: for weed control in hard surfaces/ beds /mulched tree rings</b>			
<i>Product Name and Guarantee</i>	<i>PCP number</i>	<i>Methods</i>	<i>Equipment</i>
Roundup Weather Max with Transorb 2 Technology Liquid Herbicide. Version 3, 12 January 2012	27487	Targets several woody and broadleaf plants. For application of crops and large non-crop areas.	Spot spray - foliar application.
Roundup Transorb HC Liquid Herbicide	28198	Targets several woody and broadleaf plants. For application of crops and large non-crop areas.	Spot spray - foliar application.
Ecoclear, Horticultural Vinegar	25528	Non-selective herbicide. For application on non- crop areas.	Spot spray - foliar application.
Munger Horticultural Vinegar Plus	29405	Non-selective herbicide. For application on non- crop areas.	Spot spray - foliar application.
Nutrite Corn Gluten	27728	Pre-emergent organic weed control	Granular application, broadcast with drop spreader.

<b>Some products include: for poison ivy control</b>			
<i>Product Name and Guarantee</i>	<i>PCP number</i>	<i>Methods</i>	<i>Equipment</i>
Roundup Weather Max with Transorb 2 Technology Liquid Herbicide. Version 3 :12 January 2012	27487	Targets several woody and broadleaf plants. For application of crops and large non-crop areas.	Spot spray - foliar application.
Round Up Transorb (360 g/L Glyphosate)	28198	Targets several woody and broadleaf plants.	Foliar and spot spray
Round Up Original Liquid Herbicide (356 g/L Glyphosate)	27457	Targets several woody and broadleaf plants. For application of crops and large non-crop areas.	Foliar application
Ecoclear Horticultural vinegar	25528	Non-selective weed control.	Spot spray

---

Transport, handling and use of pesticides shall be in strict accordance with the label instructions and applicable, federal, provincial and local laws and regulations.

The Contractor shall not apply any product that has not been included in the Task Authorization or otherwise approved by the Technical Authority.

The Contractor shall not store any pesticides on the premises. The Contractor is responsible for removal and disposal of all unused chemicals, including containers, tools, equipment and clothing.

Pesticides shall be applied according to need and not by schedule. Pesticide label instructions will be followed at all times. As a rule, pesticide applications in any area shall not occur unless visual inspections indicate the presence of pests in that specific area. Preventative pesticide treatments where surveillance indicates the potential for infestation may be performed on a case by case basis and as approved by the Technical Authority.

When pesticide use is required, the Contractor must employ the least hazardous material, most precise application method and the least amount of pesticide necessary to achieve control.

Application is to thoroughly wet all foliage on the weed but not to the point of runoff.

Operation shall not be carried out if the wind velocity exceeds ten (10) km/hr. The Contractor is responsible to have at least one hand held anemometer in good working order when applying product.

No spraying shall be done when it's raining or when rain is expected in the next six (6) hours or when the foliage is wet from rain/dew.

When pesticide use is required the Contractor will post the advanced spraying notice signs at the corner of Malibar Rd and Lee Enfield Rd. and at the Range Control building. The day of spraying signs shall be posted at Range Control and in the area of chemical application as directed by the Ministry of the Environment Regulations. All signs are to be picked up by the Contractor after the required time period has elapsed.

Areas treated with Registered Organic Compounds which show less than 95% kill of weeds within three (3) days of treatment will be reapplied by the Contractor at their own expense.

Areas treated with products containing Registered Chemical Compounds which show less than 95% kill of weeds within three (3) weeks of treatment will be reapplied by the Contractor at their own expense.

Due to the proximity of water in some areas the Contractor must exhibit extreme caution when applying pesticide. Do not spray within five (5) metres of flowing or free standing water. Under no circumstance will the Contractor spray on standing or flowing water.

Spray weeds as directed in the Task Authorization.

No cleaning of spraying equipment, including residue, allowed onsite.

**2.4 Spraying Task Authorizations**

No work will be undertaken by the Contractor without written authorization by Technical Authority in the form of a Task Authorization.

All Task Authorizations will be issued using hourly rates from Pricing Schedule 1.

Additional hours and materials must have prior approval from the Technical Authority. The Task Authorization will then be amended to reflect the additional hours and materials. Only actual hours worked and actual materials used may be invoiced.

**ANNEX B**

**SECURITY REQUIREMENT CHECK LIST**

**EP305-141789**



Contract Number / Numéro du contrat EP305-14-1789
Security Classification / Classification de sécurité UNCLASSIFIED

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Pesticide maintenance		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<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 ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<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 access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <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 DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat EP305-14-1789
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments: **Only security screened personnel must be utilized.**  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

11. b) 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**

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

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

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

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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

**ANNEX C**

**PESTICIDES RECORDS KEEPING SYSTEM**

## Annex C Pesticides Records Keeping System

### PFO/PFM INFORMATION

Submitted by (First & Last Name) \_\_\_\_\_

Contract Number (JO/WO): \_\_\_\_\_

Date of Last Contract 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 Occured

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 Condition

Unusual Circumstances

Relative Humidity (%)

Pesticide Storage Location

Reports

ANNEX D

SITE PLAN

**LEGEND:**

- Areas with +10% coverage  
Areas to be verified and used  
+5.75 to 15% pf
- Areas with 15.00% coverage  
Areas to be verified and used  
+5.75 to 15% pf
- Areas with +20% coverage  
Areas to be verified and used  
+5.75 to 15% pf

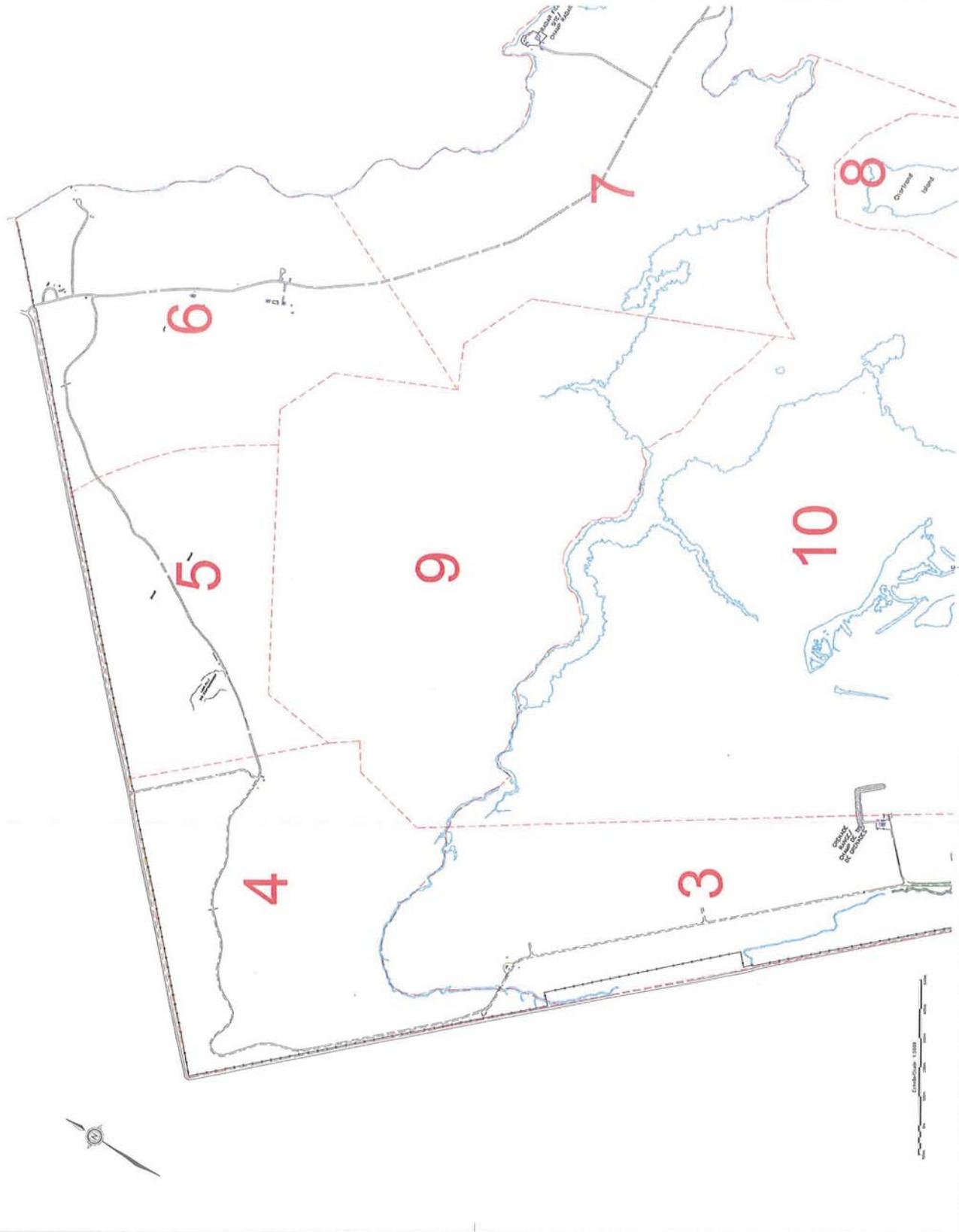
Contractor to verify all dimensions  
Contractor to verify all dimensions  
Contractor to verify all dimensions



**CONNAUGHT RIFLE  
RANGE/  
CHAMP DE TIR  
CONNAUGHT  
OTTAWA, ONTARIO**

**PESTICIDE  
MANAGEMENT PLAN/  
PLAN DE LUTTE  
ANTIPARASITAIRE  
2014-2019**

DATE	BY	REVISION
2014-03-10	A. J. COPELAND	ISSUE
2014-03-10	D. J. COPELAND	ISSUE
2014-03-10	D. J. COPELAND	ISSUE
2014-03-10	D. J. COPELAND	ISSUE
2014-03-10	D. J. COPELAND	ISSUE
2014-03-10	D. J. COPELAND	ISSUE
2014-03-10	D. J. COPELAND	ISSUE
2014-03-10	D. J. COPELAND	ISSUE
2014-03-10	D. J. COPELAND	ISSUE
2014-03-10	D. J. COPELAND	ISSUE





**ANNEX E**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**



## 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 F**

**REMINDER TO SUBMIT A COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE  
CURRENTLY DIRECTORS OF THE BIDDER**

***NOTE TO BIDDERS***  
***WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***