

**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

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**  
THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

CE DOCUMENT CONTIENT UNE CONDITION  
DE SÉCURITÉ.

**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>Title - Sujet</b> CONN BULLET TRAPS	
<b>Solicitation No. - N° de l'invitation</b> EP305-150270/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 20150270	<b>Date</b> 2014-09-15
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-279-65709	
<b>File No. - N° de dossier</b> fk279.EP305-150270	<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 2014-10-21</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ladouceur, Joanne	<b>Buyer Id - Id de l'acheteur</b> fk279
<b>Telephone No. - N° de téléphone</b> (819) 956-6647 ( )	<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>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

EP305-150270/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

fk279

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

20150270

File No. - N° du dossier

fk279EP305-150270

CCC No./N° CCC - FMS No/ N° VME

---

**The purpose of this Solicitation Amendment is to attach the English Request for Proposal which did not post to Buy and Sell originally due to a technical problem.**

**All other terms and conditions will remain the same.**



**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 DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

CE DOCUMENT CONTIENT UNE CONDITION DE  
SÉCURITÉ.

**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>Title - Sujet</b> CONN BULLET TRAPS	
<b>Solicitation No. - N° de l'invitation</b> EP305-150270/A	<b>Date</b> 2014-09-10
<b>Client Reference No. - N° de référence du client</b> 20150270	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-279-65709	
<b>File No. - N° de dossier</b> fk279.EP305-150270	<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 2014-10-21</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ladouceur, Joanne	<b>Buyer Id - Id de l'acheteur</b> fk279
<b>Telephone No. - N° de téléphone</b> (819) 956-6647 ( )	<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**

<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

EP305-150270/A

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

20150270

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

---

## **NOTICE**

### **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 Joanne Ladouceur by facsimile 819-956-3600 or by e-mail to Joanne.Ladouceur@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 web site :<http://ssi-iss.tpsgc-pwgsc.gc.ca/> or by dialing 1-866-368-4646 (Toll free).

## **IMPORTANT NOTICE TO BIDDERS**

### **Support the use of apprentices**

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

Solicitation No. - N° de l'invitation

EP305-150270/A

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

20150270

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

---

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant - Competitive - Bid
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws - Bid
- 2.6 Mandatory Site Visit

### **PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1 Bid Preparation Instructions
  - Section I Technical Bid
  - Section II Financial Bid
  - Section III Certifications
  - Section IV Additional Information

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

### **PART 5 - CERTIFICATIONS**

- 5.1 Certifications Required Precedent to Contract Award

### **PART 6 - SECURITY REQUIREMENT**

- 6.1 Security Requirement
- 6.2 Employee Information for Security

### **PART 7 - RESULTING CONTRACT CLAUSES**

- 7.1 Statement of Work - Contract
- 7.2 Standard Clauses and Conditions
- 7.3 Security Requirement
- 7.4 Term of Contract
- 7.5 Authorities
- 7.6 Proactive Disclosure of Contracts with Former Public Servants (*if applicable*)
- 7.7 Payment
- 7.8 Invoicing Instructions - Maintenance Services
- 7.9 Certifications - Contract
- 7.10 Applicable Laws - Contract
- 7.11 Priority of Documents
- 7.12 Foreign Nationals (Canadian Contractor)
- 7.13 Insurance - Specific Requirements
- 7.14 Cellular Phones and/or Pagers
- 7.15 Government Site Regulations
- 7.16 Pre-commencement Meeting
- 7.17 Voluntary Reports for Apprentices Employed during the Contract

Solicitation No. - N° de l'invitation

EP305-150270/A

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

fk279

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

20150270

CCC No./N° CCC - FMS No/ N° VME

fk279EP305-150270

---

**List of Annexes:**

- Annex 'A' Statement of Work
- Annex 'B' Security Requirements Check List (SRCL)
- Annex 'C' Task Authorization Log Report
- Annex 'D' **Butt Stop Plan - To be distributed at the Mandatory Site Visit**
- Annex 'E' Form PWGSC-TPSGC 572 Task Authorization
- Annex 'F' Sample Work Quote
- Annex 'G' Federal Contractors Program for Employment Equity - Certification
- Annex 'H' Complete List of names of all individuals who are currently directors of the Bidder
- Annex 'I' Voluntary Certification to Support the Use of Apprentices

**BULLET CATCHERS AND PISTOL RANGE MAINTENANCE**  
**CONNAUGHT RANGE AND PRIMARY TRAINING CENTRE**

**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:

- Annex 'A' Statement of Work
- Annex 'B' Security Requirements Check List (SRCL)
- Annex 'C' Task Authorization Log Report
- Annex 'D' **Butt Stop Plan - To be distributed at the Mandatory Site Visit**
- Annex 'E' Form PWGSC-TPSGC 572 Task Authorization
- Annex 'F' Sample Work Quote
- Annex 'G' Federal Contractors Program for Employment Equity - Certification
- Annex 'H' Complete List of names of all individuals who are currently directors of the Bidder
- Annex 'I' Voluntary Certification to Support the Use of Apprentices

**1.2 Summary**

**(i) Requirement**

To provide all labour, materials, tools, equipment and transportation to provide outdoor range maintenance services for bullet catchers and pistol ranges, on an 'as and when requested' basis for Public Works and Government Services Canada at the Connaught Range and Primary Training Centre (CRPTC), Ottawa, Ontario. Work is to be performed in accordance with Statement of Work No. EP305-15-0270.

**(ii) Period**

The period of any resulting Contract shall be for a period of one (1) year with four (4) options to extend each for an additional consecutive twelve (12) month period.

**(iii) Security Requirement**

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”.

**(iv) Standard Instructions**

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

**(v) Former Public Servants**

For service requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation.”

**(vi) Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).

**(vii) Federal Contractors Program (FCP)**

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification.”

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

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

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

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

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

#### **Definitions**

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the , 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.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EP305-150270/A

fk279

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20150270

fk279EP305-150270

---

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

#### **Former Public Servant in Receipt of a Pension**

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

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

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

#### **2.4 Enquiries - Bid Solicitation**

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

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.

Solicitation No. - N° de l'invitation

EP305-150270/A

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

20150270

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

---

## 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 Blvd, Connaught Range and Primary Training Centre, Ottawa, Ontario, on October 3, 2014. The site visit will begin at 9:30 AM at 31 Shirley Blvd, PWGSC Building.**

Bidders must communicate with the Contracting Authority no later than October 1, 2014, 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.

**A maximum of two (2) representatives per company will be permitted to examine the site.**

Butt Stop Plan (To be distributed at the Mandatory Site Visit)

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

---

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I    Technical Bid  
Section I    Financial Bid  
Section II    Certifications  
Section III   Additional Information

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**

Submission of Evidence as described in 3.1.1 and 3.1.2. 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. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified or the service found to be unsatisfactory shall result in the bidder being disqualified and no further consideration will be given to the bidder. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit will be assessed.

It is the sole responsibility of the Bidder to ensure that it provides a contact that is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. The technical evaluation team will attempt to contact the Bidders customer reference by telephone or e-mail a maximum of three (3) times during the days of the technical evaluation. If the customer reference does not provide a reference the Bidders proposal will be deemed non-responsive and receive no further evaluation.

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

### 3.1.1 Contractor's Experience and Past Performance

The Bidder must provide evidence of its experience and past performance as a Construction Contractor by referencing at least three (3) contracts satisfactorily rendered within the past three (3) years wherein the range and scope of construction services provided are similar in size and complexity to this requirement. The contract may be for any customer or client department.

PROJECT/CONTRACT REFERENCE NO. 1	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone number and e-mail address of client contact	Phone No.: _____ E-mail: _____
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____	

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

<b>PROJECT/CONTRACT REFERENCE NO 2</b>	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone number and e-mail address of client contact	Phone No.: _____ E-mail: _____
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____	

Solicitation No. - N° de l'invitation

EP305-150270/A

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

20150270

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

<b>PROJECT/CONTRACT REFERENCE NO 3</b>	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone number and e-mail address of client contact	Phone No.: _____ E-mail: _____
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____	

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

### 3.1.2 MANDATORY Supervisor Expertise and Experience

a) Provide the name and the number of years of experience of the bidder's Supervisor for Bullet Trap Maintenance who will be assigned to the Contract. It is Mandatory that the proposed Supervisor have a minimum of three (3) consecutive years experience in a supervisory role in a similar field.

b) The bidder must provide evidence of the experience and satisfactory performance of the Supervisor by referencing one (1) contract for clients of a duration of a minimum of (3) consecutive years, within the past ten (10) years, in providing services in a range comparable in size, scope and complexity to those described in the Request for Proposal (RFP).

Supervisor: _____	Years of Experience _____
-------------------	---------------------------

SUPERVISOR REFERENCE	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone number and e-mail address of client contact	Phone No.: _____ E-mail.: _____
Location/site of the contract:	
Value of the contract	\$ _____
Performance period of the contract. (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of contract:	_____ _____
Responsibilities of the individuals:	_____ _____ _____ _____

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

### 3.1.3 Technical Experience and Certification

The Contractor must have a minimum of two (2) employees that have WHMIS training, and a valid First Aid/CPR certificate and must be either Certified Heavy Equipment Operators with a minimum of three (3) years experience or have a minimum of ten (10) years experience operating heavy equipment without certification.

The bidder must provide the following for each Technician in order to demonstrate that they have the required experience:

- Heavy Equipment Operator certificate;
- Resume showing experience; or,
- A letter from the company on company letterhead confirming the required years of experience.

<b>Employee 1</b>	
<b>Employee 2</b>	

### Card and Licensing Documentation (Upon Request)

Valid copies of the following cards and licensing documentation should be submitted in accordance with clause 3.1.3 for the proposed personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid, by the bid solicitation closing date, 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 and no further consideration will be given to the bidder.

All certificates are to be recognized by the Human Resources Skills Development Canada (HRSDC) – Labour Program and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of :

- a valid First Aid/CPR certificate/wallet card; and
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card.

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279  
CCC No./N° CCC - FMS No/ N° VME

## 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, if applicable.

The following requirement MUST be strictly adhered to: Failure to do so shall render the bidder's proposal as non-responsive and no further consideration will be given to the bidder.

It is MANDATORY that the bidders submit firm prices/rates excluding GST/HST for each of the five (5) periods of the contract for all items listed in Pricing Schedule 1.

### Pricing Schedule 1: Task Authorization Work

#### Basis of Payment

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 with tools in accordance with the Statement of Work attached at Annex "A".

\* 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.)

**Cancellation Fee:** Due to the nature of the site and unforeseen circumstances, PWGSC will provide a 24 hour notice to cancel any scheduled work with no penalty to Canada. If Canada fails to notify the Contractor at least twenty-four (24) hours prior to the scheduled work, Canada will pay the Contractor a minimum of three (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.

Firm all inclusive rates including labour, supervision, equipment, transportation, overhead, profit and all related costs (excluding GST/HST). **Written authorization must be obtained from the Technical Authority prior to conducting any work.**

Our firm hourly rate for Equipment and Operator is:

#### 1.1 (i) One 4-wheel drive loader with a minimum 3.08m<sup>3</sup> (4yd<sup>3</sup>) bucket or larger and an operator.

LOCATION: CRPTC					
Description	Year 1 2014 / 2015	Option Year 1 2015 / 2016	Option Year 2 2016 / 2017	Option Year 3 2017 / 2018	Option Year 4 2018 / 2019
Equipment and Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
*Estimated Hours	50	50	50	50	50
**Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
<b>Sub-Total</b>					\$_____

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

CCC No./N° CCC - FMS No/ N° VME

**1.1 (ii) One dump truck with a minimum 11.46m<sup>3</sup> (15yd<sup>3</sup>) dump box with an operator.**

LOCATION: CRPTC					
Description	Year 1 2014 / 2015	Option Year 1 2015 / 2016	Option Year 2 2016 / 2017	Option Year 3 2017 / 2018	Option Year 4 2018 / 2019
Equipment and Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
Estimated Hours	50	50	50	50	50
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
<b>Sub-Total</b>					\$_____

**1.1 (iii) One extendahoe backhoe with 1m<sup>3</sup> (1.31yd<sup>3</sup>) bucket with an operator.**

LOCATION: CRPTC					
Description	Year 1 2014 / 2015	Option Year 1 2015 / 2016	Option Year 2 2016 / 2017	Option Year 3 2017 / 2018	Option Year 4 2018 / 2019
Equipment and Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
Estimated Hours	50	50	50	50	50
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
<b>Sub-Total</b>					\$_____

**1.1 (iv) One 4x4 Pick-Up truck with an operator.**

LOCATION: CRPTC					
Description	Year 1 2014 / 2015	Option Year 1 2015 / 2016	Option Year 2 2016 / 2017	Option Year 3 2017 / 2018	Option Year 4 2018 / 2019
Equipment and Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
Estimated Hours	50	50	50	50	50
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
<b>Sub-Total</b>					\$_____

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
fk279

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

CCC No./N° CCC - FMS No/ N° VME

**1.1 (v) One skidsteer with an operator**

LOCATION: CRPTC					
Description	Year 1 2014 / 2015	Option Year 1 2015 / 2016	Option Year 2 2016 / 2017	Option Year 3 2017 / 2018	Option Year 4 2018 / 2019
Equipment and Operator	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
Estimated Hours	50	50	50	50	50
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Sub-Total</b>					\$ _____

**1.1 (vi) One tractor with attachments and an operator (including but limited to flail mower, rototiller, wood chipper.)**

LOCATION: CRPTC					
Description	Year 1 2014 / 2015	Option Year 1 2015 / 2016	Option Year 2 2016 / 2017	Option Year 3 2017 / 2018	Option Year 4 2018 / 2019
Equipment and Operator	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
Estimated Hours	50	50	50	50	50
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Sub-Total</b>					\$ _____

**1.1 (vii) One machine for 70 cm de-compaction with attachments and an operator.**

LOCATION: CRPTC					
Description	Year 1 2014 / 2015	Option Year 1 2015 / 2016	Option Year 2 2016 / 2017	Option Year 3 2017 / 2018	Option Year 4 2018 / 2019
Equipment and Operator	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
Estimated Hours	50	50	50	50	50
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Sub-Total</b>					\$ _____

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
fk279

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

CCC No./N° CCC - FMS No/ N° VME

**1.1 (viii) Excavator (Caterpillar 320E L or equivalent) with attachments and an operator**

LOCATION: CRPTC					
Description	Year 1 2014 / 2015	Option Year 1 2015 / 2016	Option Year 2 2016 / 2017	Option Year 3 2017 / 2018	Option Year 4 2018 / 2019
Equipment and Operator	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
Estimated Hours	50	50	50	50	50
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Sub-Total</b>					\$ _____

**2.1 Labour: Firm hourly rate per qualified labourer with hand tools. This rate will include adequate supervision.**

LOCATION: CRPTC					
Period	Year 1 2014 / 2015 Rate	Option Year 1 2015 / 2016 Rate	Option Year 2 2016 / 2017 Rate	Option Year 3 2017 / 2018 Rate	Option Year 4 2018 / 2019 Rate
2.1 (i) Regular Hours 08:00 to 17:00 Monday to Friday	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
Estimated Hours	50	50	50	50	50
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Sub-Total</b>					\$ _____

LOCATION: CRPTC					
Period	Year 1 2014 / 2015 Rate	Option Year 1 2015 / 2016 Rate	Option Year 2 2016 / 2017 Rate	Option Year 3 2017 / 2018 Rate	Option Year 4 2018 / 2019 Rate
2.1 (ii) Outside Regular Hours Saturday, Sunday and Statutory Holidays	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
*Estimated Hours	50	50	50	50	50
**Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Sub-Total</b>					\$ _____

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EP305-150270/A

fk279

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20150270

fk279EP305-150270

**STATUTORY HOLIDAYS INCLUDE:**

- New Year's Day - January 1
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day - July 1
- Civic Holiday - August
- Labour Day
- Thanksgiving Day
- Remembrance Day - November 11
- Christmas Day - December 25
- Boxing Day - December 26

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

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

LOCATION: CRPTC					
Period	Year 1 2014 / 2015	Option Year 1 2015 / 2016	Option Year 2 2016 / 2017	Option Year 3 2017 / 2018	Option Year 4 2018 / 2019
Mark-up	_____%	_____%	_____%	_____%	_____%
*Estimated Expenditure	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
**Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
<b>Sub-Total</b>					\$_____

**For Evaluation Purposes**

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

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

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

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2.1 (i), 2.1 (ii), 2.1 (iii) and 2.2 on form GC 572, Task Authorization.

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

---

The identified users shall order goods either on form PWGSC-TPSGC GC 572 'Task Authorization' or ordered by other methods such as telephone, but must be confirmed in writing either on form PWGSC-TPSGC GC 572 or other agreed upon means that include as a minimum the following: description of the work, pricing schedule and quantity, contract number, name of authorized person and signature.

**TOTAL ASSESSED PROPOSAL PRICE:**

Sum of Basis of Pricing 1.1 \$ \_\_\_\_\_

Basis of Payment 2.1(i), 2.1 (ii), and 2.2: \$ \_\_\_\_\_

**TOTAL BID 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.

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

---

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical and Financial Evaluation - Mandatory Requirements**

- i) Attendance at the Mandatory Site Visit
- ii) Full Time Supervisor's qualification in accordance with Part 3, Section 1: Technical Bid
- iii) Contractor's Experience and Past Performance in accordance with Part 3, Section 1: Technical Bid.
- iv) Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section II: Financial Bid.

### **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.

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

---

## **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](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](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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), for each member of the Joint Venture.

### **5.2. Education and Experience**

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

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

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

---

## **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 3, Section I (Technical Bid) to provide services against any resulting contract:

<b>LEGAL NAME (First and Last)</b>	<b>DATE OF BIRTH (DD/MM/YR)</b>	<b>SECURITY ID #</b>
Supervisor:		
Employee:		
Employee		

Solicitation No. - N° de l'invitation

EP305-150270/A

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

20150270

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

---

## **PART 7 - RESULTING CONTRACT CLAUSES**

*(at contract award, delete this title)*

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(at contract award, delete this sentence)*

### **7.1 Statement of Work**

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

#### **7.1.2 Task Authorization**

The Work 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 completion dates. The TA will also include the applicable basis of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority within two (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 the 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 **\$10,000.00**, applicable taxes extra, 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.

##### **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 **5%** of the maximum contract value per period.
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. |

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

---

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. 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 ten (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 Tasks.

#### **7.1.2.5 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.

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

## 7.3 Security Requirement

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

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIERS

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 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.

### 7.4.2 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional consecutive twelve (12) month period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

---

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Joanne Ladouceur  
Supply Specialist  
Public Works and Government Services Canada  
Real Property Contracting Directorate  
3C2, 11 Laurier Street, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

Telephone: 819-956-6647  
Facsimile: 819-956-3600  
E-mail address: Joanne.Ladouceur@pwgsc-tpsgc.gc.ca

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

### **7.5.2 Technical Authority**

The Technical Authority for the Contract is:

*"TO BE PROVIDED AT CONTRACT AWARD"*

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: \_\_\_\_\_

### **7.5.4 Specific Person - Supervisor**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Supervisor Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Solicitation No. - N° de l'invitation

EP305-150270/A

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

20150270

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

Cellular Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a (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 Basis of Payment - Firm Unit Price(s) - Task Authorization

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

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

### 7.7.2 Basis of Payment - Limitation of Expenditure - Task Authorizations

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 detailed below, 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 excluded 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.

### 7.7.3 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:

- when it is 75 percent committed, or
- four (4) months before the contract expiry date, or
- 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,

Solicitation No. - N° de l'invitation

EP305-150270/A

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

20150270

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

---

whichever comes first.

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

#### **7.7.4 Basis of Payment**

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

#### **7.7.5 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 maintenance report described in clause 7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations on a monthly basis.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service 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 Services - Horticulture  
1010 Somerset  
Ottawa, Ontario, K1A 0M2  
Attention: \_\_\_\_\_ (leave blank until contract award)

#### **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.

##### **7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

#### **7.10 Applicable Laws**

Solicitation No. - N° de l'invitation

EP305-150270/A

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

20150270

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

---

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 (SRCL)
- (e) Annex 'C' Task Authorization Log Report
- (f) Annex 'D' Butt Stop Plan - *To be distributed at the Mandatory Site Visit*
- (g) Annex 'E' Form PWGSC-TPSGC 572 Task Authorization
- (h) Annex 'F' Sample Work Quote
- (i) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*)

### 7.12 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) apply to and form part of the Contract.

### 7.13. Insurance

#### 7.13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 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.

#### 7.13.2 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.

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

---

- 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) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

### **7.13.3 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.

### **7.14 Cellular Phones and/or Pagers**

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

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

---

themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

#### **7.15 Government Site Regulations**

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

#### **7.16 Pre-Commencement Meeting**

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

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

#### **7.17 Voluntary Reports for Apprentices Employed during the Contact**

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

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

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

<b>Number of apprentices hired</b>	<b>Trade speciality</b>

(Add lines if needed)

Solicitation No. - N° de l'invitation

EP305-150270/A

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

20150270

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

**ANNEX 'A'**

**STATEMENT OF WORK**

**EP305-150270**

Solicitation No. - N° de l'invitation

EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

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

20150270

File No. - N° du dossier

fk279EP305-150270

CCC No./N° CCC - FMS No/ N° VME

---

**ANNEX 'B'**

**SECURITY REQUIREMENT CHECK LIST**

**EP305-150270**

Solicitation No. - N° de l'invitation

EP305-150270/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

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

20150270

CCC No./N° CCC - FMS No/ N° VME

---

**ANNEX 'C'**

**TASK AUTHORIZATION LOG REPORT**

**EP305-150270**

Solicitation No. - N° de l'invitation

EP305-150270/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

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

20150270

CCC No./N° CCC - FMS No/ N° VME

---

**ANNEX 'D'**

**BUTT STOP PLAN**  
**(to be distributed at the Mandatory Site Visit)**

**EP305-150270**

Solicitation No. - N° de l'invitation

EP305-150270/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

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

20150270

CCC No./N° CCC - FMS No/ N° VME

---

**ANNEX 'E'**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

**EP305-150270**

Solicitation No. - N° de l'invitation

EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

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

20150270

File No. - N° du dossier

fk279EP305-150270

CCC No./N° CCC - FMS No/ N° VME

---

**ANNEX 'F'**

**SAMPLE WORK QUOTE**

**EP305-150270**

Solicitation No. - N° de l'invitation

EP305-150270/A

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

20150270

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EP305-150270

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

---

**ANNEX 'G'**  
**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit .

Date: \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

A1. The Bidder certifies having no work force in Canada.

A2. The Bidder certifies being a public sector employer.

A3. The Bidder certifies being a federally regulated employer being subject to the .

A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

**OR**

A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

B1. The Bidder is not a Joint Venture.

**OR**

B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Solicitation No. - N° de l'invitation

EP305-150270/A

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

fk279

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

20150270

CCC No./N° CCC - FMS No/ N° VME

fk279EP305-150270

---

**ANNEX 'H'**

**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***

**DIRECTORS:**

---

---

---

---

Solicitation No. - N° de l'invitation  
EP305-150270/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
20150270

File No. - N° du dossier  
fk279EP305-150270

fk279

CCC No./N° CCC - FMS No/ N° VME

---

## ANNEX "I"

### Voluntary Certification to Support the Use of Apprentices

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

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

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

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

Name:  
Signature:  
Company Name:  
Company Legal Name:  
Solicitation Number:

Optional information to provide:  
Number of apprentices planned to be working on this contract:  
Trades of those apprentices:

---

## **1.0 SCOPE**

### **1.1 Purpose**

The purpose of this Statement of Work (SOW) is to provide the Connaught Range and Primary Training Centre (CRPTC) with outdoor range maintenance services for the bullet catchers and pistol ranges.

### **1.2 Background**

Connaught Range and Primary Training Centre (CRPTC) is a large complex with numerous training areas, federal buildings and occupants. The primary work conducted on site relates to military and police training.

---

## **2.0 REQUIREMENTS**

### **2.1 Location of Service**

Site locations in the Statement of Work are indicated in the Butt Stop Plan Annex D. Bullet catchers and pistol range maintenance will be timed to coincide with other operational programs according to a schedule developed in association with the Department of National Defence (DND) Site Authority and the Technical Authority. The Butt Stop Plan Annex D site plan is accurate as of April 16, 2014. The Technical Authority will keep the Contractor apprised of any change to the areas through contract amendments.

### **2.2 Technicians**

The Contractor must have a minimum of two (2) technicians that must be trained in Workplace Safety and Hazardous Materials Information System (WHMIS), working on steep slopes, and must be either a certified Heavy Equipment Operator with a minimum of three (3) years experience or have a minimum of ten years experience operating heavy equipment without the certification.

### **2.3 Site Access and Site Authority**

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 supersedes 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.

---

**2.4 Sustainable Landscaping**

In order to meet the environmental (Wildlife Sanctuary) intent of this site, the Contractor will follow a sustainable approach to materials and methodologies used in bullet trap maintenance 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.

**2.5 Working Hours**

The site is operational 24 hours per day, 7 days per week. There are noise restrictions onsite, no machinery operation prior to 06:00 hours or after 22:00 hours.

**2.6 Pick up Litter**

The bullet catchers and pistol ranges shall be free of litter year round. Bullets, bullet fragments or bullet casings are not litter and shall not be removed from site. Suspicious objects will not be tampered with and must be reported to range control immediately.

**2.7 Disposal Costs**

The Contractor is responsible for all disposal costs, related to litter and weed removal from the bullet catchers and pistol ranges.

**2.8 Damages**

The Contractor shall tour the work site with the Technical Authority at the beginning of each Task Authorization. The Contractor is to request pictures of all damages on the butt stops, bullet catchers and pistol ranges from the Technical Authority. At the end of each Task Authorization, 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.

**2.9 Identification**

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

**2.10 Vehicles and motorized equipment**

All vehicles and motorized equipment used on the site shall be clearly identified, clean and meet provincial safety standards. Parking and driving on turf is to be avoided.

**2.11 Authority for Work**

The Contractor must have written approval from the Technical Authority in advance of performance of any work under this contract in the form of a Task Authorization.

---

## 2.12 Health and Safety

All employees must undergo site specific CRPTC Health and Safety Training for rules and regulations as per operational requirements. The Technical Authority shall co-ordinate arrangements for the Contractor to be briefed by the Health and Safety Officer and the Range Control Officer. The DND Site Authority will arrange a mandatory health and safety meeting to be held onsite. All Contractors staff assigned to the site will be required to be in attendance. The Contractor will be responsible to notify the Technical Authority to arrange training for any staffing additions during the contract.

The Contractor must immediately address corrective measure to any health and safety issues of non-compliance identified by the Technical Authority verbally and with a corrective action report. The Contractor shall be responsible for the safety of persons and property on site and comply with all local statutes, regulations, and ordinances with the site safety plan.

The Contractor's safety measures will comply with the Ontario Occupational Health and Safety Act, Workers Compensation Act, the Workplace Hazardous Materials Information System (WHMIS), and the latest editions of applicable Act/Regulations and the Canada Labour Code when these regulations apply.

1. Submit a site-specific Health and Safety Plan after date of Notice to Proceed and (3) days prior to commencement of the Work. Include:
  - .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 contaminated soils.
  - .4 procedures to be implemented during emergency situations.
  - .5 all necessary staff certifications must be attached to the plan including WHMIS, heavy equipment operator certificates, etc as required.  
*e.g. Anticipated H&S plans will address working on steep slopes; personal protective gear, and handling of hazardous materials.*
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 2 days 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 and DND Site 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.

**2.13 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

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 including identifying the back up Full Time Supervisor.

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.

**2.14 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 hazardous 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 Chief Fire Inspector. Any questions or clarifications on Fire Safety in addition to the above must be directed to and cleared through the Chief Fire Inspector in writing.

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.

## **2.16 Supervisor Duties**

### **Supervisor Duties**

The Supervisor (in addition to what is described in the Statement of Work) will be responsible for checking the work area. The Supervisor will be the Technical Authority's main contact person for issues related to the terms in the Statement of Work and Task Authorization. The Supervisor is authorized by the firm to provide requested quotes to the Technical Authority within 48 hours from the receipt of the request. The Supervisor will be the person who will meet with the Technical Authority on site as required. The Supervisor would have to be available to meet the Technical Authority during the hours 07:30 hrs to 12:00 noon and 13:00 hrs to 15:30 hrs. The Supervisor will ensure that all the deficiencies identified by the Technical Authority are corrected. The Supervisor will advise the Technical Authority of any issues on site which may impact service delivery or which require action from the Technical Authority.

## **3.0 GLOSSARY OF TERMS AND SPECIFICATIONS**

**Butt Stop:** It is a bank created behind the range to stop the bullets, prevent ricochet and to allow the markers to see, with some exactness, where the bullet went. The butt stop ensures that the bullet is captured well short of its potential maximum ricochet range to prevent the widespread distribution of heavy metals and to ensure the safety of personnel beyond the limits of the range facility. The construction materials for butt stop will generally be sand and clay with sand or sand/sawdust bullet catchers. Construction materials must be free of stone and other hard objects that pose a ricochet hazard.

**Bullet catchers:** A sand or sand sawdust bullet catcher must be provided to prevent back splash, to limit the ejection of bullet fragments and to assist with marking the shots. The forward slope of the bullet catchers shall not be less than the horizontal plane of the safety berm. Wooden sides are present to facilitate the maintenance at the correct slope.

**Tunnelling:** Is caused by the repeated impact of bullets in a concentrated area resulting in the ejection of butt stop materials and the formation of deep depressions. The resultant deformation of the butt stop shape will alter the ricochet trajectories and will pose a safety hazard.

**Firing Points (Pistol Range):** The firing points are the areas where the shooters stand in to fire their weapons.

**Bullet Catcher and Pistol Range Sizes:**

Sizes are approximate and subject to change.

Alpha 1 Range: 40 Bullet traps 6.1 metres x 3.0 metres = 18.3 metres square.

Alpha 2 Range: 20 Bullet traps are 9.1 metres x 3.0 metres = 27.3 metres square.

Bravo Range: 10 Bullet traps are 9.1 metres x 3.6 metres = 32.76 metres square.

Charlie Left Range: 30 Bullet traps are 3.6 metres x 3.0 metres = 10.8 metres square.

Charlie Right Range: 45 Bullet traps are 3.6 metres x 3.0 metres = 10.8 metres square.

Delta Range: 30 Bullet traps are 6.1 metres x 3.0 metres = 18.3 metres square.

Pistol Range 1: Bullet trap is 25 metres x 6 metres = 150 metres square.

Pistol Range 1: Butt stop bullet trap is 22 metres x 6.5 metres = 143 metres square.

Pistol Range 2: Bullet trap is 25 metres x 6 metres = 150 metres square.

Pistol Range 3: Butt stop bullet trap is 23 metres x 6.5 metres = 149.5 metres square.

Pistol Range 4: Butt stop bullet trap is 22 metres x 6.5 metres = 143 metres square.

Pistol Range 5: Bullet trap is 25 metres x 6 metres = 150 metres square.

Pistol Range 6: Bullet trap is 25 metres x 6 metres = 150 metres square.

Pistol Range 6: Butt stop bullet trap is 23 metres x 6.5 metres = 149.5 metres square.

#### **4.0 REQUIRED TASKS:**

##### **4.1 Authority for Work**

Contractor will provide services and materials on an "as and when" requested basis where charges shall be made for actual materials used, actual hours of a labour and/or equipment with operator costs as per rates in Pricing Schedule 1.

The Task Authorization will indicate the time frame the work must be completed within. A SOW will be attached to each Task Authorization to indicate the task description of work to be completed and materials to be used.

When requested by the Technical Authority, estimates are to be provided by the Contractor to the Technical Authority as per the sample format in Sample Work Quote - Annex F within two working days. A Task Authorization must be obtained from the Technical Authority prior to conducting any work.

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.

##### **4.2 Inspections**

The Contractor's Supervisor shall inspect all work committed against the Task Authorization to ensure that all work has been completed according to the terms of the contract and Task Authorization description of the work required.

The Contractor's Supervisor is to notify the Technical Authority when the work is scheduled for completion. The Technical Authority and DND Site Authority will review the work to verify that the work is completed as per the Task Authorization. DND Site Authority must sign the Task Authorization Log Report to verify acceptance of the work. The site Task Authorization Log Report, Annex C, is located at 1 Lee Enfield, Range Control. This Task Authorization Log Report must be completed by both the Contractor and the DND Site Authority in order for invoices to be processed.

## **5.0 BULLET CATCHER AND BUTT STOP MAINTENANCE**

The following tasks will be bid with an hourly rate price for the ranges and pistol ranges based on the sizes referenced in Statement of Work Clause 3.0. A Task Authorization with a description of work will be issued by the Technical Authority when requested by the DND Site Authority.

### **5.1 Bullet Tunnelling Repair**

Bullet catchers must be raked in a manner to correct tunnelling. Sand must be hand raked to a depth of 5 cm and pushed up to correct bullet craters and to preserve the required slope. Raking is necessary to maintain material consistency to allow full penetration of projectiles and to minimize material compaction and tunnelling at the site of bullet impact.

The bullet catcher will be raked when the slope along the edges of the tunnelling site depression is plus or minus one or more degrees from the standard slope of the bullet catcher as defined by the wooden board edging. The material must be raked level with the board edging and maintain the slope as per the butt stop slope.

Immediate repairs are necessary any time that bullet materials are concentrated at the surface resulting in the dispersal of bullet fragments and contaminated materials beyond the butt stop. Material that is ejected from the point of impact or is carried down the front slope, by rain water and melting snow, must be pushed back up into the bullet catcher. No bullet catcher / pistol range material may be discarded on site or off site at any time.

Pistol Ranges 1 through 6, bullet catcher maintenance, also includes the maintenance of the firing points. The firing points shall be raked and or filled to level the surface. All firing points must be cleaned of all debris with the sand maintained free of rocks and any hard foreign objects that pose a ricochet potential. Bullet casings must not be removed from site, notify PWGSC if and when there is munitions related debris on site.

All bullets and bullet fragments must be collected using the DND supplied sieves and deposited in the DND supplied receptacles. The DND supplied sieves must be picked up at Range Control and returned at the completion of the task to Range Control in the same working condition. All appropriate safety equipment must be worn when handling lead debris. No munitions related debris is to be removed from site, notify PWGSC if and when there is munitions related debris on site.

### **5.2 Deep Tine De-compaction**

Deep penetration, of 70 cm, for loosening the material in the bullet catchers is required to reduce compaction.

The material must be worked sufficiently to loosen the entire bullet catcher without damaging the wood board edges.

DND Site Authority is the final authority for acceptance of all repairs to the bullet catchers.

Average bullet catcher penetration is to be 30 cm – 35 cm. Penetration will be determined by testing with a dowel being pushed in with minimal effort to the 30-35 cm depth for bullet catchers and to 125 cm for the pistol ranges.

DND Site Authority will conduct this penetration test and is the final authority for acceptance of all deep tine de-compaction operations on the bullet catchers and pistol ranges.

**5.3 Nonspecific Weed Control:** Weeds are to be hand pulled and removed off site.

**5.4 Supply and Install Rifle Range Sand**

Supply sand as per the specifications in Clause 6.1 of the Statement of Work. Ensure sand is level with the height of the wooden bullet catcher structures while maintaining the slope of the bullet catchers as determined by the slope of the wooden edging.

**5.5 Supply and Install Pistol Range 50 /50 Sand/Sawdust**

Pistol Range bullet catcher material: A mixture of 50% Pistol Range Sand and 50% Saw dust by volume.

Supply and install sand-sawdust mixed materials when required.

All sand and sawdust used in the Pistol Range bullet catcher material must meet the required specifications and be approved by Range Control and PWGSC prior to being blended. Samples: submit to Technical Authority, a 23 kg sample of pistol range sand for each source of sand proposed for use and an 8 kg sample of saw dust for each source of sawdust proposed, no later than 2 weeks before mixing. In addition, submit a sieve analysis undertaken in accordance with American Society for Testing and Materials International (ASTM) C136 and signed off by a professional engineer licensed in the Province of Ontario for each source of sand material proposed, no later than 2 weeks before mixing.

All 50 /50 material blending must be conducted off site in a clean, contaminate free area and in a manner to ensure material specification integrity. The 50/50 blend must be blended uniformly. Submit to Technical Authority a 23 kg sample of the produced 50/50 blend from the stockpile, no later than 1 week before application on site. In addition, submit a sieve analysis undertaken in accordance with ASTM C136 and signed off by a professional engineer licensed in the Province of Ontario for each stockpile of produced material. Include organic content of each sample by volume.

All installations must be conducted using clean equipment in a manner that ensures no contamination of the materials.

The installation must be conducted in a manner that places the materials at the correct compaction to prevent against erosion.

Once a stockpile has been produced, sampled, and tested, no further material may be added to the stockpile.

Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

Install the Pistol Range sand level with the height of the wooden retaining wall maintaining the slope of the bullet catchers as determined by the paint marks on the wooden siding.

#### **5.6 Butt Stop Repair**

Butt stops will be repaired as per DND Site Authority instruction to repair any tunnelling and erosion. All materials used for repairs must be approved prior to use to ensure that the materials are screened to remove all foreign objects with ricochet potential.

### **6.0 MATERIALS**

For quality assurance purposes, all sand, sawdust and 50/50 sand/sawdust mixtures must pass several inspections during the supply and installation process. The acceptance of the materials will be gained from DND Site Authority by the Technical Authority. The Technical Authority may have the materials tested at a certified lab at any stage to verify that the materials meet the required specification. The integrity of the materials specified must be maintained throughout the entire supply and install process. This is a health and safety issue. Failure of the materials to pass the specification at any one of the three tests will result in non acceptance of the materials. The Contractor will have to remove all contaminated materials and replace with acceptable materials at their own cost.

First inspection: Samples of the sand and sawdust must be provided by the Contractor to the Technical Authority for approval by the DND Site Authority. All bullet catcher sand supplied must be proven to meet the specification through laboratory testing prior to supply and installation. The Contractor must provide the lab sieve analysis report for the sand to the Technical Authority. The sawdust and sands to be used must be approved by the DND Site Authority prior to being blended for the 50/50 sand/sawdust mixture.

Second inspection: The Technical Authority must be notified 48 hours prior to any blending operations in order to be present at the Contractor's facility to obtain samples for the second testing. DND Site Authority to approve the mixture.

Third Inspection: A final sample will be taken upon installation of the materials in the bullet traps. DND Site Authority to approve the mixture.

#### **6.1 Bullet Catcher / Pistol Range Sand Specification**

Bullet Catcher / Pistol Range sand shall consist of natural sand, subject to the approval of the Technical Authority, having hard, strong, durable particles. The sand shall be free from a coating of any deleterious material and free from other deleterious substances. Rifle sand must meet the gradations limits as identified below when tested to ASTM C136-06: Standard Test Method for Sieve Analysis of Fine and Coarse Aggregates and Canadian General Standards Board (CGSB) CAN/CGSB-8.2 Sieves, Testing, Woven Wire, Metric.

Rifle range sand sieve analysis :( based upon Range Construction and Maintenance B-GL-381-002/TS-001)

Grade 4 (4.75mm)	100%
Grade 10 (2.00mm)	95 % - 100%
Grade 200 (0.075mm)	0 % - 10%

**6.2 Sawdust Specification**

Saw dust must be 100 % by-product generated from lumber cutting operations; free of all wood chips, bits, shavings, deleterious substances, and be of nominal 3mm size and manufactured from either soft wood or hardwood species.

**6.3 Other materials**

All other materials to be used on site will be specified by DND Site Authority in the Task Authorization issued by the Technical Authority.

RECEIVED

MAY 30 2014



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

EP305-16-0270

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
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 Connaught Bullet Trap Maintenance Contract		
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"/>	No release restrictions / Aucune restriction relative à la diffusion <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"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	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"/>



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EP305-15-0270
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  Yes / Non  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  Yes / Non  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:  
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  Yes / Non  Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes / Non  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  Yes / Non  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  Yes / Non  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  Yes / Non  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  Yes / Non  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  Yes / Non  Oui



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

EP305-15-0270

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui 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 / CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSIRO TOP SECRET / COSIRO TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
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?  No  Yes  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  Non  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?  No  Yes  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non  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 Task Authorization Log Report

Connaught Bullet Trap Maintenance

Task Authorization #	Description of Work	Work Started (date/hour)	Work Completed (date/hour)	Actual Hours to be billed	Contractor Supervisor Signature	DND Site Authority Signature



## 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 <input type="checkbox"/> No - Non <input type="checkbox"/> 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

## Task Authorization Autorisation de tâche

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

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

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

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

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

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

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

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

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

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

**Increase or Decrease (Applicable taxes extra), as applicable**

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

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

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

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

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

**A. Task Description of the Work required:**

**A. Description de tâche des travaux requis :**

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

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

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

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

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

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

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

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

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

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

---

**B. Basis of Payment:**

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

**C. Cost of Task:**

**Insert Option 1 or 2:**

**Option 1:**

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

**Option 2:**

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

**D. Method of Payment**

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

**B. Base de paiement :**

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

**C. Coût de la tâche :**

**Insérer l'option 1 ou 2**

**Option 1 :**

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

**Option 2 :**

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

**D. Méthode de paiement**

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

---

**2. Authorization(s):**

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

**3. Contractor's Signature**

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

**2. Autorisation(s) :**

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

**3. Signature de l'entrepreneur**

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

---

Annex E: Sample Quote form

Contract Number:  
Location of work:  
Description of work:

Date:

	Estimated	Hourly Rate	Total	
Services:				
Labour	2	\$30.00	\$60.00	
Backhoe	2	\$95.00	\$190.00	
				Sub-total
				\$250.00
				13 % HST on Services
				\$32.50
				Total Services
				\$282.50
Materials:				
5 yards sand	5	\$16.00	\$80.00	
				Subtotal
				\$80.00
				10 % Mark-up on Materials
				\$8.00
				Subtotal
				\$88.00
				13% HST on Materials and mark-up:
				\$11.44
				Total Materials
				\$99.44
				Total Services and Materials
				\$381.94