

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

**Bid Receiving - PWGSC / Réception des soumissions - TPSGC**

**1550 D'Estimauville Avenue**  
**1550, Avenue d'Estimauville**

**Québec**

Québec

G1.J 0C7

**FAX pour soumissions: (418) 648-2209**

## Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

TPSGC/PWGSC

BFC Bagotville, CP 380

CFB Bagotville, PO Box 380

Bâtiment 62, local 112

Building 62, Room 112

Alouette

Québec

G0V1A0

|   |  |
|---|--|
| <b>Title - Sujet</b><br>CF Aircraft De-Icing, ..., Services   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W0138-141911/A  | <b>Date</b><br>2014-09-16  |
| <b>Client Reference No. - N° de référence du client</b><br>W0138-141911   | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$BAL-001-16098            |
| <b>File No. - N° de dossier</b><br>BAP-4-37111 (001)  | <b>CCC No./N° CCC - FMS No./N° VME</b>                                     |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2014-10-02</b>  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Heure Avancée de l'Est<br>HAE |
| <b>Delivery Required - Livraison exigée</b><br>See Herein   |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Tremblay, Marial   | <b>Buyer Id - Id de l'acheteur</b><br>bal001                               |
| <b>Telephone No. - N° de téléphone</b><br>(418)677-4000 (4159)  | <b>FAX No. - N° de FAX</b><br>( ) -  |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br><br>Department of National Defence (DND) /<br>Ministère de la Défense nationale (MDN)<br>3e Escadre / 3 Wing Bagotville<br>Alouette (Québec) G0V 1A0 |  |
| <b>Security - Sécurité</b><br>This request for a Standing Offer includes provisions for security.<br>Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.  |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

# CF AIRCRAFT DE-SNOWING / DE-ICING / ANTI-ICING / GLYCOL RECUPERATION SERVICES

## DEPARTMENT OF NATIONAL DEFENCE, 3 WING BAGOTVILLE.

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

- A) the Statement of Work;
- B) the Basis of Payment;
- C) the Insurance Requirements;
- D) the Security Requirements Check List (SRCL);
- E) the Extract of CPI Catalogue; and
- F) the Presentation of your Offer.

## 1.2 Summary

- (a) This Request for Standing Offers (DOC) is required for the issuance of one (1) Standings Offer for de-snowing, de-icing, anti-icing, and glycol recuperation services on canadian forces aircrafts for 3 Wing Bagotville.
- (b) The department (client) the services shall be provided to is:  
Department of National Defence (DND)  
3 Wing Bagotville  
Alouette, Quebec, G0V 1A0
- (c) A standing offer will be issued for an estimated total of \$ 50,000 in the case of a full operational period.
- (d) Full operational period: Orders can be placed and the services to be delivered between October 1 and April 30 (on a 7-month period).
- (e) The standing offer will be valid for a one-year period, from the Standing Offer date to September 30, 2015 with 4 years in option.
- (f) Average quantities used per year in the last two years:
  - (i) number of de-snowing and/or de-icing and/or anti-icing aircrafts: 11
  - (ii) number of liters of glycol, type I : 3 000
  - (iii) nombre de liters of glycol, type IV: 350
- (g) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. For more information on personnel and organization security screening or security clauses, offerors 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.
- (h) This procurement is subject to the Controlled Goods Program.
- (i) For services requirements, Offerors 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 Request for Standing Offers (RFSO).
- (j) Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.
- (k) The requirement is subject to a preference for Canadian goods and/or services.

### **1.3 Security Requirement**

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

### **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offer process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-06-26) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### **2.2 Submission of Offers**

Offers 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 Request for Standing Offers.

Offers may be faxed to 418-648-2209 or sent by mail:

➔ Bid Receiving Unit  
Public Works and  
Government Services Canada  
1550 D'Estimauville Avenue  
Quebec City, Quebec, Canada, G1J 0C7

## 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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act R.S., 1985, c. F-11, <http://laws-lois.justice.gc.ca/eng/acts/f-11/> a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

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

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

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Reduction Program**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES ( ) NO ( )**

If so, the Offeror 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 reduction 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 - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

(a) use 8.5 x 11 inch (216 mm x 279 mm) paper;

(b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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 Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

### **3.1.1 Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a) ( ☐ ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b) ( ☐ ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

## **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified below. Offerors must provide the necessary documentation to support compliance with this requirement.

Offers which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

| Mandatory Technical Criteria |
|------------------------------|
|------------------------------|

|  |
|--|
| <p>Offerors must demonstrate experience providing de-snowing services and the application of aircraft de-icing and anti-icing fluids at a minimum of one (1) airport meeting the classification requirements for a NON NAS Regional airport as defined in the Canadian National Airports Policy (<a href="http://www.tc.gc.ca/eng/programs/airports-policy-regulation-305.htm">www.tc.gc.ca/eng/programs/airports-policy-regulation-305.htm</a>) with similar climatic conditions. These services must have been performed for at least 1 de-icing season.</p> |
|--|

|                              |
|------------------------------|
| <p>See following page...</p> |
|------------------------------|

### Mandatory Technical Criteria

continued...

Similar climatic conditions are defined to have:

<http://www.climat-quebec.qc.ca/home.php?id=accueil&mpn=accueil&lg=en>

- the amount or more annual snowfall of 150 cm; and
- an average winter temperature of -10 °C or colder.

➔ Experience must be demonstrated by providing:

(a) a description of project services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(b) the start date of services provided: \_\_\_\_\_

(c) the end date of services provided: \_\_\_\_\_

(d) the client name: \_\_\_\_\_

(e) the client phone number: \_\_\_\_\_

#### 4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

#### 4.2 Basis of Selection - Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

### **5.1 Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

#### **5.1.1 Code of Conduct and Certifications - Related documentation**

By submitting an offer, the Offeror certifies that the Offeror and its his affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of the Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### **5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from HRSDC-Labour's website [http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/index.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## **5.2 Additional Certifications Precedent to Issuance of a Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

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

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

### **5.3 Additional Certifications Required with the Offer**

Offerors must submit the following duly completed certifications with their offer.

#### **5.3.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the service offered being treated as a non-Canadian service.

The Offeror certifies that:

(    ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

#### **5.3.2 Canadian Content Definition**

SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.

## **PART 6 - SECURITY AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirement**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror'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 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors 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 Controlled Goods Program- Bid**

SACC Manual Clause A9130T (2014-06-26), Controlled Goods Program- Bid.

### **6.3 Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "C" .

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

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

Notice: Numbering will be revised at issuance of a standing offer.

### **A. STANDING OFFER**

#### **7.1 Offer**

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **7.2 Security Requirement For Canadian Supplier**

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).

This contract includes access to controlled goods. Prior to access, the contractor must be reg-istered in the Controlled Goods Program of Public Works and Government Services Canada.

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 "D"; and
  - (b) Industrial Security Manual (Latest Edition).

#### **7.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (

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

### **7.3.1 General Conditions**

2005 (2014-06-26) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### **7.3.2 Standing Offers Reporting**

#### **Periodic Usage Reports - Standing Offer**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide the data\* of the services provided and described in Annex "B". If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted once in a year, at the end of April, to the Standing Offer Authority.

\*data: the description of the services provided (ordered), its quantity and unit, the price paid and when (the date) it was processed.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The Standing Offer is from the date of the Standing Offer to September 30, 2015.

#### **7.4.1.1 Operational period**

The period for making call-ups and providing services against the Standing Offer is from October 1 to April 30 (for a period of 7 months).

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 4 periods of one-year each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date

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of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Marial Tremblay - Supply Specialist

Postal Address: Public Works and  
Government Services Canada  
CFB Bagotville, PO Box 380  
Building 71, Room 115  
Alouette, Quebec, G0V 1A0, Canada

Telephone: (418) 677-4000, Ext.: 4159

Facsimile: (418) 677-3288

E-mail address: marial.tremblay@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **7.5.2 Project Authority**

The Project Authority (A4 Maint - 3 Wing Operations Maintenance Officer) for the Standing Offer is:

(will be identified by PWGSC upon issuance of the standing offer)

Name:

Building:

Tel.:

Fax:

E-mail:

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

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### 7.5.3 Offeror Representatives

Name and telephone number of the person responsible for :

(a) Offer Manager:

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

Title : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Facsimile No. : \_\_\_\_\_

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

(b) To receive call-ups and to follow-up the service:

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

Title : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Facsimile No. : \_\_\_\_\_

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

### 7.6 Call-up Instrument

The Work will be authorized or confirmed by the Project Authority using form PWGSC-TPSGC 942, Call-up Against a Standing Offer <http://publiservice-app.pwgsc.gc.ca/forms/pdf/942.pdf> or an electronic version.

### 7.7 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable taxes included).

### 7.8 Financial Limitation

Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ 50,000.00 (Applicable taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **7.9 Priority of Documents**

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

- (a) the call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2014-06-26), General Conditions - Standing Offers - Goods or Services
- (d) the general conditions 2010C (2014-06-26), General Conditions - Services (Medium Complexity);
- (e) Annex "A" - Statement of Work;
- (f) Annex "B" - Basis of Payment;
- (g) Annex "C" - Insurance Requirements;
- (h) Annex "D" - Security Requirements Check List (SRCL); and
- (i) the Offeror's offer dated \_\_\_\_\_, as amended on \_\_\_\_\_” (to be completed by PWGSC).

## 7.10 Certifications

### 7.10.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

#### 7.10.1.1 SACC Manual Clauses

| Number | Date       | Title                                |
|--------|------------|--------------------------------------|
| M3020C | 2010-01-11 | Status and Availability of Resources |
| M3060C | 2008-05-12 | Canadian Content Certification       |

## 7.11 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

## 7.12 Estimates

SACC Manual Clause M3800C (2006-08-15), Estimates.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2010C (2014-06-26), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

*The following clause will be used if payment by credit cards is accepted by the offeror.*

Section 13 Interest on Overdue Accounts, of General conditions 2010C mentioned above will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

#### **7.3.2 Service Startup**

All services requested must begin within two (2) hours following receipt of an authorized order and subject to the provisions noted herein.

## 7.4 Payment

### 7.4.1 Basis of Payment

#### Firm Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm prices, as specified in Annex "B", for the total cost indicated in the call-up. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

#### 7.4.1.1 Adjustment of Firm Prices - Years in Option

Firm prices of Annex "B" are to be firm base prices for the Standing Offer period. After that period, if a year in option is used, the firm base prices will be subject to annual adjustment (increased or decreased) as per the percentage change in the Consumer Price Index (CPI) as published by Statistics Canada for the Quebec region (Table 9-5 - line All-Items CPI - Catalogue # 62-001-X) and calculated for the twelve most recent months period (average rate on 12 months) immediately preceding the end of the first year of Standing Offer.

Example of the average percentage (%) adjustment of the CPI in March 2014 over a full year: ä

| April<br>2014 | May<br>2014 | June<br>2013 | July<br>2013 | Aug.<br>2013 | Sept.<br>2013 | Oct.<br>2013 | Nov.<br>2013 | Dec.<br>2013 | Jan.<br>2014 | Feb.<br>2014 | Mar.*<br>2014 | <b>Avg<br/>Rate</b> |
|---------------|-------------|--------------|--------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------------|
| 1.3           | 1.6         | 1.7          | 1.1          | 0.8          | 0.9           | 0.2          | 0.6          | 0.8          | 1.1          | 0.4          | 0.9           | 0.950               |

\* For information, attached hereto as Annex "D", an extract of 2 pages of CPI Catalogue, March 2014 only.

## 7.4.2 SACC Manual Clauses

| Number | Date       | Title   |
|--------|------------|---|
| A9117C | 2007-11-30 | T1204 - Direct Request by Customer Department |
| C0711C | 2008-05-12 | Time Verification                             |
| H1001C | 2008-05-12 | Multiple Payments                             |

*The following clause will be used if payment by credit cards is accepted by the offeror.*

## 7.4.3 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

## 7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows: The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7.6 SACC Manual Clauses

| Number | Date       | Title  |
|--------|------------|--|
| A9006C | 2012-07-16 | Defence Contract                                     |
| A9062C | 2011-05-16 | Canadian Forces Site Regulations                     |
| A9131C | 2014-06-26 | Controlled Goods Program - Contra                    |
| B4060C | 2011-05-16 | Controlled Goods                                     |
| D3010C | 2014-06-26 | Delivery of Dangerous Goods / Hazardous Products     |
| D3014C | 2007-11-30 | Transportation of Dangerous Goods/Hazardous Products |

## **7.7 Insurance Requirements**

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

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

The Contractor must forward to the Contracting Authority within 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.

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## **ANNEX " A " - STATEMENT OF WORK**

### **A.1 Statement of Work (13 pages)**

The statement of work attached hereto is to be inserted at this point and forms part of this document.

## ANNEX " B " - BASIS OF PAYMENT

### B.1 Price Tables

1. Before submitting your prices, please refer to Part 7 B, specifically Article 7.4 Payment (page 28).
2. The firm unit price per liter for de-icing fluids (Type I) and anti-icing (type IV) will be paid only when liquids are applied. Unused liquids remain the property of the Offeror and will be brought back at the end of the period of the Standing Offer.
3. For each request for service, the Offeror will receive a form PWGSC-TPSGC 942, Call-up Against a Standing Offer  
<http://publiservice-app.tpsgc.gc.ca/forms/pdf/942.pdf> or an electronic version which will serve as authorization to perform the work.
4. The service must be available:
  - (a) within 2 hours after a service call;
  - (b) at any time, 24 hours on 24 and 7 days 7;
  - (c) during the operational period from October 1 to April 30 of each year.
5. Each request for services (call-up) includes all personnel and equipment required for the services requested, travelling to the work site, and 2 hours of work on site.
6. The hourly rate includes all personnel and equipment required for the services requested and will be used only if a request for services exceeds two hours of work on site.
7. The estimated annual quantities in the tables below are provided only for evaluation purposes. The estimated value of the Standing Offer will be equal to the sum of the estimated annual value of the two tables below.

**B.1.1 Table 1 - Price for De-Snowing, De-Icing, Anti-Icing**

➔ Please complete the last two columns of the following table:

| Item  | Description   | Estimated Annual Quantity | Unit    | Firm Price           | Estimated Extended Price |
|---|---|---------------------------|---------|----------------------|--------------------------|
|   | Table # 1   |                           |         |                      |                          |
| <b>1</b>  | <b>Request for services (Call-up) for De-Snowing, De-Icing, Anti-Icing</b> including the travelling time to the workplace and two hours of work on site but excluding liquids named in items 3 and 4 below. |                           |         |                      |                          |
|   | a) inside regular hours - Monday to Friday - between 7:30 a.m. to 4:00 p.m.   | 7                         | Call-up | _____/ per call-up   |                          |
|   | b) outside regular hours - Monday to Friday - between 4:01 p.m. to 7:29 a.m.  | 2                         | Call-up | _____/ per call-up   |                          |
|   | c) Saturday, Sunday or holidays   | 2                         | Call-up | _____/ per call-up   |                          |
| <b>2</b>  | The <b>hourly rate</b> will be used only if additional demand for services exceeds two hours under item # 1 above.  |                           |         |                      |                          |
|   | a) inside regular hours - Monday to Friday - between 7:30 a.m. to 4:00 p.m.   | 2                         | hour    | _____/ by extra hour |                          |
|   | b) outside regular hours - Monday to Friday - between 4:01 p.m. to 7:29 a.m.  | 1                         | hour    | _____/ by extra hour |                          |
|   | c) Saturday, Sunday or holidays   | 1                         | hour    | _____/ by extra hour |                          |
| <b>3</b>  | <b>Supply of Type I fluid</b> for de-icing  | 3,000                     | litre   | _____/ per litre     |                          |
| <b>4</b>  | Supply of Type IV fluid for anti-icing  | 350                       | litre   | _____/ per litre     |                          |
| Estimated annual value for snow removal, de-icing or anti-icing, and the supply of type I and IV fluid: |   |                           |         |                      |                          |

**B.1.2 Table 2 - Price for the Service of Collecting, Recycling or Disposal of Glycol**

➔ Please complete the last two columns of the following table:

| Item  | Description   | Estimated Annual Quantity | Unit   | Firm Price            | Estimated Extended Price |
|---|---|---------------------------|--------|-----------------------|--------------------------|
|   | Table # 2   |                           |        |                       |                          |
| <b>1</b>  | <b>Demand for glycol collection</b> including the travelling time to the workplace and two hours of work on site but excluding the recycling or disposal of glycol under section 3 below. |                           |        |                       |                          |
|   | a) inside regular hours - Monday to Friday - between 7:30 a.m. to 4:00 p.m.   | 7                         | demand | _____/ per demand     |                          |
|   | b) outside regular hours - Monday to Friday - between 4:01 p.m. to 7:29 a.m.  | 2                         | demand | _____/ per demand     |                          |
|   | c) Saturday, Sunday or holidays   | 2                         | demand | _____/ per demand     |                          |
| <b>2</b>  | The <b>hourly rate</b> will be used only if additional demand for services exceeds two hours under item # 1 above.  |                           |        |                       |                          |
|   | a) inside regular hours - Monday to Friday - between 7:30 a.m. to 4:00 p.m.   | 2                         | hour   | _____/ per extra hour |                          |
|   | b) outside regular hours - Monday to Friday - between 4:01 p.m. to 7:29 a.m.  | 1                         | hour   | _____/ per extra hour |                          |
|   | c) Saturday, Sunday or holidays   | 1                         | hour   | _____/ per extra hour |                          |
| <b>3</b>  | <b>Number of liters of glycol to recycle or dispose</b>   | 3,000                     | litre  | _____/ per litre      |                          |
| Estimated value for the service of collecting, recycling or disposal of glycol: |   |                           |        |                       |                          |

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## ANNEX " C " - INSURANCE REQUIREMENTS

### C.1 Aviation Liability Insurance

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, 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 \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation 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, represented by Public Works and Government Services Canada.
  - (b) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (c) 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.
  - (d) Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (e) Employees and, where applicable, Volunteers must be included as Additional Insured.
  - (f) Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
  - (g) 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.
  - (h) Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).

## **C.2 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.
  - (e) OPCF/SEF/QEF #6a - Permission to Carry Passengers for Compensation or Hire.

## **C.3 Environmental Impairment Liability Insurance**

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

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transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

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## **ANNEX " D " - SECURITY REQUIREMENTS CHECK LIST (SRCL)**

### **D.1 SRCL (4 pages)**

The SRCL attached hereto is to be inserted at this point and forms part of this document.

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## **ANNEX " E " - EXTRACT OF CPI CATALOGUE**

### **E.1 Extract of CPI Catalogue (2 pages)**

The Extract of CPI Catalogue attached hereto is to be inserted at this point and forms part of this document.

## ANNEX " F " - PRESENTATION OF YOUR OFFER

Below is a checklist of the contents of your offer. This list is not an exhaustive list, it remains the Offeror's responsibility to prepare its offer in accordance with the instructions contained in the Request For Standing Offer (RFSO) and provide a comprehensible and sufficiently detailed offer, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFSO.

|                 |   |
|-----------------|---|
| Page 1          | Offerors should include with their offer, <b>the first sheet</b> of this Request for Standing Offer properly completed and signed. The Offeror's signature indicates acceptance of the Terms and Conditions set out herein. |
| Page 8          | Offerors must submit their offer only to the address indicated in clause <b>2.2 Submission of Bids.</b>   |
| Pages 9 and 10  | Offerors should submit with their offer, clause <b>2.3 Former Public Servant</b> properly completed.  |
| Page 13         | Offerors should submit with their offer, clause <b>3.1.1 Payment by Credit Card,</b> properly completed   |
| Pages 14 and 15 | Offers of Offerors must meet the mandatory technical criteria described in clause <b>4.1.1.1 Mandatory Technical Criteria.</b>  |
| Pages 16        | Offerors should submit with their offer, a complete list of their directors as per clause <b>5.1.1 Code of Conduct and Certifications - Related documentation.</b>  |
| Page 18         | Offerors should submit with their offer, clause <b>5.3.1 Canadian Content Certification</b> properly completed.   |
| Page 20         | As indicated in clause <b>6.3 Insurance Requirements,</b> Offerors should submit with their offer, a letter from an insurance broker or an insurance company .....  |
| Page 24         | Offerors should submit with their offer, clause <b>7.5.3 Offeror Representatives</b> properly completed.  |
| Pages 33 and 34 | Offerors must submit with their offer, <b>Tables # 1 and 2 of Annex "B" Basis of Payment</b> properly completed.  |



## **ANNEX A STATEMENT OF WORK**

### **3 Wing CFB Bagotville CF Aircraft De-Snowing/De-Icing/Anti-Icing/Glycol recuperation Services for Canadian Forces (CF) Aircraft.**

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| 3.3 | Constraints                    |
| 3.4 | Personnel Security and Control |
| 4.0 | DELIVERABLES                   |

Appendix 1 - Équipement de dégivrage/antigivrage transporté à bord du CC177

Appendix 2 - Dimensions du CC177 Globemaster III



## 1.0 SCOPE

### 1.1 Purpose

- 1.1.1 To meet its operational mandate, 3 Wing CFB Bagotville, Quebec, follows the guidelines established at Section 3.0 for an Aircraft Ground-icing Program (AGIP), which includes de-snowing, de-icing, anti-icing services and the recovery of Glycol fluid.

### 1.2 Background

- 1.2.1 3 Wing CFB Bagotville is the home of the Canadian Air Force's Fighter CF188 Hornet and 439 SAR Sqn using the CH146 Griffon. It has an operational mandate with NORAD for the CF188 and Search and Rescue for the CH146.
- 1.2.2 In supporting Canada's military missions, 3 Wing must accommodate a myriad of aircraft types. These range from large passenger/cargo aircraft to search and rescue helicopters and fighter aircraft. Each of these CF aircraft have varied support requirements and de-icing certifications.
- 1.2.3 Although a variety of "visiting" aircraft are de-iced at 3 Wing/CFB Bagotville, the primary aircraft de-iced and anti-iced are the CF188 Hornets, CC130 Hercules, the CC177 Globemaster III, the CC150 Polaris (Airbus A-310), the CL60 Series Bombardier Challenger and the Beech 200 King Air.
- 1.2.4 Aircraft De-icing Fluids (ADFs) in use within Canada are Type I De-icing fluid. Type I fluids are used to de-ice aircraft by removing contamination such as snow, frost or ice from aircraft surfaces. They provide little if no protection from further contamination. The protection time is limited and is provided to operators in the form of Holdover guidelines (HOT) produced by Transport Canada on a yearly basis. N.B.: Type I de-icing fluid is the only fluid authorised on CF-188 hornet.
- 1.2.5 Aircraft Anti-Icing Fluids (AAFs) is the most commonly use within Canada are Type IV Anti-icing fluid. Type IV fluids are used to anti-ice aircraft by providing a protective layer reducing the further effects of active contaminates. The protection time is limited and is provided to operators in the form of Holdover guidelines (HOT) produced by Transport Canada on a yearly basis. N.B.: Type IV anti-icing fluid is not authorised on CF188 Hornet.



### **1.3     Terminology**

#### **LIST OF ACRONYMS AND ABBREVIATIONS**

A4 Maint – 3 Wing Operations Maintenance Officer

AGIP – Aircraft Ground Icing Program

AAF - Aircraft Anti-icing Fluid

ADF - Aircraft De-icing Fluid

ATC – Air Traffic Control

BRIX – Fluid Density Measuring Scale

CF – Canadian Forces

CSI – Critical Surface Inspection

DDC - Defensive Driving Course

DND - Department of National Defence

HOT - Holdover Table Guidelines

IOSC - Icing Operations Standing Committee

LOUT - Lowest Operational Use Temperature

MDDEFP – Ministère du Développement durable, de l'Environnement, de la Faune et des Parcs

PPM - Parts Per Million

SAP – Special Area pass

STP - sewage treatment plant

TA - Technical Authority

TAA – Technical Airworthiness Authority

TC - Transport Canada

WOps - Wing Operations

W Env - Wing Environment

WOC – Wing Operation Center

WRT – With Respect To



## 2.0 REFERENCES

- 2.1 TC publication TP 14052, Guidelines for Aircraft Ground-icing Operations. English and French versions found at <http://www.tc.gc.ca/eng/civilaviation/publications/tp14052-menu-314.htm>)
- 2.2 TC publication TP 10643, “When in Doubt” Small and Large Aircraft, Aircraft Critical Surface Contamination Training For Aircrew and Ground crew. English and French versions found at: <http://www.tc.gc.ca/eng/civilaviation/publications/tp10643-menu-1118.htm>
- 2.3 Canadian Council of Ministers of the Environment criteria for the Protection of Aquatic Life. The document can be found at: <http://ceqg-rcqe.ccme.ca/download/en/181/>
- 2.4 TAA Advisory, Ground De/Anti-ice Operations, Advisory Number 2010-01. English version can be found at: <http://www.forces.gc.ca/en/business-regulations-technical-airworthiness/advisories-2010-01.page?>
- 2.5 RCAF Ground Icing Program (B-GA-106-000/FP-000).
- 2.6 CF Aircraft De-Icing/Anti-Icing Program (C-05-005-P06/AM-001 Part 7).

## 3.0 REQUIREMENTS

### 3.1 Tasks

- 3.1.1 The Contractor is responsible to the 3 Wing Operations Maintenance Officer via the Wing Operations Center for the provision of services required to maintain the AGIP. The Contractor must supply all equipment, supplies and personnel required to perform aircraft de-snowing, de-icing , anti-icing, glycol recovery services and required inspections CF aircraft to the standard as set out in Reference 2.1, 2.2, and 2.4, and at Section 3.0 - Requirements.
- 3.1.2 The contractor must be accredited by the Director of Airworthiness and Technical Support in order to perform de-icing/anti-icing activities on all DND registered aircrafts. If the contractor does not hold this accreditation, he must :
  - 3.1.2.1 Achieve “provisional accreditation” status from Directorate Technical Airworthiness 4 (Accreditation and Audit) as set out in Reference 2.4
  - 3.1.2.2 Achieve “full accreditation” status from Directorate Technical Airworthiness 4 (Accreditation and Audit) as set out in Reference 2.4 one year after contract award.
- 3.1.3 De-icing and anti-icing of CF aircraft will be performed with either engines off (not running) or engines on (engines running).
- 3.1.4 The seasonal term for this work will include three (3) periods.



- 3.1.4.1 The operational period will be from 15 October to 15 April, during this period the full complement of equipment, supplies and personnel required to perform all the work must be positioned and available for use on-site at 3 Wing within two hours of a task authorization being issued.
- 3.1.4.2 There will also be two (2) Stand-by periods, 01 October – 14 October and 16 April - 30 April, during which time sufficient equipment and personnel must be available to perform the work within 24 hours of a task authorization being issued.
- 3.1.5 The services will be available at all the times (24/7) on a two (2) hour callout for all military flights, as initiated through the A4 Maint Officer or the WOC. In all cases, the client (pilot or operation) will have to phone the WOC, two (2) hours prior to the expected of departure to confirmed if the de-icing services is needed.
- 3.1.6 All communications between the contractor and DND will be through the A4 Maint Officer or the WOC.
- 3.1.7 For emergency calls or for emergency spill calls. The contractor must call emergency DND contacts immediately. A list of emergency contacts will be provided by DND.
- 3.1.8 All matters relating to day-to-day operations, scheduling and performance of the work must be referred to the A4 Maint Officer.
- 3.1.9 The contractor's personnel performing the de-icing and anti-icing tasks shall receive a familiarization session regarding all DND aircrafts before the beginning of the work period.

## 3.2 **Technical Requirements**

- 3.2.1 **The contractor must provide aircraft de-icing services for all DND military aircraft only. This service includes:**
  - 3.2.1.1 The receipt/provision, acceptance, testing and storage of Type I de-icing fluid,
  - 3.2.1.2 The proper application of Type I de-icing fluid, and
  - 3.2.1.3 Visual and or tactile inspection (also known as the Critical Surface Inspection) of de-iced surfaces.
  - 3.2.1.4 The Clean Aircraft Concept: The Contractor and its employees and subcontractors must be trained and qualified to adhere to the "Clean Aircraft Concept" in accordance with the standards and guidelines in References 2.1, 2.2, and 2.4.
  - 3.2.1.5 Regarding the CC177, if the contractor is unable to perform the de-icing and the tail inspection due to the tail height, the proper equipment will be carried onboard the CC177 to allow the flight crew to carry out the de-icing. The contractor's equipment will need to be able to connect to the equipment carried onboard the CC177 (Appendix 1).



- 3.2.1.6 The contractor must provide a report showing the quantity of aircraft de-icing fluid used for every de-icing activity to the Wing Operations. This report shall be transmitted as soon as possible after the de-icing process.

3.2.2 **The Contractor must provide aircraft anti-icing services for all DND military aircraft only. This service includes:**

- 3.2.2.1 The receipt, provision, acceptance, testing and storage of Type IV anti-icing fluids,
- 3.2.2.2 The proper application of Type IV anti-icing fluids, and
- 3.2.2.3 Confirmation of the HOT start time and confirmation of completion of the CSI.
- 3.2.2.4 The Clean Aircraft Concept: The Contractor and Contractor employees must be trained and qualified to adhere to the "Clean Aircraft Concept" in accordance with the standards and guidelines in References 2.1, 2.2, and 2.4.
- 3.2.2.5 Regarding the CC177, if the contractor is unable to perform the anti-icing and the tail inspection due to the tail height, the proper equipment will be carried onboard the CC177 to allow the flight crew to carry out the de-icing. The contractor's equipment will need to be able to connect to the equipment carried onboard the CC177 (Appendix 1).
- 3.2.2.6 The contractor must provide a report showing the quantity of aircraft anti-icing fluid used for every anti-icing activity to the Wing Operations. This report shall be transmitted as soon as possible after the anti-icing process.

3.2.3 **The Contractor must perform aircraft de-snowing services for all DND military aircraft only in accordance with 3.2.3.1 and 3.2.3.2 below. De-snowing is defined as the removal of loose snow from the aircraft's horizontal surfaces, prior to the application of ADF.**

- 3.2.3.1 The de-snowing of aircraft must be completed either by the use of blown ambient air or use of suitable mechanical device that will not damage aircraft surfaces.
- 3.2.3.2 Regarding the CC177, if the contractor is unable to perform the de-snowing and the tail inspection due to the tail height, the proper equipment will be carried onboard the CC177 to allow the flight crew to carry out de-snowing.

3.2.4 **Miscellaneous :**

- 3.2.4.1 Aircraft requiring de-icing and anti-icing services for operational requirements will always have priority over other aircraft.
- 3.2.4.2 The Contractor must perform visual and or tactile inspection of aircraft



surfaces after de-snowing anti-icing and de-icing, in accordance with references found at articles 2.1, 2.2 and 2.4.

- 3.2.4.3 The Contractor must supply sufficient quantities of Type 1 ADF and Type IV AAF fluid on-site at all times during the seasonal period of the contract.
- 3.2.4.4 The Contractor must test the BRIX and LOUT of the de-anti-icing fluids on a weekly basis and upon the receipt of each delivery from the manufacturer. This information must be made available to A4 Maint Officer upon request.
- 3.2.4.5 The contractor must be able to perform all activities regarding de-icing/anti-icing on all DND aircrafts, including the CC177 which is the tallest of them (dimensions are provided in appendix 2).
- 3.2.4.6 The contractor must have the capability to provide backup equipment within 24 hours, should any of the minimum equipment in 3.2.4.5 become unserviceable.

3.2.5 **The Contractor must provide Glycol recuperation Services after de-icing, de-snowing and anti-icing of DND aircrafts only. This service includes:**

- 3.2.5.1 The contractor shall have all the required equipment to properly collect glycol on the ground as well as other contaminated materials.
- 3.2.5.2 The contractor must collect all glycol and glycol contaminated-snow and water and other materials from the dedicated de-icing area surfaces immediately after the de-icing of DND aircrafts only.
- 3.2.5.3 The contractor must dispose/recycle all glycol and glycol-contaminated materials in compliance with all applicable federal, provincial and municipal laws.
  - 3.2.5.3.1 The contractor must provide a copy of the invoices and manifests for the transport and the disposal of glycol conveyed to an MDDEFP approved site.
- 3.2.5.4 Dilute waste (less than 4% or less than 100 mg/L) may be disposed of through the 3 Wing/CFB Bagotville sewage treatment plant but an authorization from the Wing Environment and Sewage Treatment Plant (STP) staff will be required as well as a chemical analysis certificate provided by an accredited laboratory.
  - 3.2.5.4.1 The contractor must provide the analysis certificate from the accredited laboratory and get the authorization from Wing Environment before every disposal.
- 3.2.5.5 Reclaimed glycol fluids shall be stored in a DND approved storage tank until disposal. Tanks filled to capacity cannot be stored on site for a



period exceeding seven (7) days. The contractor must ensure that there is always sufficient reserve capacity in these tanks to permit prompt and timely glycol recovery. The location of these storage tanks will be determined by the A4 Maint Officer.

3.2.6 **Analysis, transport and disposal records:**

3.2.6.1 The contractor must prepare and maintain, over the life of the contract, records (made available to the Wing Environment Officer on demand) which include the following:

3.2.6.1.1 Chemical analysis results, specifying date, time and location of sampling.

3.2.6.1.2 An approved copy of the analysis certificates provided by the accredited laboratory.

3.2.6.1.3 A copy of the invoices and manifests for the transport and the disposal of glycol conveyed to an MDDEFP approved site.

3.2.7 **Communication and Control:**

3.2.7.1 The contractor must provide a vehicle and operator to perform the function of de-icing pad control (the pad control vehicle). The vehicle and operator will control and monitor the complete de/anti-icing operation from a suitable vantage point in front of the aircraft being de/anti-iced. The operator must be sufficiently trained and licensed to utilize contractor supplied VHF radio (see Section 3.2.7.2 below) in order to liaise with the flight crew and ATC for normal aerodrome and safety requirements.

3.2.7.2 The contractor's vehicles must be equipped with VHF radios capable of communicating on airport frequencies. The contractor must be responsible for ensuring that VHF radios in the de-icing/anti-icing vehicles, the pad control vehicle and any other vehicles that require access to the controlled aerodrome surfaces are functioning properly at all times for the duration of the Contract.

3.2.8 **Spill Response:** De-icing/anti-icing activities are not considered spill but must be monitored, regardless of the quantity used, and must be transmitted immediately to Wing Operation. Type I or IV fluid spilled directly on the ground, water or sewage is considered as a spill when not directly applied on an aircraft.

3.2.8.1 The contractor must ensure that every vehicle or equipment owned or operated in the performance of the Work is equipped with sufficient spill containment equipment to contain all hazardous materials and



liquids contained on the vehicle or equipment. The equipment must be easily available and kept in the vicinity of the AAF/ADF equipment.

- 3.2.8.2 The contractor must ensure that every spill of glycol or other hazardous material, regardless of quantity, is immediately confined, removed and reported to the Wing Environment Office. Afterward, a spill report shall be filled and return to W Env no later than 12 hours after the incident.
- 3.2.8.3 The contractor shall give a copy of the invoices and manifests for the transport and the disposal of the contaminated absorbent pads conveyed to an approved site.
- 3.2.8.4 The contractor must provide a spill response protocol to the Wing Environmental Officer, and ensure all personnel involved in the performance of the Work are trained in the application of this spill response protocol. The contractor must provide to the Wing Environmental Officer, on demand, documentary evidence in the form of statements signed by personnel of such training.
- 3.2.8.5 In the event that the contractor requires 3 Wing/CFB Bagotville assistance in the cleanup or containment of a spill, the contractor will compensate DND for all incurred costs.

### 3.2.9 **Health and Safety**

- 3.2.9.1 The contractor must have a company health and safety plan in force for the entire period of the contract. Proper personal protection equipment is required for all employees.
- 3.2.9.2 The contractor's personnel must be WHMIS trained, current for the basic standard of First Aid, and trained as to safety and labour code standards. Proof of training must be provided to Canada on demand.
- 3.2.9.3 The contractor must conform to the directive concerning the safety and health risks prevention measures applicable to all contractors working at CFB Bagotville. This directive is available at the Wing Safety Office.
- 3.2.9.4 Data sheets must be available and nearby at all time, in accordance with the WHMIS program.
- 3.2.9.5 Portable eye wash station must be available in the vicinity de-icing/anti-icing area at all time.
- 3.2.9.6 Employees appointed to the de-icing/anti-icing tasks must subdue to all directives expressed by the qualified military escort.

## 3.3 **Constraints**

- 3.3.1 **Environmental Controls:** The contractor must adhere to the reference found at article 2.3; the acceptable glycol release concentration guideline is a maximum of 100 ppm.
- 3.3.2 **Equipment Mobilization and Siting:** The contractor must liaise with the A4 Maint



Officer for all contractor provided equipment that will be stored on-site. WRT location and size so as to ensure that it meets with DND infrastructure siting and fire code requirements. No equipment is to be mobilized until approved and 3 Wing requirements have been met.

3.3.2.1 No storage space is available for Contractors equipment or supplies, accordingly, the Contractor must provide their own.

3.3.2.2 DND will not be responsible to provide an on-site office space for the contractor. If facilities are available, arrangement could be made for a certain fee to please the contractor.

3.3.3 **Motorized Vehicle and Equipment Technical Requirements:** The de-icing vehicles must be specifically designed for storing, heating, pumping, and applying aircraft de-icing and anti-icing fluids. This requirement excludes the use of modified vehicles not originally designed for use as de-icing vehicles.

3.3.3.1 The Pad Control Vehicle must be properly equipped to operate on aerodrome surfaces in winter conditions.

3.3.3.2 All vehicles and motorized equipment must be serviceable and must comply with all provincial regulations with respect to vehicle licensing and markings. These standards must be upheld throughout the duration of the Contract.

3.3.3.3 DND reserves the right to inspect any and all contractor supplied vehicles to verify their serviceability in accordance with manufacturers and federal / provincial guidelines.

3.3.3.4 All personnel driving Contractor supplied vehicles must have a current Aerodrome DDC issued by DND. Arrangements for this requirement must be made by the Contractor, within two weeks of contract award, through the A4 Maint Officer or the WOC.

3.3.4 **Personnel Security and Control**

3.3.4.1 The contractor must provide a list of all personnel to the A4 Maint Officer, or a designated representative, prior to their arrival at 3 Wing.

3.3.4.2 The contractor must provide an updated list to the A4 Maint Officer any time there has been a change from the previously provided list and must ensure that the personnel listed have gone through a reliability screening as defined in the DND policy.

3.3.4.3 DND will issue all personnel a 3 Wing Bagotville Secure Area Passes (SAP) prior to accessing the secure areas of the aerodrome. These passes are the property of DND and must be returned to DND at the end of each operational season or at termination of an employee's employment. The contractor is responsible for ensuring that this procedure is followed.



#### 4.0 **DELIVERABLES**

| NO  | DELIVERABLES  | DELIVERY DATE                                    | QUANTITY & FORMAT        | DELIVERY ADDRESS   |
|-----|---|--|--------------------------|--|
| 4.1 | The contractor must maintain records of fluid type and quantity applied per airframe registration number. These records are to be made available to the A4 Maint Officer on demand.                       | Upon request                                     | 1 SOFT COPY              | Attn: A4 Maint<br>3 Wing Bagotville<br>CP 5000 Alouette<br>G0V 1A0           |
| 4.2 | The contractor must keep the Fluid Density Measuring Scale and the Maximum Operational Operating Fluid Temperature files up to date. These files must be available for the A4 Maint Officer upon request. | Upon request                                     | 1 SOFT COPY              | Attn: A4 Maint<br>3 Wing Bagotville<br>CP 5000 Alouette<br>G0V 1A0           |
| 4.3 | Upon request, the contractor must provide Wing Environment with documents proving that his employees received fluid spill training.   | Upon request                                     | 1 SOFT COPY              | Attn: Wing<br>Enviroment<br>3 Wing Bagotville<br>CP 5000 Alouette<br>G0V 1A0 |
| 4.4 | The contractor must provide Wing Operation Center the de-icing/anti-icing fluid quantities used during the activities.  | Immediately after de-icing/anti-icing activities | 1 SOFT COPY<br>(DND3138) | Attn: WOC<br>3 Wing Bagotville<br>CP 5000 Alouette<br>G0V 1A0                |
| 4.5 | The contractor must provide chemical analysis results, analysis certificates and manifests for the transport and the disposal of glycol to the Wing Environment Office.                                   | Upon request                                     | 1 SOFT COPY              | Attn: W Env<br>3 Wing Bagotville<br>CP 5000 Alouette<br>G0V 1A0              |





**Appendix 2 – CC177 Globemaster III dimensions :**

|                      |   |                           |                   |
|----------------------|---|---------------------------|-------------------|
| Wing Area            | $354 \text{ m}^2 \text{ (ft}^2\text{)}$ | Height Overall            | 17 m (55 ft)      |
| Horizontal Tail Area | $79 \text{ m}^2 \text{ (ft}^2\text{)}$  | Wingspan                  | 52 m (170 ft)     |
| Total Surface Area   | $433 \text{ m}^2$                       | Fuselage 1/3 surface area | $384 \text{ m}^2$ |

## ANNEXE "D" / ANNEX "D"

Government  
of CanadaGouvernement  
du Canada

RECEIVED

JUL 17 2014

Contract Number / Numéro du contrat

W0138-141311

Security Classification / Classification de sécurité

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

## PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

|   |  |   |  |
|---|--|---|--|
| 1. Originating Government Department or Organization /<br>Ministère ou organisme gouvernemental d'origine   |  | 2. Branch or Directorate / Direction générale ou Direction                      |  |
| DND   |  | 3 Wing Bqotville  |  |
| 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<br>De-Icing and Anti-Icing of DND aircraft.   |  |   |  |
| 5. a) Will the supplier require access to Controlled Goods?<br>Le fournisseur aura-t-il accès à des marchandises contrôlées?  |  | <input type="checkbox"/> No / Non <input checked="" 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?<br>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?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(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.<br>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?<br>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 checked="" type="checkbox"/>  |  | NATO / OTAN <input type="checkbox"/>  |  |
| Foreign / Étranger <input type="checkbox"/>   |  |   |  |
| 7. b) Release restrictions / Restrictions relatives à la diffusion  |  |   |  |
| No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>  |  | All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>           |  |
| Not releasable / À ne pas diffuser <input type="checkbox"/>   |  | Restricted to: / Limité à: <input type="checkbox"/>                             |  |
| Restricted to: / Limité à: <input type="checkbox"/>   |  | Specify country(ies): / Préciser le(s) pays:                                    |  |
| 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 <input type="checkbox"/>                                 | CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>                            |  |
| SECRET <input type="checkbox"/>   | COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>      | SECRET <input type="checkbox"/>   |  |
| TOP SECRET <input type="checkbox"/>   |  | TOP SECRET <input type="checkbox"/>   |  |
| TRÈS SECRET <input type="checkbox"/>  |  | TRÈS SECRET <input type="checkbox"/>  |  |
| TOP SECRET (SIGINT) <input type="checkbox"/>  |  | TOP SECRET (SIGINT) <input type="checkbox"/>                                    |  |
| TRÈS SECRET (SIGINT) <input type="checkbox"/>   |  | TRÈS SECRET (SIGINT) <input type="checkbox"/>                                   |  |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

# ANNEXE "D" / ANNEX "D"



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W0138-141911

Security Classification / Classification de sécurité

SA

## 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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

# ANNEXE "D" / ANNEX "D"



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W0138-191911

Security Classification / Classification de sécurité

927

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

# ANNEXE "D" / ANNEX "D"



Government of Canada  
Gouvernement du Canada

|  |
|--|
| Contract Number / Numéro du contrat<br><b>W0138-141911</b> |
| Security Classification / Classification de sécurité       |

sm

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION  |   |   |  |
|---|---|---|--|
| 13. Organization Project Authority / Chargé de projet de l'organisme  |   |   |  |
| Name (print) - Nom (en lettres moulées)<br>Capt Matthew Comtois   |   | Title - Titre<br>A4 Maint 3 Wing Ops                              | Signature<br>  |
| Telephone No. - N° de téléphone<br>418-677-4000 ext 4367  | Facsimile No. - N° de télécopieur<br>418-677-7964 | E-mail address - Adresse courriel<br>matthew.comtois@forces.gc.ca | Date<br>10/07/14   |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme   |   |   |  |
| Name (print) - Nom (en lettres moulées)<br>Sasha Medjovic - CFMP HQ - Industrial Security<br>Senior Security Analyst<br>Tel: 613-949-1066 / Fax: 613-949-1066<br>E-mail: sasa.medjovic@forces.gc.ca                             |   | Signature<br>   | Date<br>2014-07-17   |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?<br>Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? |   |   | <input type="checkbox"/> No / Non<br><input checked="" type="checkbox"/> Yes / Oui |
| 16. Procurement Officer / Agent d'approvisionnement   |   |   |  |
| Name (print) - Nom (en lettres moulées)   |   | Title - Titre   | Signature  |
| Telephone No. - N° de téléphone   | Facsimile No. - N° de télécopieur                 | E-mail address - Adresse courriel                                 | Date   |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité   |   |   |  |
| Name (print) - Nom (en lettres moulées)   |   | Title - Titre   | Signature  |
| Telephone No. - N° de téléphone   | Facsimile No. - N° de télécopieur                 | E-mail address - Adresse courriel                                 | Date<br>   |

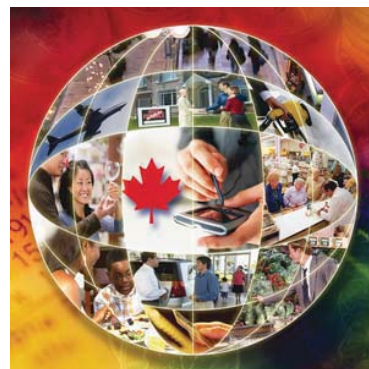
**Maria Mendoza**  
Contract Security Officer, Contract Security Division  
Maria.Mendoza@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-948-1618 / Fax/Téléc - 613-954-4171

Catalogue no. 62-001-X

ANNEX "E" - Extract of CPI Catalogue

# The Consumer Price Index

March 2014



Statistics  
Canada

Statistique  
Canada

Canada

Table 9-5

The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted — Quebec

|   | CANSIM<br>vector<br>number | Indexes       |                  |               | Percentage change              |                             |
|---|----------------------------|---------------|------------------|---------------|--------------------------------|-----------------------------|
|   |                            | March<br>2013 | February<br>2014 | March<br>2014 | February 2014 to<br>March 2014 | March 2013 to<br>March 2014 |
|   |                            | 2002=100      |                  |               | %                              |                             |
| <b>All-items CPI</b>  | <b>(v41691783)</b>         | <b>121.8</b>  | <b>122.6</b>     | <b>122.9</b>  | <b>0.2</b>                     | <b>0.9</b>                  |
| <b>Special aggregates</b>   |                            |               |                  |               |                                |                             |
| All-items CPI excluding food  | (v41691908)                | 119.2         | 119.6            | 120.0         | 0.3                            | 0.7                         |
| All-items CPI excluding food and energy   | (v41691909)                | 114.6         | 115.0            | 115.3         | 0.3                            | 0.6                         |
| All-items CPI excluding energy  | (v41691914)                | 118.4         | 119.2            | 119.4         | 0.2                            | 0.8                         |
| All-items CPI excluding gasoline  | (v41693255)                | 119.1         | 119.9            | 120.1         | 0.2                            | 0.8                         |
| Energy <sup>1</sup>   | (v41691915)                | 160.9         | 161.8            | 162.9         | 0.7                            | 1.2                         |
| <b>All-items CPI (1992=100)</b>   | <b>(v41713412)</b>         | <b>140.8</b>  | <b>141.6</b>     | <b>141.9</b>  | <b>0.2</b>                     | <b>0.8</b>                  |
| <b>Food</b>   |                            |               |                  |               |                                |                             |
| <b>Food</b>   | <b>(v41691784)</b>         | <b>133.4</b>  | <b>135.5</b>     | <b>135.3</b>  | <b>-0.1</b>                    | <b>1.4</b>                  |
| Food purchased from stores  | (v41691785)                | 133.5         | 134.7            | 134.4         | -0.2                           | 0.7                         |
| Meat  | (v41691786)                | 137.2         | 142.4            | 142.8         | 0.3                            | 4.1                         |
| Dairy products  | (v41691796)                | 133.7         | 131.2            | 131.5         | 0.2                            | -1.6                        |
| Bakery and cereal products (excluding infant food)  | (v41691801)                | 151.7         | 148.4            | 146.7         | -1.1                           | -3.3                        |
| Fresh fruit   | (v41691805)                | 115.5         | 128.4            | 123.9         | -3.5                           | 7.3                         |
| Fresh vegetables  | (v41691808)                | 118.2         | 121.6            | 123.7         | 1.7                            | 4.7                         |
| Food purchased from restaurants   | (v41691815)                | 133.0         | 137.1            | 137.4         | 0.2                            | 3.3                         |
| <b>Shelter</b>  |                            |               |                  |               |                                |                             |
| <b>Shelter</b>  | <b>(v41691816)</b>         | <b>125.7</b>  | <b>127.9</b>     | <b>128.0</b>  | <b>0.1</b>                     | <b>1.8</b>                  |
| Rented accommodation  | (v41691817)                | 113.4         | 114.7            | 114.8         | 0.1                            | 1.2                         |
| Owned accommodation   | (v41691819)                | 130.5         | 132.5            | 132.6         | 0.1                            | 1.6                         |
| Homeowners' replacement cost  | (v41691820)                | 150.2         | 151.5            | 151.6         | 0.1                            | 0.9                         |
| Homeowners' home and mortgage insurance   | (v41691822)                | 154.5         | 156.9            | 156.8         | -0.1                           | 1.5                         |
| Homeowners' maintenance and repairs   | (v41691823)                | 129.6         | 133.8            | 135.0         | 0.9                            | 4.2                         |
| Water, fuel and electricity   | (v41691824)                | 129.5         | 134.8            | 134.3         | -0.4                           | 3.7                         |
| Electricity   | (v41691825)                | 114.1         | 116.4            | 116.4         | 0.0                            | 2.0                         |
| Natural gas   | (v41691827)                | 98.5          | 113.2            | 117.8         | 4.1                            | 19.6                        |
| Fuel oil and other fuels  | (v41691828)                | 259.7         | 297.4            | 288.2         | -3.1                           | 11.0                        |
| <b>Household operations, furnishings and equipment</b>  |                            |               |                  |               |                                |                             |
| <b>Household operations, furnishings and equipment</b>  | <b>(v41691829)</b>         | <b>115.5</b>  | <b>116.7</b>     | <b>116.4</b>  | <b>-0.3</b>                    | <b>0.8</b>                  |
| Household operations  | (v41691830)                | 125.1         | 127.4            | 127.1         | -0.2                           | 1.6                         |
| Telephone services  | (v41691832)                | 123.0         | 125.0            | 125.0         | 0.0                            | 1.6                         |
| Internet access services and subscriptions to online content providers (excluding online newspapers and periodicals) (200212=100) | (v41693221)                | 94.1          | 100.5            | 100.5         | 0.0                            | 6.8                         |
| Household furnishings and equipment   | (v41691837)                | 100.3         | 99.5             | 99.2          | -0.3                           | -1.1                        |
| <b>Clothing and footwear</b>  |                            |               |                  |               |                                |                             |
| <b>Clothing and footwear</b>  | <b>(v41691844)</b>         | <b>93.5</b>   | <b>87.4</b>      | <b>90.2</b>   | <b>3.2</b>                     | <b>-3.5</b>                 |
| Women's clothing  | (v41691846)                | 79.1          | 70.2             | 72.6          | 3.4                            | -8.2                        |
| Men's clothing  | (v41691847)                | 93.1          | 87.9             | 90.9          | 3.4                            | -2.4                        |
| Footwear  | (v41691849)                | 99.6          | 95.2             | 98.5          | 3.5                            | -1.1                        |
| <b>Transportation</b>   |                            |               |                  |               |                                |                             |
| <b>Transportation</b>   | <b>(v41691852)</b>         | <b>130.2</b>  | <b>131.1</b>     | <b>131.5</b>  | <b>0.3</b>                     | <b>1.0</b>                  |
| Private transportation  | (v41691853)                | 129.8         | 130.5            | 130.9         | 0.3                            | 0.8                         |
| Purchase and leasing of passenger vehicles  | (v41691855)                | 95.0          | 96.5             | 96.1          | -0.4                           | 1.2                         |
| Gasoline  | (v41691858)                | 191.3         | 188.2            | 190.8         | 1.4                            | -0.3                        |
| Passenger vehicle insurance premiums  | (v41691861)                | 150.5         | 154.6            | 156.2         | 1.0                            | 3.8                         |
| Public transportation   | (v41691863)                | 135.7         | 139.3            | 140.0         | 0.5                            | 3.2                         |
| <b>Health and personal care</b>   |                            |               |                  |               |                                |                             |
| <b>Health and personal care</b>   | <b>(v41691868)</b>         | <b>118.6</b>  | <b>118.9</b>     | <b>119.0</b>  | <b>0.1</b>                     | <b>0.3</b>                  |
| Health care   | (v41691869)                | 118.4         | 119.2            | 119.6         | 0.3                            | 1.0                         |
| Personal care   | (v41691875)                | 119.1         | 118.7            | 118.3         | -0.3                           | -0.7                        |
| <b>Recreation, education and reading</b>  |                            |               |                  |               |                                |                             |
| <b>Recreation, education and reading</b>  | <b>(v41691878)</b>         | <b>97.0</b>   | <b>97.3</b>      | <b>97.0</b>   | <b>-0.3</b>                    | <b>0.0</b>                  |
| Recreation  | (v41691879)                | 88.6          | 88.6             | 87.9          | -0.8                           | -0.8                        |
| Education and reading   | (v41691887)                | 133.6         | 135.6            | 136.9         | 1.0                            | 2.5                         |
| <b>Alcoholic beverages and tobacco products</b>   |                            |               |                  |               |                                |                             |
| <b>Alcoholic beverages and tobacco products</b>   | <b>(v41691891)</b>         | <b>136.7</b>  | <b>137.3</b>     | <b>139.2</b>  | <b>1.4</b>                     | <b>1.8</b>                  |
| Alcoholic beverages   | (v41691892)                | 115.3         | 113.8            | 113.8         | 0.0                            | -1.3                        |
| Tobacco products and smokers' supplies  | (v41691898)                | 159.6         | 164.6            | 170.4         | 3.5                            | 6.8                         |

Note(s): See "Data quality, concepts and methodology — Explanatory notes for tables" section.