

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Springer Lake Camp Maintenance	
Solicitation No. - N° de l'invitation W4M00-14C468/A	Date 2014-09-08
Client Reference No. - N° de référence du client W4M00-14C468	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-010-9147	
File No. - N° de dossier WPG-4-37052 (010)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-10-20	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
F.O.B. - F.A.B. Plant-Usine: <input checked="" type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Maki, Christie	Buyer Id - Id de l'acheteur wpg010
Telephone No. - N° de téléphone (204) 984-1083 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WING WCEO CONTRACTS/SUPPLY BLDG 100 WESTWIN Manitoba R3J0T0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

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

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and 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, 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 Basis of Payment, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization DND 626 Task Authorization Form and any other annexes.

2. Summary

2.1 The Department of National Defence (DND), 17 Wing, Winnipeg, MB requires a contractor to provide all labour, materials, tools, equipment, transportation and supervision necessary to provide maintenance of Springer Lake Survival camp. The requirement includes services for camp preparation prior to DND arrival, first line maintenance, camp clean up after DND departure and general labour.

During any training session:

- i. the Contractor must visit the camp on a regular basis to ensure everything is in working condition; and
- ii. for any unanticipated work that may arise, the Contractor must be on-site at the camp within a twenty-four hour period from receiving a call and within two hours from an emergency call; and
- iii. Contractors are not permitted to reside on-site during the period of the contract and/ or during a training session

The period of the contract is one (1) year- from 1 November 2014 to 31 October 2015 with two (2) - One (1) year option periods.

2.2 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.

2.4 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003 (2014-06-26).

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

2.4 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, 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.

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

1. Standard Instructions, Clauses and Conditions

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

The 2003 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

1.1 On-Site Maintenance

The Contractor must perform on-site maintenance and related services with respect to Canada-owned equipment and components located at the site(s) identified at Annex A, Part 1 and Part 2.

The Work will be performed on an as-and-when requested basis in accordance with the Statement of Work at Annex A.

2. Submission of Bids

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

3. Former Public Servant

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

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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.

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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.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

6. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site.

Arrangements have been made for a tour of the work site. The site visit will be held on Tuesday, September 30, 2014 at 11:00 am. Bidders are to meet at 11:00 am at the Shell Service Station in Lac du Bonnet.

Personnel security screening is required prior to gaining authorized access to the site,

The Bidder's Company Security Officer (CSO) must ensure that their representative(s) hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders must communicate with the Contracting Authority no later than 10:00 am (Winnipeg time) Friday, September 26, 2014 to confirm attendance and provide the name(s) of the person(s) holding a valid security clearance at the required level, who will attend. Bidders who do not confirm attendance and who do not provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance sheet. No alternative appointment will be given to bidders who do not attend or do not send a representative. Bidders who do not participate in the visit will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1) hard copy)

Section II: Financial Bid (1) hard copy)

Section III: Certifications (1) hard copy)

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

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

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

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

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

2. Section I: Technical Bid

- 2.1 In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.
- 2.2 The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

3. Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria Annex A and Part 3: Mandatory Technical Criteria

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria Annex B

2. Basis of Selection

2.1 Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award and Certifications Required with the Bid

1.1 Certifications Required Precedent to Contract Award

1.1.1 Integrity Provisions - Associated Information

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

1.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

At the date of bid closing, 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. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance Requirements

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

1. Statement of Work

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

1.1 Task Authorization

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

1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" or "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 Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

The Project 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 Project Authority and Contracting Authority before issuance.

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 10%.
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.

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. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 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.

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.

1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Project Authority.

This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

3. Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE W4M00-14C468

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, **hold a valid Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) **must EACH hold a valid RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from 1 November 2014 to 31 October 2015 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christie Maki
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 100-167 Lombard Ave
Winnipeg MB R3B 0T6

Telephone: 204-984-1083
Facsimile: 204-983-7796
E-mail address: christie.maki@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.

5.2 Project Authority

The Project Authority for the Contract is: *(inserted at Contract award)*

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

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

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

5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____

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Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

6. Payment

6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 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 included 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.

6.3 SACC Manual Clauses

Terms of Payments
Discretionary Audit

H1001C (2008-05-12)
C0705C (2010-01-11)

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Time Verification
T1204 – Direct Request by Customer Department

C0711C (2008-05-12)
A9117C (2007-11-30)

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a copy of time sheets to support the time claimed;
- a copy of the release document and any other documents as specified in the Contract;

8. Certifications

8.1 Compliance

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2014-06-26);
- (c) Annex A, Statement of Work, including Appendix 1;
- (d) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirement;
- (g) Annex D the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____

11. SACC Manual clauses

Defence Contract
Canadian Forces Site Regulations

A9006C (2012-07-16)
A9068C (2011-05-16)

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12. Insurance Requirements

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

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

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

ANNEX A: STATEMENT OF WORK

Springer Lake Camp Maintenance

BACKGROUND:

The Department of National Defence (DND), 17 Wing, Winnipeg, MB requires a contractor to provide all labour, materials, tools, equipment, transportation and supervision necessary to provide maintenance of Springer Lake Survival camp.

The requirement includes services for camp preparation prior to DND arrival, first line maintenance, camp clean up after DND departure and general labour.

- A. During any training session, on a regular basis, the Contractor must visit the camp to ensure everything is in working condition.
- B. During any training session, for any unanticipated work that may arise, the Contractor must be on-site at the camp within a twenty-four hour period from receiving a call and within two hours from an emergency call.
- C. Contractors are not permitted to reside on-site during the period of the contract and/ or during a training session.
- D. Any related activities that would be in conflict with this contract will not be permitted by Canada.

ANNEX A: PART 1

1.0 Course Dates

Schedules for the courses will be provided to the contractor, by mid March. There are approximately 15-20 courses from 1st April to 31st March.

1.1 Start Up Procedure from 15th May to 15th September (for EACH scheduled course)

Contractor must complete the following prior to the arrival of staff and students:

- .1 Ensure that gate is unlocked and that the lock is put back on the gate in the locked position.
- .2 Ensure that all doors are unlocked on all buildings.
- .3 Ensure that all levels are verified as per check list located at site prior to starting of the generators.
- .4 Ensure that the breakers are in the on position throughout the camp.
- .5 Ensure that the A/C units that are located in the main staff living quarters and student classroom are turned on during the months of July and August as and when required.
- .6 Ensure that the water system is functioning properly in the main staff living quarters.
- .7 Ensure that ashes are removed from all wood burning stoves. These stoves are located in Main Staff Living Quarters, Student Living Quarters, as well as the Ground Search Building as and when required.
- .8 Ensure that all stairways and decks are swept. In cases where we may have snow, contractor is to ensure that the snow is removed from the stairway and decks, of all buildings.
- .9 Ensure that all systems such as generator, heating, A/C, water and electrical systems are running properly prior to leaving the camp.

1.2 Shut Down Procedure from 15th May to 15th September (for EACH scheduled course)

Contractor must complete the following at the end of each course:

- .1 Ensure that all fridges and freezers are empty and clean.
- .2 Ensure that oven and stove are clean.
- .3 Ensure that floors in main staff living quarters and classroom are swept, mopped, and scuff marks are removed.
- .4 Ensure washrooms are cleaned up.
- .5 Ensure walls and windows are clean.
- .6 Ensure that beds are made with fresh linen.
- .7 Ensure that all stairways and decks are swept, in cases where we may have snow, contractor is to ensure that the snow is removed from the stairway and decks, of all buildings.
- .8 Ensure that all furniture is dusted.
- .9 Ensure that the floor in the garage is swept and snow is removed from floor as and when required.
- .10 Ensure that all equipment is put back in the appropriate location.
- .11 Ensure that garbage from each cleaning after the session is taken to the dump. DND will take the majority of the garbage back to Winnipeg after each session.
- .12 Ensure that breakers for hot water tanks are turned off.
- .13 Ensure that the generators are turned off as per check list and that all fluid levels are checked.
- .14 Ensure that all buildings are secure.
- .15 Ensure that gate is secure.

1.3 Start Up Procedure from 16th September to 14th May (for each scheduled course)

Contractor must complete the following prior to the arrival of staff and students:

Note: Contractor must start up camp one day prior to any training.

- .1 Ensure that gate is unlocked and that the lock is put back on the gate in the locked position.
- .2 Ensure that all doors are unlocked on all buildings.
- .3 Ensure that all levels are verified as per check list prior to starting of the generators.
- .4 Ensure that the breakers are in the on position throughout the camp.
- .5 Ensure that water system is functioning properly in the main staff living quarters.
- .6 Ensure that hot water tanks are full prior turning on the breakers.
- .7 Ensure that all building entrances are cleared of snow during the winter season.
- .8 Ensure that all systems are running properly prior to leaving the camp.

1.4 Shut Down Procedure from 16th September 14th May (for each scheduled course)

Contractor must complete the following at the end of each course:

- .1 Ensure that all fridges and freezers are empty and clean.
- .2 Ensure that oven and stove are clean.
- .3 Ensure that floors in main staff living quarters and classroom are swept, mopped, and scuff marks are removed.
- .4 Ensure washrooms are cleaned up.
- .5 Ensure walls and windows are clean.
- .6 Ensure that beds are made with fresh linen.

- .7 Ensure that all stairways and decks are swept. In cases where we may have snow, contractor is to ensure that the snow is removed from the stairway and decks, of all buildings.
- .8 Ensure that all furniture is dusted.
- .9 Ensure that the floor in the garage is swept and that snow is removed from floor as and when required.
- .10 Ensure that all equipment is put back in the appropriate location.
- .11 Ensure that garbage from each cleaning after the session is taken to the dump. DND will take the majority of the garbage back to Winnipeg after each session.
- .12 Ensure that water is drained from hot water tanks and that breakers for hot water tanks are turned off.
- .13 Ensure that water system throughout the camp is drained as well ensure that anti-freeze is put in both the sink traps and toilets.
- .14 Ensure that water is drained from the water cooler and coffee machine.
- .15 Ensure that the generators are turned off as per check list and that all fluid levels are verified.
- .16 Ensure that all buildings are secure.
- .17 Ensure that gate is secure.

1.5 First Line Maintenance (for each scheduled course)

The Contractor must provide all tools and equipment as required to undertake the work

Contractor is required to carry out first line maintenance on survival equipment including, but not limited to:

- .1 Changing of generators on stoves and lanterns as and when required.
- .2 Refueling stoves and lanterns.
- .3 Replacing mantels in lanterns as and when required.
- .4 Sharpen axes as and when required.
- .5 Replacing handles on axes as and when required.

1.6 General Labour

The Contractor must provide all tools and equipment as required to undertake the work

- 1. .1 General labour may be required for such work as chimney sweeping and general repairs minor "Handyman" repairs, plumbing repairs such as tightening of gaskets, caulking, etc in which case a quote will be requested and faxed/e-mail to the Engineer at no cost to Department of National Defence (DND).
- 2. .2 All general labour work must be completed in accordance with the Canadian Labour Code.
- 3. .3 Notify the SERE Staff (on site training staff) of any repairs that would need to be addressed, so that arrangements can be made to have a Work Order raised to have the repairs done by 17 Wing CE.
- 4. .4 Inform the contracting authority of any problems with the generator(s) as soon as possible so that arrangements can be made to have CE personnel on site to repair the generator(s).
- .5 Coordinate generator re-fueling, port-a-potties servicing, snow removal for access road, parking area and fire wood purchasing.
- .6 Caretaker may need to be called, if there are any issues during the course of a training session.
- .7 Ensure that grounds grass and weeds are trimmed along roadway and around all buildings throughout the camp.

2. SAFETY/SECURITY REQUIREMENTS

.1 General. The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of his/her duties of the contract. Contractor must have Hazmat and WHMIS Certification.

.2 Construction Safety Measures. Observe and enforce construction safety measures required by latest edition of the National Building Code of Canada, Provincial Government, Workers Compensation Board and Municipal Statutes and Authorities.

1. In the event of conflict between any provisions of above the authorities, having jurisdiction shall prevail.

.3 Work Procedures and Equipment.

.1 All work procedures and equipment will be in accordance with legislated standards.

.2 A "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on site. Hot Work permits are issued and controlled by the Wing Fire Chief.

.3 Facilities shall not be used for any reasons outside of the Statement of Work.

.4 Position cranes, hoists or scaffolding and operate them in a manner that will not result in damage to nearby aircraft, equipment or personnel even if slung loads or smaller objects fall or the equipment collapses.

.5 Barricades. Barricade dangerous work sites, trenches and excavations.

.6 Unguarded Work Sites. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.

.7 Lockout Procedure. When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified Department of National Defence trades people although each tradesperson or worker responsible for the job or the equipment/facility will separately lockout.

.8 Safety Personnel and Responsibility:

.1 The Contractor must supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.

.2 The Contractor must monitor to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.

.3 The Contractor will report to the Project Authority and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the contractor's execution of work.

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ANNEX A: PART 2

SPRINGER LAKE SPRING/ FALL CLEAN-UP SCOPE OF WORK:

The Contractor must provide all tools and equipment as required to undertake the work

Main Staff Building:

Kitchen Area:

- Remove all items from cabinets in kitchen, wipe and wash the inside of all cabinets and counter tops.
- Wipe and wash all fridges, freezers, and oven.
- Clean out wood burning stove and sweep the chimney
- Sweep and wash floor
- Wipe down all surfaces
- Dust off window blinds
- Clean all windows

Weight Room Area:

- Wipe down all equipment
- Sweep and wash floor
- Wipe down window sill
- Dust off window blinds
- Wipe down all surfaces, i.e. TV
- Clean all windows

Deck Area:

- Pressure wash deck

Comm Room:

- Wipe down all surfaces
- Sweep and wash floor
- Dust off window blinds
- Clean all windows

Hall way:

- Wipe down all surfaces
- Sweep and wash floor

Bedrooms:

- Wipe down all surfaces
- Sweep and wash floors
- Dust off all window blinds
- Clean all windows

Washroom:

- Wipe down all surfaces
- Wash down shower area
- Wash down sinks and toilets

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- Remove all items from underneath the sink and wipe the surface down.
- Sweep and wash floor

TV Room:

- Wipe down all surfaces
- Sweep and wash floor
- Dust off all window blinds.
- Clean all windows

Mud Room:

- Wipe down all surfaces
- Sweep and wash floor
- Clean window

Storage Shed:

- Remove all items from this building
- Sweep the building out
- Replace all items back in shed.

Staff Sleeping Quarters:

- Wipe down all surfaces
- Sweep floor
- Clean windows.

Classroom:

- Wipe down all surfaces
- Sweep and wash floor
- Dust off all window sills
- Dust off window blinds
- Clean all windows

Garage Area:

- Remove all items from the floor area
- Sweep floor
- Remove all items from storage cabinets dust off the inside and place items back in.
- Place all items back in the garage once the sweeping is completed.

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Annex A Part 3:

Technical Mandatory Specifications

1. Completion of this Compliance Matrix is mandatory to be considered responsive.

- a) The Bidder must record whether they meet (YES) or not meet (NO) each of the specifications.
- b) The Bidder must list any deviation from the mandatory requirements herein described

	Description	Acceptance	
		Yes	No
D	DEFINITIONS – Informational only		
D1	Quality Assurance Representative is the government official responsible for ensuring that material and services supplied by the contractor conform to the specified requirements.		
D2	Project Authority is the government official responsible for technical management of this requirement.		
M	MANDATORY REQUIREMENTS		
M1	Contract Schedule Acceptance The Bidder must indicate that they accept and will adhere to the Annual Schedule as directed in the Statement of Work at Annex A and Appendix 1 to the annex.		
M2	Performance of Work The Bidder must indicate that they accept and will adhere to the required duties and will perform all work in compliance with the Statement of Work at Annex A and Appendix 1 to the annex; and as authorized under the Task Authorization.		
M3	Equipment and Tooling The Bidder must indicate that they have or have available to them all tools required to perform all duties as directed in the Statement of Work at Annex A and Appendix 1 to the annex.		

ANNEX B: BASIS OF PAYMENT

1.0 INSTRUCTIONS:

1.1. It is MANDATORY that bidders submit firm all inclusive prices/rates for the period of the proposed Contract and for all option periods for **all** items listed in the following pricing schedules. This section, when completed, will be considered as the bidder's Financial Bid.

1.2. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A, attached herein. No additional charges will be allowed for travel. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

2.0 TASK AUTHORIZATIONS- AS AND WHEN REQUESTED SERVICES

The Project Authority will provide the Contractor with a description of the work for a specific task not identified within the Statement of Work. The Bidder must provide the Project Authority with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Pricing Schedule. The Contractor must identify in their estimate a breakdown as to the number of hours. The estimate cost must not be exceeded without the specific written authorization of the Project Authority.

Period of Contract: 1 November 2014 to 31 October 2015

Description - Part 1	Unit of Issue	Estimated Usage	Firm Unit Price (CDN)	Extended Total
1. Camp Preparation: All inclusive lot price for duties detailed under Annex "A"- Camp Preparation	Lot	20	\$ _____ /Lot	\$ _____
2. First Line Maintenance: All inclusive lot price for duties under First Line Maintenance	Lot	20	\$ _____ /Lot	\$ _____
3. Camp Shut Down: All inclusive lot price for duties detailed under Annex "A"- Camp Shut Down	Lot	20	\$ _____ /Lot	\$ _____
4. General Labour: Firm Hourly Rate for work required on an "as and when required basis" upon request in writing by the Site Authority for services not identified within the Statement of Work.	Per hour	20	\$ _____ /Hour	\$ _____
Description - Part 2				
Spring/Fall Clean-Up Up - Firm Lot Rate for work required on an "as and when required basis" (one spring clean-up, one fall clean-up)	Lot	2	\$ _____ /Lot	\$ _____
Subtotal A				\$ _____

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Option Period 1: 01 November 2015 to 31 October 2016

Description - Part 1	Unit of Issue	Estimated Usage	Firm Unit Price (CDN)	Extended Total
1. Camp Preparation: All inclusive lot price for duties detailed under Annex "A" - Camp Preparation	Lot	20	\$ _____ /Lot	\$ _____
2. First Line Maintenance: All inclusive lot price for duties under First Line Maintenance	Lot	20	\$ _____ /Lot	\$ _____
3. Camp Shut Down: All inclusive lot price for duties detailed under Annex "A" - Camp Shut Down	Lot	20	\$ _____ /Lot	\$ _____
4. General Labour: Firm Hourly Rate for work required on an "as and when required basis" upon request in writing by the Site Authority for services not identified within the Statement of Work.	Per hour	20	\$ _____ /Hour	\$ _____
Description - Part 2				
Spring/Fall Clean-Up Up - Firm Lot Rate for work required on an "as and when required basis" (one spring clean-up, one fall clean-up)	Lot	2	\$ _____ /Lot	\$ _____
Subtotal B				\$ _____

Option Period 2: 01 November 2016 to 31 October 2017

Description - Part 1	Unit of Issue	Estimated Usage	Firm Unit Price (CDN)	Extended Total
1. Camp Preparation: All inclusive lot price for duties detailed under Annex "A" - Camp Preparation	Lot	20	\$ _____ /Lot	\$ _____
2. First Line Maintenance: All inclusive lot price for duties under First Line Maintenance	Lot	20	\$ _____ /Lot	\$ _____
3. Camp Shut Down: All inclusive lot price for duties detailed under Annex "A" - Camp Shut Down	Lot	20	\$ _____ /Lot	\$ _____

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4. General Labour: Firm Hourly Rate for work required on an "as and when required basis" upon request in writing by the Site Authority for services not identified within the Statement of Work.	Per hour	20	\$ _____ /Hour	\$ _____
Description - Part 2				
Spring/Fall Clean-Up Up - Firm Lot Rate for work required on an "as and when required basis" (one spring clean-up, one fall clean-up)	Lot	2	\$ _____ /Lot	\$ _____
Subtotal C				\$ _____

Evaluated Total: (Subtotal A + B + C) = \$ _____

ANNEX C: INSURANCE REQUIREMENTS

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

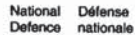
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ANNEX D: DND 626, Task Authorization

See attached.



All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat
		Task no. - N° de la tâche
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente
To - À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.	
Delivery location - Expédiez à	À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery/Completion date - Date de livraison/d'achèvement	Date	for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total

APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.

NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.

for the Department of Public Works and Government Services
pour le ministère des Travaux publics et services gouvernementaux

**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

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

Delivery/Completion date
Completion date for the task.

for the Department of National Defence

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

Services

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

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

GST/HST
The GST/HST cost as appropriate.

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

Applicable only to PWGSC contracts

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

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

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

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

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

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

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

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

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

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

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

Ne s'applique qu'aux contrats de TPSGC

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

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