

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Public Works and Government Services / Travaux
publics et services gouvernementaux**
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Wildlife Control CFB Trenton		
Solicitation No. - N° de l'invitation W0125-145089/A	Date 2015-02-13	
Client Reference No. - N° de référence du client W0125-14-5089		
GETS Reference No. - N° de référence de SEAG PW-\$KIN-655-6546		
File No. - N° de dossier KIN-3-40212 (655)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-30		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Semple, Patrick		Buyer Id - Id de l'acheteur kin655
Telephone No. - N° de téléphone (613) 530-3117 ()		FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE WATCO 142 Northstar ASTRA Ontario K0K3W0 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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

Public Works and Government Services Canada		Travaux publics et Services gouvernementaux Canada		Document No.W0125-145089/A		See Part 2 for Clauses and Conditions Voir Partie 2 pour Clauses et Conditions		Part - Partie 1 of - de 2	
Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine		Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Wildlife Control CFB Trenton	W0125	W0125	1	Each	\$	XXXXXXXXXXXX	See Herein	

Solicitation No. - N° de l'invitation

W0125-145089/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-3-40212

Buyer ID - Id de l'acheteur

kin655

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

W0125-14-5089

CCC No./N° CCC - FMS No/ N° VME

This page is left intentionally blank

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 SECURITY REQUIREMENTS	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS	3
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
2.6 MANDATORY SITE VISIT	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	6
3.1 BID PREPARATION INSTRUCTIONS	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	8
PART 5 - CERTIFICATIONS.....	8
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD	9
PART 6 - RESULTING CONTRACT CLAUSES	10
6.1 SECURITY REQUIREMENTS	10
6.2 STATEMENT OF WORK.....	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	12
6.4 TERM OF CONTRACT	12
6.5 AUTHORITIES	13
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	14
6.7 PAYMENT	15
6.8 INVOICING INSTRUCTIONS	16
6.9 CERTIFICATIONS	17
6.10 APPLICABLE LAWS.....	17
6.11 PRIORITY OF DOCUMENTS	17
6.12 CONTRACT FINANCIAL SECURITY	17
6.13 INSURANCE – SPECIFIC REQUIREMENTS	18
6.14 SACC MANUAL CLAUSES.....	18
ANNEX "A"	19
STATEMENT OF WORK	19
ANNEX "B"	36
BASIS OF PAYMENT	36
ANNEX "C"	37
INSURANCE.....	37

ANNEX "D"	40
MANDATORY AND POINT RATED TECHNICAL.....	40
EVALUATION CRITERIA	40
ANNEX "E"	47
SECURITY REQUIREMENTS CHECKLIST	47
ANNEX "F"	48
DND 626 TASK AUTHORIZATION FORM	48
ANNEX "G"	49
BIDDER EXPERIENCE FORM	49

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

Provide wildlife control for the Department of National Defence (DND) for the aircraft runways and surrounding areas at the Canadian Forces Base (CFB) in Trenton, Ontario and Mountain View, Ontario as per Annex A. *It is the intention of Canada to issue one (1) Contract for this requirement. The term of the Contract will be from 1 May 2015 to 30 April 2016, with Canada having an irrevocable option to extend the term by three (3) additional one (1) year periods under the same terms and conditions.*

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at CFB Trenton, 14 Alert Blvd, on 9 March 2015. The site visit will begin at 10:00am (local time), in the board room. The duration of the site visit will be a minimum of three hours and maximum of seven hours (5:00 pm). Bidders or their representatives must attend the entire mandatory site visit to comply with the Canada's Mandatory Requirement for attendance.

Bidders must communicate with the Contracting Authority no later than 5 March, 2015 at 5:00pm to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

All persons requiring entry to CFB Trenton must produce government issued photo identification whenever requested by Canada's representatives. Canada will not be responsible for bidders' representatives who are refused entry to CFB Trenton due to insufficient notification of intention to attend, incomplete identification, or any security concern that prevents their entry.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately. Bidders must submit their financial bid in accordance with the Mandatory Financial Criteria in Part 4 para 4.1.2.1. The total amount of Goods and Harmonised Sales Tax (HST) must not be included.

3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Only information that is included in the Bidder's Technical Proposal will be evaluated by Canada. Canada will not consider or evaluate Information referred to (such as in an Internet Web site) but not included as a hard copy with the Bidder's Technical Proposal. Canada reserves the right to verify all information provided in the proposal. Any information that Canada is unable to verify will not be included in the technical evaluation.

4.1.1.1 Mandatory Technical Criteria

Mandatory evaluation criteria are included in Annex D.

Proposals must comply with each and every mandatory requirement of this section. Failure to do so will render the proposal non-compliant. If a proposal is determined to be non-compliant, it will be given no further consideration. Deviations from or issues concerning Mandatory Requirements are not to be raised in the Bidder's proposal as they will not be considered or accepted after the closing date and time of this RFP.

4.1.1.2 Point Rated Technical Criteria

Point Rated technical evaluation criteria are included in Annex D.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The Bidder must provide pricing in Canadian currency for all items contained in Annex B entitled "Basis of Payment". The Bidder's pricing must not be indexed to any currency exchange rates or commercial index. The format of the Pricing Basis must not be altered.

4.1.2.2 Evaluation of Price

The Bidder's monthly pricing will be multiplied by 12 months for each pricing period and added together to calculate the Extended Prices. The Bidder's daily pricing will be multiplied by the estimated usages for each pricing period and added together to calculate the Extended Prices. All of the Bidder's Extended Prices will be added together to calculate the Bidder's Evaluated Price.

4.1.2.2.1 SACC Manual Clauses

A0220T (2014-06-26) Evaluation of Price – Bid

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. meet all of the Mandatory Financial Criteria; and
 - d. Meet the Security Requirement in article 1 of Part 1; and
 - e. Achieve a minimum score of 60% of the maximum score in each of the three (3) Point Rated Technical Evaluation Criteria categories, and achieve a minimum overall score of 70% of the maximum overall score for the Technical Proposal to be considered compliant
2. Bids not meeting (a) or (b) or (c) or (d) or (e) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

The compliant Bidder with the lowest Evaluated Price will be recommended for award of the Contract after they submit all of the information required in Part 5 entitled "Certifications"

PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Precedent to Contract Award

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

5.1.1 Integrity Provisions - Associated Information

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.1.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Bidder's Signature for 5.1.3.1 and 5.1.3.2 _____

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE #: W0125-14-5089

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

6.2 Statement of Work

The Department of National Defence (DND) has a requirement for a Contractor to provide Wildlife Control for the aircraft runways and surrounding areas at the Canadian Forces Base (CFB) in Trenton, Ontario and Mountainview, Ontario as per Annex A.

6.2.1 Task Authorization

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

6.2.1.1 Task Authorization Process

1. The Site Authority will provide the Contractor with a description of the activities using a Task SOW .
2. The Task SOW will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Site Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a Task SOW authorized on a DND 626 Task Authorization Form (specified at Annex G) by the Requisition Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a DND 626 Task Authorization Form has been received will be done at the Contractor's own risk.

6.2.1.2 Task Authorization Limit

The Requisition Authority (RA) may authorize individual task authorizations up to a limit of \$_____ (to be included upon Contract award), Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

6.2.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.2.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

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

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

For each authorized task:

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

For all authorized tasks:

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

6.2.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the RA. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 1 May 2015 to 30 April 2016, inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the

Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Patrick Semple
Title: Procurement Specialist
Organization: Public Works and Government Services Canada,
Acquisitions Branch
Address: 86 Clarence Street,
Kingston, Ontario, K7L 1X3
Telephone: 613-530-3117
Facsimile: 613-545-8067
E-mail address: patrick.semple@pwgsc.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

PWGSC will insert this information when the contract is awarded

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

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

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

6.5.3 Site Authority

The Site Authority (SA) for the Contract is:

PWGSC will insert this information when the contract is awarded

Name:
Title:
Organization:
Address:
Telephone :
Facsimile: ____
E-mail address:

6.5.4 Requisition Authority

The Requisition Authority (RA) for the Contract is:

PWGSC will insert this information when the contract is awarded

Name:
Title:
Organization:
Address:
Telephone :
Facsimile: ____
E-mail address:

6.5.5 Contractor's Representative

Contractor's Representative - to be filled in by Bidder:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____
After hours service contact name: _____
After hours service phone number: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 Pricing Basis A - Scheduled Work

In consideration of the Contractor satisfactorily completing all of its obligations for Scheduled Monthly work under the Contract, the Contractor will be paid a "firm price" as specified Annex "B", Pricing Basis "A", for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.7.1.2 Pricing Basis B - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex "B", Pricing "B" as specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

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

6.7.2 Limitation of Expenditure

6.7.2.1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be inserted at Contract award). Customs duties are included, and HST is extra.

6.7.2.2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

6.7.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for the work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

6.7.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

6.8 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. Invoices will be complete and forwarded to the Technical Authority within 5 business days of the last day of the month the work was completed.

Each invoice must be supported by:

- a. Name and address of company
- b. Contract number
- c. File number
- d. Invoice Serial number and date;
- e. Completed and Signed DND 626, Task Authorisation Form for unscheduled work claimed in the invoice. (if applicable).
- f. Itemization of each individual DND 626 claimed against the invoice.
- g. No invoices will be paid for services without receipt of a complete Monthly Report in accordance with Annex A.
- h. Subtotal before GST or HST
- i. Amount of GST or HST
- j. Total of invoice
- k. GST or HST registration number

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. one (1) copy must be forwarded to the Project Authority.

6.9 Certifications

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-09-25);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Security Requirements Check List
- (g) Annex E, DND 626, Task Authorisation Form;
- (h) the Contractor's bid dated _____

6.12 Contract Financial Security

6.12.1 The Contractor must provide one of the following contract financial securities within 14 calendar days after the date of contract award:

- a. a performance bond form PWGSC-TPSGC 505 in the amount of \$125,000 or
- b. a security deposit as defined in clause E0008C in the amount of \$125,000.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

6.12.2 Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

6.12.3 If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

6.13 Insurance – Specific 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.14 SACC Manual Clauses

C0710C	Time and Contract Price Verification	(2007-11-30)
A9062C	Canadian Forces Site Regulations	(2011-05-16)
E0008C	Security Deposit Definition - Contract	(2014-09-25)

ANNEX "A"

STATEMENT OF WORK

STATEMENT OF WORK FOR THE PROVISION OF WILDLIFE CONTROL AT CFB TRENTON, MOUNTAIN VIEW DETACHMENT, AND VARIOUS SITES IN TRENTON, ONTARIO

1.0 GENERAL

1.1 PURPOSE

The purpose of this Statement of Work (SOW) is to define the scope, the deliverables and the conditions that apply to Wildlife Control in Trenton, Ontario for the Canadian Forces.

1.2 BACKGROUND

CFB Trenton is an active airfield that is surrounded by a wildlife population (list provided in 1.2.1). This wildlife population causes a direct threat to aviation activities taking place at CFB Trenton. CFB Trenton requires a Contractor to control the population to ensure day-to-day aviation activities can be performed.

1.2.1 Inventory of Wildlife: The types of birds and mammals that Wildlife Control measures will be directed against are, but not limited to the following:

1.2.1.1 Birds:

Herring Gulls, Ring-billed Gulls, Plovers, Horned Larks, Pigeons, Morning Doves, Red-tailed Hawks, Marsh Hawks (Northern Harrier), Ducks, Great Blue Herons, Starlings, Snow Buntings, Owls, Black Birds, Swallows, Geese, Killdeer, Crows, and Kingfishers; and

1.2.1.2 Mammals:

Deer, Groundhogs, Wolves, Coyotes, Dogs, Domestic Cats, Foxes, Rabbits/Hares, Skunks, Raccoons, Moles, Muskrats, and Beavers.

1.3 ABBREVIATIONS AND ACRONYMS

The following abbreviations and acronyms are used in this Statement of Work:

ATC	Air Traffic Controller
CA	Contracting Authority
CF	Canadian Forces
CFB	Canadian Forces Base
CFD	Canadian Forces Development
CWS	Canadian Wildlife Services
DCAAR	Defence Controlled Access Area Regulation
DND	Department of National Defence
FOD	Foreign Object Damage
MP	Military Police
MSE	Material Safety Equipment
NOTAM	Notice to Airmen
PA	Project Authority
RA	Requisition Authority
RDDC	Ramp Defensive Driving Course
SA	Site Authority
SAP	Special Area Pass

SOP	Standard Operating Procedure
SOW	Statement of Work
SWCO	Senior Wildlife Control Officer
TA	Task Authorization
WATCO	Wing Air Traffic Control Officer
WCO	Wildlife Control Officer
WHMIS	Workplace Hazardous Materials Information System

2.0 APPLICABLE DOCUMENTS

2.1 References forming part of the SOW.

The following documents will be made available by DND, when requested during the Contract period.

- Transport Canada Wildlife Control Procedures Manual (TP11500 and TP13029)
- Transport Canada Sharing the Skies Manual (TP13549)
- National Fire Code of Canada
- Guidelines for DND Contractors for Health & Safety
- Wing Flying Orders SOP
- Canadian Aviation Regulations

3.0 SCOPE OF WORK

- 3.1 General: Wildlife Control services to be provided by the Contractor consists of the birds, equipment and personnel required to control birds and mammals at 8 Wing Trenton in all locations listed in Section 9 of this SOW (Annex A) under the heading entitled "Location for provision of required services".

Wildlife Control activities will be primarily directed at, but not limited to, the wildlife species listed in section 1.2.1.

The objectives of carrying out this wildlife control are to safely manage risks of wildlife hazards to aircraft to the lowest reasonably practical level through dispersal and removal of wildlife:

- a) In the Aerodrome environment; and
- b) In both maintained and priority areas.

In addition to Wildlife Control duties, the Contractor's Wildlife Control Officers will also provide briefings and demonstrations to DND personnel as directed by the SA.

- 3.2 Items not included. The scope of this requirement does not include the application of pesticides, herbicides, and other products used for the control of weeds, insects, rodents and other pests for purposes beyond Wildlife Control.

3.3 Wildlife Control Officer's Duties

- 3.3.1 The Wildlife Control Officer on duty must report to the SA at the commencement and termination of each shift.
- 3.3.2 The WCO, upon commencement of their shift, must advise the Ground Controller for the Air Traffic Control Tower of their presence on the aerodrome and request an update on the active runway and any information regarding bird and mammal activity.

-
- 3.3.3 The WCO must take appropriate action as a result of the ATC's assessment of wildlife activity, in co-ordination with the SA. If no immediate action is required, the WCO will inspect the aerodrome in order of priority areas to check for bird and mammal activity that may require attention and take any necessary action.
- 3.3.4 The WCO will inform the Ground Controller for the ATC Tower after each inspection of the Bird Activity Level on the Aerodrome and in the Area.
- 3.3.5 The WCO is responsible for informing the Ground Controller for the Air Traffic Control Tower of any bird and mammal activity that he/she observes that may cause a safety hazard to operations.
- 3.3.6 Each WCO must enter all activities in the Daily Log - Wildlife Control Activities as per 4.3 of this SOW.
- 3.3.7 The WCO must monitor weather forecasts to keep informed of any weather conditions that may affect bird or mammal activity.
- 3.3.8 During periods of excessive bird and mammal activity, the Contractor must, when called upon by either the Air Traffic Control Tower personnel or the SA or by his/her own determination, provide an additional WCO at no additional cost and must ensure said WCO is on site within two (2) hours.
- 3.3.9 The WCO on duty must not leave the aerodrome during shift except for a purpose related to wildlife control. Should it be necessary for the WCO to leave the aerodrome for any reason, he/she must call in a relief WCO as a replacement and ensure that the replacement is on site prior to departing the facilities. The Wildlife Control Officer must inform the ATC of his/her intention to leave and the name of the replacement WCO.
- 3.3.10 The WCO must travel to areas not necessarily accessible by vehicle to ascertain what wildlife is present. The WCO may use whatever approved methods are available to remove the said wildlife as required.
- 3.3.11 The WCO must continually monitor active runway use and must establish priority areas based on bird and mammal activity and aircraft operating hazard areas as identified in 9.4 of this SOW. He/she must continuously tour the aerodrome giving particular attention to priority areas as identified in 9.4 of this SOW. However, he/she will respond immediately to any report concerning the presence of wildlife.
- 3.3.12 The WCO must monitor grass-cutting operations and take necessary actions to control small mammals, or other bird attractants exposed or disturbed by such activities, so that these attractants do not attract hawks, gulls, crows and other wildlife.
- 3.4 Scheduling of Wildlife Control Activities
- 3.4.1 The amount and timing of bird and mammal control required at an aerodrome is determined by the specific wildlife activity as it relates to the number of aircraft movements at a given time (in a day or throughout the year). Wildlife activity may or may not be related to identifiable conditions such as weather, agricultural activity or season. Wildlife, particularly birds, will be harassed in the area of Active Runway(s) within the times specified at section 5.1 of this SOW. It is imperative that the Contractor meet the required response time to initiate Wildlife Control based on the associated risk to flight operations as described in section 9.4. of this SOW.
- 3.4.2 The Contractor must monitor in advance, through the SA, the daily aircraft takeoff, landing, and movement schedules and maintain wildlife control in accordance with the current priority areas.

- 3.4.3 The Contractor must arrange clearance with the Ground Controller for the Air Traffic Control Tower prior to conducting activities on, or adjacent to, aircraft manoeuvring areas. The Contractor must control the movements of their personnel and equipment as directed. The Contractor must immediately obey light signals or directions from the ATC.
- 3.4.4 For work requiring closure of aircraft manoeuvring or navigational facilities, the Contractor must provide a minimum of twenty-four (24) hours notice and arrange for the issuance of a NOTAM by the SA
- 3.5 Work Program: The Contractor must develop and submit a detailed monthly Work Program to the SA, two (2) weeks before the beginning of each month. The first monthly Work Program must be presented for approval at least two (2) weeks before the commencement of the Contract. The schedule will include the hours of operation and the telephone numbers and names of WCO to be employed as well as the activities to be undertaken by each WCO.
- 3.5.1 The Work Program will include details of the disposal of all wildlife killed during the wildlife control activities in accordance with federal, provincial, and municipal requirements.
- 3.6 The Contractor must maintain well organized/complete records, files and reports specified in a central location at the aerodrome and make them available to the SA within two (2) hrs of a request.
- 3.7 Animal Trapping and Release Program
- 3.7.1 The Contractor must keep sufficient traps in use throughout the year to control the raptor population at the aerodrome.
- 3.7.2 The Contractor must keep all traps used by them under surveillance in order to prevent injury to animals caught in such traps.
- 3.7.3 The Contractor must not allow birds to remain in any trap for longer than twenty-four (24) hours. The WCO must ensure that birds used as bait have ample food and water and that these birds are removed promptly from the traps in severe weather conditions.
- 3.7.4 The Contractor must maintain raptors trapped on the aerodrome in good health and in clean condition in the mews.

4.0 DELIVERABLES

- 4.1 Deliverables must be in the form of services specified at 4.2 - 4.9, written logs, reports, and summaries which must be provided to the SA in accordance with this SOW.
- 4.2 Work Program:
- 4.2.1 The Work Program will identify tasks and sub-activities within tasks that may be required to control different types of wildlife within the Scope of Work.
- 4.2.2 The Work Program will be reviewed by the SA monthly and updated by the Contractor based on Contractor reports and past history. The Work Program will take into account facility changes that may cause wildlife populations at the Work Site to change.
- 4.2.3 The Contractor must include in the Work Program all standard Wildlife Control techniques referenced in Transport Canada publications TP 11500 and TP 13029, such as, but not limited to:

-
- a. Shell crackers fired from a shotgun or pistol;
 - b. Live shot fired from a shotgun to kill or scare wildlife (the Contractor will not normally use a rifle on the aerodrome unless special authorization has been received from the ATC. The SA must be informed as per Article 9.4 of the SOW (Annex A), Priority One, after a shotgun has been discharged;
 - c. Taped wildlife distress cries used either alone or in conjunction with secondary control measures;
 - d. Gas cannons;
 - e. Artificial and real models of wildlife;
 - f. Chemical repellents approved for the control of birds and mammals;
 - g. Poisons approved for the control of birds and mammals;
 - h. Sirens and lights that do not interfere with aerodrome operations;
 - i. Moving vehicles that do not interfere with aerodrome operations;
 - j. Trapping of birds and mammals;
 - k. Live raptors; and
 - l. Other humane control techniques as approved by the SA.
- 4.3 Daily Log - Wildlife Control Activities: The Contractor must maintain a Daily Log, "Wildlife Control Activities" in electronic format (database or spreadsheet), for all activities of Wildlife Control at the aerodrome. The following information must be incorporated into each report:
- a. Time of control activity and duration;
 - b. Species of wildlife controlled and numbers;
 - c. Control methods used and affect on wildlife;
 - d. Location of wildlife during control application; and
 - e. Basic weather conditions.
- 4.3.1 The Contractor must submit the Daily Log at the end of the day that the log documents.
- 4.4 Monthly Summary Report: A Monthly Summary Report will be submitted within 10 calendar days after the last day of the month. It must summarize the recordings of the Daily Log, and must also contain:
- a. Special factors such as agricultural activities, drainage ditches, or other type of excavation work activities, that were responsible for unduly attracting wildlife to the aerodrome;
 - b. Recommendations for the alteration of attractive factors to reduce wildlife hazards; and
 - c. The Daily Logs for the past month.
- 4.5 Aerodrome Scare/Kill Permit Report:
- a. In order to scare/kill migratory birds that are hazardous to aircraft at the aerodrome, an Aerodrome Scare/Kill Permit must be obtained from the CWS. These permits are issued to the Wing Commander and not to independent Contractors. Under the regulations of the permit and 1 Canadian Air Division Standards, the Contractor may implement Scare/Kill techniques on migratory birds only under the aerodrome's permit. This permit will be acquired by the SA from the CWS. The Contractor must make himself/herself aware of and fulfill the requirements of the permit.
 - b. Under the requirements of the Migratory Bird – Aerodrome Scare/Kill Permit, the Contractor must submit a report to the SA detailing the number and species of birds killed during control actions, the source which identified the species, and the final disposition of the carcasses, whether burned or buried.
 - c. The above mentioned report must be submitted annually at each 30 October covering the calendar year to date, and at the end of the Contract period, for renewal of the Aerodrome Scare/Kill Permit, which expires, annually 31 Dec.

4.6 Annual Summaries:

- a. Submit annual report no later than 31 March for each previous calendar year commencing with the contract award date. The calendar year is 1 January to 31 December.
- b. The report must include information on the contractor's evaluation of the Wildlife Control Program and those methods found most effective and least effective. The Report should include recommendations to reduce the attractiveness of the aerodrome to wildlife.
- c. The Contractor must also provide in the report, an annual summary of all control measures taken against migratory birds and mammals. The following information must also be included: indicate the date, number and species killed and trapped throughout the year, and the displacement or disposal of each animal.

4.7 Aerodrome Bird Strike Reports: For all bird strike incidents at the aerodrome (confirmed and suspected) the Contractor must immediately complete the Aerodrome Bird Strike Report, which must also include aircraft strikes (confirmed and suspected), facilities and machinery damage. The report must then be distributed and copies of the same report sent to the offices stipulated by the SA.

4.8 Wildlife Incident Report: For all wildlife incidents at the aerodrome (confirmed and suspected), the Contractor must immediately complete the Wildlife Incident Report which must also include aircraft strikes (confirmed and suspected), facilities and machinery damage. The report must then be distributed and copies of the same report sent to the offices stipulated by the SA.

4.9 Bird Activity Level: Following all Wildlife Control Patrols, the Wildlife Control Officer is responsible for providing the Tower with a Bird Activity Level Report, including patrols conducted at CFB Trenton, Mountain View Detachment, and various sites that may fall under this Contract. Each Report must be divided into two parts:

- a. Aerodrome Report – report to indicate bird activity within the confines of the Airfield; and
- b. Local Area Report – report to indicate bird activity in the local area (outside the Airfield.) This report will be seasonal in nature as four (4) reports must be generated. Factors such as migratory habits, historical reports and known areas of bird activity would form its basis with a minimum of four (4) such reports generated each year.

4.9.1 The Bird Activity Level Report is based on the following categories:

- a. LOW - Less than five (5) large birds, and less than fifteen (15) small birds.
- b. MODERATE – five to fifteen (5-15) large birds, or fifteen to thirty (15-30) small birds.
- c. HIGH – more than fifteen (15) large birds, or more than thirty (30) small birds.

4.9.1.1 Large and small are relative terms assigned by the Wildlife Control Officer. Small birds would include those that are Swallow size whereas a Crow or Owl would be considered large birds. Numbers included in the categorization are those that constitute a clear hazard to flight safety, and not strictly a count of birds on the airfield.

5.0 LIMITATIONS AND CONSTRAINTS

5.1 Two Wildlife Control Officers must be on-site for the period of the contract on a seven (7) day a week basis from one (1) hour before sunrise to one (1) hour after sunset. For a listing of the hours of sunrise and sunset please refer to the DND web site: <http://met.forces.gc.ca>.

5.2 The Contractor must provide Wildlife Control patrols on the aerodrome at least four (4) times daily, and more often if required, and/or as directed by the SA to counter the development of a serious wildlife problem.

-
- 5.3 If, during the course of the Contract, the Contractor is unable to maintain the level of service described in the SOW and the approved Work Program, the Contractor must provide at no additional cost, additional labour, birds of prey or equipment required to re-establish and maintain the Program.
- 5.4 Any information made available to the Contractor as a result of this requirement is confidential and any records, reports, logs, photographs or other information submitted or prepared by the Contractor under the contract becomes the property of Canada.
- 5.5 No information will be provided to the public or the media without the prior written authorization of the SA.
- 5.6 Foreign Object Damage (FOD)
- 5.6.1 Foreign Object Damage is a major source of aviation hazards and the conduct of a meaningful anti- Foreign Object Damage program involves everyone. The Contractor must be aware of the consequences of FOD and he/she must ensure that vehicles are clean when on the manoeuvring areas of the aerodrome at no additional expense to DND.
- 5.6.2 The Contractor and their employees while on the aerodrome are to keep a close watch for Foreign Objects. They must endeavour to pick up any Foreign Objects they encounter and dispose of it as prescribed by the SA.
- 5.6.3 Should the Contractor or their employees notice any irregularities or un-serviceability of the aerodrome equipment and/or aircraft that could prove a hazard to flight safety, they must immediately report it to the Duty Aerodrome Controller for action.
- 5.7 Telephone Communications
- 5.7.1 The Contractor must equip, at no additional cost to Canada, each Wildlife Control Officer with a cellular telephone device with voice mail. The Wildlife Control Officer must carry the said cellular phone in the "ON" position and functional at all times while on duty, and is responsible to check that the device is fully operational at all times when in use.
- 5.7.2 The Wildlife Control Officer on duty must respond immediately to any calls from the Tower or the SA received on the cellular phone requiring their services.
- 5.8 Compliance with Airfield Regulations
- 5.8.1 When required, the Contractor must provide competent flag men, equipped with two-way radios, to control the movements of its personnel and equipment.
- 5.8.2 The Contractor must instantly obey signals or directions from the Tower.
- 5.8.3 The Contractor must ensure that all Wildlife Control Officers keep closed or locked all designated gates to the airfields and aerodromes.
- 5.9 Fire Safety Requirements
- 5.9.1 Fire Safety Plan: Contractors and their personnel must be familiar with this section and its requirements.
- 5.9.2 Fire Department Briefing: The designated authority will co-ordinate arrangements for the Contractor to be briefed on Fire Safety at the pre-commencement meeting by the Fire Chief before any work is commenced.

- 5.9.3 Reporting Fires: Contractor's resources know the location of nearest fire alarm box and telephone, including the emergency phone number. Report immediately all fire incidents to the Fire Department as follows:
- 5.9.3.1 Activate nearest fire alarm box; or
- 5.9.3.2 Telephone 911. To report a fire directly to the Wing Fire Hall, dial 613-392-2811, Local/Extension 3333;
- 5.9.3.3 The person activating the fire alarm must exit the building and remain in the area to direct the Fire Department to the scene of the fire, and provide other details as required; and
- 5.9.3.4 When reporting a fire by telephone, give the location of the fire, name or address of the building and be prepared to verify the location.
- 5.9.4 Interior/Exterior Fire Protection and Alarm System: The fire protection and alarm system must not be:
- 5.9.4.1 Obstructed;
- 5.9.4.2 Shut off; or
- 5.9.4.3 Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or their representative; and
- 5.9.4.4 Fire hydrants, standpipes and those systems must not be used for other than fire fighting purposes unless authorized by the Fire Chief.
- 5.9.5 Blockage of Roadways: The Fire Chief must be advised of any work that would impede fire apparatus response.
- 5.9.6 Smoking Precautions: Smoking is not permitted in any base building or facility and limited to designated smoking areas only.
- 5.9.7 Rubbish and Waste Materials Handling: Rubbish and waste materials are to be kept to a minimum and disposed of properly. The burning of rubbish is prohibited. All rubbish must be removed from the work site at the end of each shift.
- 5.9.8 Storage: Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety. Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in an approved receptacle and removed as required.
- 5.9.9 Flammable Liquids: The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
- 5.9.9.1 Flammable liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes requires the permission of the Fire Chief.
- 5.9.9.2 Transfer of flammable liquids is prohibited within buildings and surrounded areas.
- 5.9.9.3 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat-producing devices.

- 5.9.9.4 Flammable liquids having a flash point below 38°C such as naphtha or gasoline must not be used as solvents or cleaning agents.
- 5.9.9.5 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe, ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.
- 5.9.10 Hazardous Substances:
- 5.9.10.1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the National Fire Code of Canada.
- 5.9.10.2 The Fire Chief is to be advised, and "Hot Work" permit issued in all cases involving welding, burning or the use of blowtorches and salamander style heater, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
- 5.9.10.3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers must be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch will be at the discretion of the Fire Chief. Contractors are responsible for their work, a scale established and in conjunction with the Fire Chief at the pre-work conference due to the scale of the work being completed.
- 5.9.10.4 Where flammable liquids, such as lacquers or urethane are to be used, proper ventilation must be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to the commencement of such work.
- 5.10 WHMIS: Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding transmission of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
- 5.10.1 Deliver copies of WHMIS data sheets to the SA on delivery of materials to the worksite.
- 5.11 Occupational Health and Safety:
- 5.11.1 The DND General Safety program is directed towards the prevention of all types of accidents and incidents that may result in:
- 5.11.1.1 Losses from damage or destruction of equipment, material, works and buildings and the environment, owned, used, leased or under the control of DND; and
- 5.11.1.2 Injury to the public or damage to property as a result of DND operations or other activity on DND property.
- 5.11.2 To this end, the contracting party, along with any subcontractors, are expected to be conversant with, and must ensure compliance with, all applicable standards and regulations for occupational health and safety as prescribed by the Province of Ontario regulations. In the event of conflicting standards the more stringent regulations will apply.
- 5.11.3 To further clarify the responsibility of the Contractor related activities on DND property, the document entitled "Guidelines for DND Contractors for Health and Safety" is also available from

the WATCO.

- 5.11.4 The Contractor is responsible for any injuries incurred by him/her or their employees while on duty.

6.0 CONTRACTOR'S PERSONNEL

- 6.1 All work performed by the Contractor's personnel must be done in a professional manner, satisfactory to the SA. The Contractor must ensure that an adequate number of qualified personnel are on site during the prescribed times to perform the obligations of this requirement. As a minimum, the Contractor must provide at least the following on-site personnel dedicated to this Contract for the duration of the Contract: one (1) part time and one (1) full time Wildlife Control Officer and one (1) full time Senior Wildlife Control Officer. Full time is defined as working a minimum of seventy-five (75) hours over a two (2) week period. The Contractor must provide not less than two (2) on-site Wildlife Control Officers during the hours stated in 5.1 for the duration of the contract as well as sufficient additional personnel to manage the actual daily wildlife risk level and task authorizations.

Successful wildlife control at CFB Trenton will use an integrated suite of control methods as described in the Transport Canada Wildlife Control Procedures Manual (TP 11500) familiarity and compliance with all these methods is mandatory. Birds of prey are a required control method for wildlife control at CFB Trenton. All Wildlife Controls Officers (other than Apprentices) must have a minimum of 1,950 hours of experience in the past five (5) years using birds of prey to control wildlife on an aerodrome. The Senior Wildlife Control Officer must have a minimum of 5,850 hours of experience in the past five (5) years using birds of prey to control wildlife on an aerodrome.

All Wildlife Control Officers (other than Apprentices) must possess a minimum of one (1) year experience in the past five (5) years applying Transport Canada Wildlife Control Procedures (TP 11500) to wildlife control services. The Senior Wildlife Control Officer must have a minimum of three (3) years experience in the past five (5) years applying Transport Canada Wildlife Control Procedures (TP 11500) to wildlife control services. One (1) year (of experience) is defined as a minimum of 1,950 hours (over 12 consecutive months) performing wildlife control.

- 6.2 The Wildlife Control Officers, designated in the Contractor's proposal, cannot be changed without the written approval of the Contracting Authority. Requests for substitution must be made in writing by the Contractor at the earliest opportunity or, in the case of an emergency, prior to commencement of the work program shift.
- 6.3 An apprentice Wildlife Control Officer may be used to assist the Wildlife Control Officer on duty, but he/she will not be considered for the purposes of the contract as a WCO. The acceptance of an apprentice as a qualified Wildlife Control Officer will be subject to the original Evaluation Criteria as stated in the RFP. An apprentice Wildlife Control Officer will be escorted at all times by the Wildlife Control Officer on duty.
- 6.4 The Contractor must ensure that each of their Wildlife Control Officers have a valid Province of Ontario Vehicle Operator's License for the class of any vehicle which he/she may require that Wildlife Control Officer to operate on the aerodrome.
- 6.5 The Contractor must ensure that each of their Wildlife Control Officers pass the RDDC provided by WATCO personnel. The Contractor and their personnel must conform to Standard Operating Procedures as detailed in Wing Flying Orders and in the RDDC. Within thirty (30) days of the beginning of the Contract period, the Contractor must arrange through the SA for all Contract personnel to be RDDC qualified and thereafter every new employee must be RDDC qualified

before being allowed to operate on the airfield. RDDC training will be provided by DND at no expense.

- 6.6 The Contractor must ensure that each of their Wildlife Control Officers possesses a valid Firearms Acquisition Certificate or a valid Firearms Possession Permit for the possession of firearms.
- 6.7 All of the Contractor's Wildlife Control Officers providing services must possess the appropriate Ontario licences for: Falconry; and small game hunting or a Hunter Safety Certificate.
- 6.8 The Contractor is responsible for the proper conduct of all Wildlife Control Officers at all times at the Work Site. The SA will report any instances of disorderly or unacceptable conduct of Wildlife Control Officers to the Contractor, who will take appropriate steps to prevent its recurrence. Such conduct will be the grounds for immediate removal of the Wildlife Control Officer from the Work Site.
- 6.9 The Wildlife Control Officer on site must at all times represent the Contractor and he/she must have full authority to act on behalf of the Contractor in the performance of the Contract.
- 6.10 The Wildlife Control Officer on duty must respond immediately to any calls received on the cellular phone from the SA. Inability on the part of the Wildlife Control Officer on duty to respond immediately will be immediately reported to the Contractor who must take appropriate actions to respond to the SA's request and ensure the Wildlife Control Officer will respond at all times.
- 6.11 Pursuant to section 302.307 of the Canadian Aviation Regulations, all WCOs (other than Apprentices) must have successfully completed, every five (5) years, an Airport Wildlife Control course from an industry recognized trainer or from the Contractor. If the Contractor trains its own WCOs the trainer must have completed an Airport Wildlife Control course from an industry recognized trainer within five (5) years. The Airport Wildlife Control course must follow the guidelines of the Canadian Aviation Regulations.

7.0 SECURITY

- 7.1 All civilian Contractors are subject to Defence Controlled Access Area Regulation (DCAAR's) as well as A-SJ-100-001/AS-000. These outline the conditions of access to Defence Establishment, which are as follows:
- 7.1.1 For the purpose of this section the following definitions will apply:
- 7.1.1.1 "Controlled Access Area": any Defence establishment, work for Defence or material and including any restricted area within such place or material;
- 7.1.1.2 "Designated Authority": the Minister, the Chief of the Defence Staff or the Officer in Command or person in charge of a controlled access area;
- 7.1.1.3 "Special Area Pass (SAP)" gives authorization to enter a controlled access area;
- 7.1.1.4 "Security Guard": A peace Officer, a member of the Canadian Corps of Commissionaires, an Officer or non-commissioned member of DND; or an employee or other person engaged directly or indirectly by the Canadian Armed Forces or the Department to whom a designated authority has assigned duties relating to the enforcement of regulation.
- 7.2 Every person seeking to enter a controlled access area of a Defence Establishment must apply for and obtain a Special Area Pass (SAP) from an issuing authority.

-
- 7.3 As a condition of issuing a SAP, the issuing authority will conduct a background check of the applicant. Should the Contractor's employee be deemed as undesirable by the issuing authority, they must not be permitted to enter the Defence Establishment;
- 7.4 Every person to whom a SAP has been issued may enter the Defence Establishment and must:
- 7.4.1 Except as provided in subparagraph (6), keep the SAP in their possession while remaining in or on the Defence Establishment.
- 7.4.2 Enter the Defence Establishment by way only of a published main entrance or such other means as may be authorized in writing by the Officer in Command or person in charge of the Defence Establishment.
- 7.4.3 Leave the Defence Establishment by the way entry was gained or by such other exit as may be authorized by the Officer in Command or person in charge of the Defence Establishment.
- 7.4.4 While remaining in or on the Defence Establishment, comply with every direction given by or under authority of the issuing authority, which will be deemed to include every written or printed direction contained in the SAP, and any written or printed notice, direction, order or regulation displayed in, on or about, or pertaining to the Defence Establishment.
- 7.4.5 While remaining in or on the Defence Establishment, upon the request of any Security Guard, and as often as may be required, produce the SAP.
- 7.4.6 While in or on the Defence Establishment, upon the request of any Security Guard, surrender the SAP to the Security Guard and forthwith leave the Defence Establishment.
- 7.4.7 Surrender the SAP to the issuing authority upon expiration or revocation.
- 7.4.8 Forthwith upon the order of any Security Guard leave the Defence Establishment.
- 7.4.9 When entering, while remaining in or on, or when leaving a Defence Establishment, submit to search by a Security Guard of their person or of any package, parcel, vehicle or thing in their possession. No female will be searched except by another female.
- 7.4.10 Every person in or on a Defence Establishment must furnish his or her true name and address upon the request of a Security Guard.
- 7.4.11 Except with the prior consent of a designated authority, must not convey or cause to be conveyed alcoholic beverages into, within or from a controlled access area.
- 7.4.12 No person must be in an intoxicated condition in or on a controlled access area; and
- 7.4.13 Except with the prior consent of a designated authority, no person will bring into or have activated inside any controlled access areas any photographic equipment or any recording or transmitting devices whether such device records or transmits images, sounds, data or other information of any type whatsoever other than designated as required to perform the required work on this contract.
- 7.5 Temporary Special Area Passes: Temporary Special Area Passes (SAPs) will be issued by the Commissionaire, located at the East Gate (south of the Air Movements Unit/Passenger Terminal), to those who require access to the operational side of the base. These passes will be issued upon receipt of a piece of personal documentation such as a Driver's License, OHIP Card, or other card of value. Credit cards will not be accepted. Temporary SAPs must be worn at all times in the Restricted Area and must be returned at the end of the working day. For security

purposes, no SAPs are to be worn or stored where they can be viewed by the general public when not inside of any Restricted Areas.

- 7.6 Keys and Weapons: The Contractor will protect in a secure manner all keys entrusted to them, which are necessary for the fulfilment of the duties required under the Contract. Keys will be signed out from the Military Police (MP) lockbox each morning, located at 21 MP Flight in Building 22, 74 Polaris Ave, CFB Trenton, and subsequently returned at the end of each working day.

At the beginning of each work day weapons will be picked up from 21 MP Flight, and subsequently returned to 21 MP Flight at the end of each work day, where they will be secured by a uniformed member of the Military Police or the Duty Commissionaire. The Contractor's weapons must be held in a secure state at all times.

- 7.7 Parking and Traffic Regulations: Parking and traffic regulations are strictly enforced by the Military Police and the Canadian Corps of Commissionaires who are empowered by the Government Property Traffic Regulations to ticket any vehicle found in contravention of those regulations. The speed limit within 15 metres of an aircraft must not exceed a normal walking pace (approx. 6 km/h). The speed limit on the flight line is 15 km/h and on other roads of the base is 30 km/h unless otherwise posted.

7.8

8.0 DND SUPPORT TO CONTRACTOR

- 8.1 DND will provide the Contractor with an area (to be designated by the SA) in which vehicle(s), equipment, and material used for Wildlife Control may be kept.
- 8.2 The Contractor must request in writing approval to erect facilities to be used as offices, garages or warehouses. All costs pertaining to such facilities will be the responsibility of the Contractor. If authorized, the SA will give approval in writing. (Note: All such facilities must meet standards established by 8 Wing Engineering Support Squadron (ESS).)
- a. The Contractor must not unreasonably encumber the premises provided to them;
 - b. The Contractor must confine their equipment to the storage areas provided;
 - c. Unless otherwise specified, the Contractor's activities will be restricted to the areas described in this Document;
 - d. The SA may further restrict at any time those areas to which the Contractor may have access; and
 - e. Upon completion of the Contract, the Contractor must restore any areas to the original condition at their cost, to the satisfaction of both the SA and TA.

8.3 Inventory of Canada's Equipment

- 8.3.1 Canada will provide a basic office space for personnel, and a separate mew for housing raptors used for wildlife control and trapped raptors which are pending transfer and release. The Contractor will be responsible for payment of the utility fees for the mew and any other storage or office buildings at CFB Trenton that they use exclusively.
- 8.3.1.1 The Contractor must, at his/her expense, maintain the office space, mew and the surrounding area in a clean and tidy condition and restore it at their expense to its original condition upon completion of the Contract.

- 8.3.2 Prior to commencement of, and at anytime requested by either the SA and/or PA during the performance of the Contract, the Contractor, accompanied by the requesting SA and/or PA, must inspect the condition of all material, facilities and equipment which are the property of Canada that are placed in the care and custody of the Contractor.
- 8.3.3 The Contractor must complete an inventory list and condition report of the equipment supplied by 8 Wing Trenton in the format specified by the SA within the first thirty (30) days of the Contract.
- 8.3.4 For material, and equipment provided by Canada and delivered during the course of the Contract, the Contractor must:
- a) Within fourteen (14) days inspect the material or equipment, report damaged or defective items, and provide a receipt to the SA along with an updated inventory;
 - b) Within twenty-eight (28) days repair or replace, to the satisfaction of the SA, items damaged or lost after receipt;
 - c) Notify the SA of deficiencies in material and equipment in their custody;
 - d) Maintain current inventory lists and undertake a complete stock accounting at intervals of three (3) months, or at other times as directed. Except for items consumed in proper execution of their work, the Contractor must not add or delete items from the inventory lists without the prior written approval of the SA;
 - e) Within six (6) days before completion of the Contract, accompanied by the SA, conduct an inspection of the material and equipment in their custody, and record and acknowledge in writing all deficiencies noted by the SA during the inspection;
 - f) Subsequent to each inventory check and/or termination or completion of the Contract, the Contractor must replace or reimburse Canada for all losses or shortages of Canada's property in the Contractor's custody. The replacement or reimbursement for all lost items must be at current replacement value; and
 - g) On termination or completion of the Contract, the Contractor must return to the custody of Canada all material, facilities and equipment detailed on the last updated inventory.

8.4 Radio Equipment and Communications

- 8.4.1 The SA will supply radio equipment to be used in the Contractor's vehicles to a maximum of two (2) vehicles. The Contractor will be responsible for supplying any additional radio units that he/she may require.
- 8.4.2 The Contractor must maintain each of the said radio units in good working order throughout the term of the Contract.
- 8.4.3 Upon termination or expiration of the Contract, the Contractor must deliver to the SA any radio units supplied by the SA under the Contract, along with receipts covering any repair work that was required on the radios. The Contractor must also provide certification from an approved radio repair shop that the said radio units are in good working condition.
- 8.4.4 All of the Contractor's vehicles or equipment operating in aircraft areas must maintain constant two-way radio contact with the Control Tower on the frequency directed by the SA.

9.0 **LOCATION FOR PROVISION OF REQUIRED SERVICES**

- 9.1 The Contractor must perform Wildlife Control on all lands, structures and facilities owned and/or operated by 8 Wing Trenton and on any other associated lands, structures or facilities as directed by the SA.
- 9.2 The locations in the Aerodrome environment which Wildlife Control will be undertaken include, but are not limited to the following:

-
- a. Airfield area bordered to the south by Highway 2, bordered to the west by RCAF Road, bordered to the north by the Canadian Pacific Rail Line, and bordered to the east by Whites Road;
- b. Inside Aircraft Hangars at 8 Wing Trenton and CFD Mountain View;
- c. Inside the MSE Garage at 8 Wing Trenton; and
- d. CFD Mountain View airfield, as directed by the SA.
- 9.3 Priority areas are designated for Wildlife Control in order to optimize safety in the highest-use areas most vulnerable to wildlife incidents, particularly for large airports/aerodromes with multiple runways.
- 9.4 Concentration of Wildlife Control activities in different zones within the Wildlife Control Area (amount of effort expended in certain areas to achieve a minimum hazard to aircraft) will be to control wildlife that is potentially hazardous to incoming/outgoing aircraft on an order-of-priority basis as follows:
- Priority One: Contractor must respond within 5 minutes or less
After a shotgun has been discharged the ATC must immediately be made aware of the critical activity and then it must be reported to SA within one working day. If a carcass needs removal from a critical area, time is of the essence;
- Priority Two: Contractor must respond within 5 minutes or less
Active runway sterile zone including all surfaces within the area 150 m from the runway centre and 150 m from the runway end, as well as the airspace over this zone to an altitude of 150 m;
- Priority Three: Contractor must respond within 10 minutes or less
Active runway infield areas to a distance 150 m outside of the runway sterile zone;
- Priority Four: Contractor must respond within 10 minutes or less
Remaining infield, runway, taxi-way areas and air side maintained areas;
- Priority Five: Contractor must respond within 1 hour or less
Control of wildlife causing maintenance problems by the destruction of wildlife nests, dens and burrows on the aerodrome property (this includes Aircraft Hangars and the MSE Garage);
- Priority Six: Contractor must respond within 2 hours or less
Mountain View airfield as directed by the SA; and
- Priority Seven: Contractor must respond within 24 hours or less
Control of wildlife in other areas at the direction of the SA.
- 9.4.1 The SA may, in writing, amend priorities or provide more detailed priorities to the Contractor from time to time.
- 9.4.2 The SA may designate, from time to time, to the Contractor an area(s) as a priority area based on short-term needs or changes in activity at the aerodrome.

9.4.3 The SA may designate, from time to time, to the Contractor the deterrence or permanent removal of certain wildlife species as a priority.

9.4.4 The Contractor must ensure that all Wildlife Control Officers are always aware of the current priority areas and priority tasks.

9.4.5 The Contractor must respond to the highest priority tasks before dealing with the next highest priority.

9.4.6 During times of no aircraft activity, the lower priority area control maintenance tasks will be pursued.

10.0 CONTRACTOR MANAGEMENT OF THE CONTRACT.

10.1 The Contractor is required to actively participate in the overall management of all activities related to this SOW and will be directly responsible for the effective supervision and coordination of the efforts of its personnel.

10.2 The Contractor is responsible for all work produced under this Contract, including completeness, accuracy and adherence to all relevant safety & environmental regulations, rules and good practices.

10.3 The Contractor must maintain an electronic library of work in progress, delivered items and review comments, and must perform version control.

10.4 Contractor's Inventory

10.4.1 The Contractor will submit a complete list of all vehicles and equipment proposed to perform the Contract to the SA within 10 days after contract award. Provision and maintenance of all of the Contractor's working vehicles and equipment is the responsibility of the Contractor, with no additional costs to Canada.

10.4.2 No substitution to the vehicles or equipment from those on list the Contractor provided will be permitted without the prior written approval of the SA.

10.4.3 As a minimum, the Contractor must supply:

- a. Two (2) transportation working vehicles, each equipped with a 360 degree flashing beacon;
- b. Two (2) tape players or CD players and amplifiers capable of being used as a scare tactic, each installed within a working vehicle;
- c. Scare tapes or CDs of ring-billed and herring gulls and starlings;
- d. Suitable live-bird and live mammal traps, totaling a minimum of thirty (30) traps designed for various uses and target species;
- e. Two (2) cellular telephone devices with full service plans;
- f. Two (2) 15 mm pyrotechnic pistols or equivalent;
- g. Two (2) 12 gauge or smaller bore shotguns;
- h. Pyrotechnics or blank cartridges for the 15 mm pistol (5000 per annum);
- i. Shotgun shells (ball shot excluded, approximately 1000 rounds per annum);
- j. Binoculars; and
- k. Six (6) live raptors of various species, selected according to the wildlife control requirements for the CFB Trenton and CFD Mountain View regions.

10.5 Contractor's Vehicles

-
- 10.5.1 All of the Contractor's working vehicles must be equipped with four-wheel drive (4WD), locking differentials, and sufficient ground clearance and off road capability to ensure access to all areas of CFB Trenton and Mountain View Detachment necessary for wildlife control.
- 10.5.2 All of the Contractor's working vehicles must be capable of safely storing and transporting any/all of the items listed in paragraph 10.4.3.
- 10.5.3 The Contractor must ensure they have an adequate number of working vehicles on site to perform Wildlife Control activities at both CFB Trenton and Mountain View Detachment locations simultaneously when such activities are required by the SA.
- 10.5.4 All of the Contractor's working vehicles must be capable of performing all required duties of the Contract during all seasons and under any/all adverse weather conditions experienced at CFB Trenton and Mountain View Detachment.
- 10.5.5 All of the Contractor's working vehicles must be professionally maintained at all times, with up-to-date maintenance history logs held on board.
- 10.5.6 All of the Contractor's working vehicles must be free of excessive rust and/or body damage. No loose components or body panels must be present to prevent Foreign Object Damage (FOD) to nearby airplanes by the Contractor's vehicles. Any such vehicle damage experienced during the life of the Contract must be rectified without undue delay or cost to Canada.
- 10.5.7 All of the Contractor's working vehicles must be kept clean at all times and free from large amounts of dirt, dried mud, or frozen slush and ice to prevent deposit of such materials in the aerodrome area.

11.0 MEETINGS

- 11.1 Contractor personnel must make all necessary preparations as requested by the PA in order to actively participate in any meeting convened by the PA.
- 11.2 All meetings will be conducted at facilities to be provided by DND, unless otherwise requested by the PA.
- 11.3 The Contractor must meet as required with the SA to discuss the daily logs and monthly reports, Aerodrome Bird Strike and Wildlife Incident Reports, and the Contractor's performance during the previous period.
- 11.4 Minutes of these meetings will be issued by the SA confirming actions to be taken by the Contractor.
- 11.5 The contractor must maintain a history of all meetings as well as of all incremental changes to action items and submit it to the [PA](#) when requested.

12.0 LANGUAGE REQUIREMENTS

- 12.1 The resource must be fluent in the English language. Fluent means that the individuals must be able to communicate orally and in writing without any assistance and with minimal errors.

ANNEX "B"

BASIS OF PAYMENT

No Travel and living expenses will be accepted or approved by Canada under this Requirement. The firm All-inclusive Rates include all costs. Rates will remain firm for the period of the Contract. The pricing is in Canadian currency and excludes GST or HST.

Pricing Periods:

Year 1 is from 1 May 2015 to 30 April 2016
Year 2 (optional) is from 1 May 2016 to 30 April 2017
Year 3 (optional) is from 1 May 2017 to 30 April 2018
Year 4 (optional) is from 1 May 2018 to 30 April 2019

Estimated Usage

The estimated usage set out in Pricing Basis "B" is included to allow Canada to evaluate the proposals and are only estimates. No estimate contained in this RFP represents a commitment on behalf of Canada. (Estimated usage information will be removed from Annex B in any resultant contract.)

Pricing Basis "A" – Scheduled Work (Wildlife Control at CFB Trenton)

The Contractor must fulfil the Statement of Work specified in Annex A at CFB Trenton. This is an all-inclusive Monthly Rate for 12 months per pricing period.

Year 1 \$ _____ /month Year 2 \$ _____ /month

Year 3 \$ _____ /month Year 4 \$ _____ /month

Pricing Basis "B" - Task Authorizations (Wildlife Control at CFS Mountain View)

Wildlife Control Services are to be provided from sunrise to sunset at CFS Mountain View as and when authorized upon receipt of a DND 626 Task Authorization issued by the RA on an all-inclusive daily rate basis in accordance with the Statement of Work specified in Annex A.

All work performed under Pricing "B" requires a Task Authorisation.

Estimated Usage: 120 days for Year 1, and 120 days for each additional pricing period of Years 2, 3 & 4. This is an all inclusive Daily Rate.

Year 1 \$ _____ /day Year 2 \$ _____ /day

Year 3 \$ _____ /day Year 4 \$ _____ /day

ANNEX "C"

INSURANCE

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

-
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

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 \$5,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$5,000,000 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.

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)
 - i. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.

ANNEX "D"

Mandatory and Point Rated Technical Evaluation Criteria

Mandatory Requirements

Proposals must comply with each and every mandatory requirement of this section. Failure to do so will render the proposal non-compliant. If a proposal is determined to be non-compliant, it will be given no further consideration. Deviations from, or issues concerning Mandatory Requirements are not to be raised in the Bidder's proposal as they will not be considered or accepted after the closing date and time of this RFP.

Mandatory Technical Criteria

#	<u>Mandatory Technical Criteria</u>
M1	<p>The Bidder, or a defined representative, must have certification* from the Contracting Authority of their attendance of the Mandatory Site Visit.</p> <p><u>*Certification:</u> The attendance of Bidders' Representatives will be checked at the beginning and end of the Mandatory Site Visit and after all breaks. To receive Canada's certification of attendance of the Mandatory Site Visit, the Bidder's Representative must be in attendance each time attendance is checked by Canada; otherwise certification will not be granted. Canada will publish a list of the Bidders' company names that received a certification of attendance in the amendment to the RFP which will be published after the Mandatory Site Visit. Bidders whose company names are included in this published attendance list will have complied with this Mandatory Requirement.</p>

#	<u>Mandatory Technical Criteria</u>	Page Number(s) in Bid
M2	<p>The Bidder must demonstrate in their proposal that they have a minimum of five (5) years experience in the last ten (10) years as a contractor* for the provision of Wildlife Control services in accordance with the Canadian Aviation Regulations (CARS) Part 3 Airport Wildlife on an airfield with the following characteristics;</p> <p>(a) No smaller than CFB Trenton (CFB Trenton's size is 44,000 square feet fenced in area with runways of 10,000 feet long), <i>and</i></p> <p>(b) With low level flight movements totaling at least 29,000 movements (including a minimum of : fast-moving jet propelled aircraft, helicopters and turbo propelled aircraft), <i>and</i></p> <p>(c) With a similar habitat (close to a large body of water that causes the flight paths of birds to pass in and around the airport premises) as that of CFB Trenton, <i>and</i></p> <p>(d) Managing at least 2 full time employees who provided Wildlife Control Services. This includes all aspects of managing personnel, including, but not limited to the recruiting, employing and training.</p> <p>Bidders must include the contact names, phone numbers, start and end dates for each contract, the client company name and location at which the work was provided. Bidders should provide titles and email addresses for the contacts. Canada reserves the right to contact the names in order to verify the information provided.</p> <p>* <u>Contractor</u> means the legal entity which has entered into a contract with the owner of the airfield or airfield management authority.</p> <p>One year of experience is considered for this evaluation a minimum of 250 days.</p> <p>The Contract must have been performed by the Bidder itself (and does not include the experience of any proposed subcontractor or any affiliate of the Bidder). However, several entities may combine their experience by submitting a bid as a joint venture; in that case, the bid can describe the previous experience of one (1) or more joint venture members, to meet the experience requirement - that is, one similar Contract could be described for one joint venture member and another Contract could be described for another joint venture member. If two members of the joint venture worked on the same work site at the same time, it will only be counted as one (1) Contract.</p> <p>The Bidder may use the form in Annex G to provide this information.</p>	<p>(a) _____</p> <p>(b) _____</p> <p>(c) _____</p> <p>(d) _____</p>

#	<u>Mandatory Technical Criteria</u>	Page Number(s) in Bid
M3	The Bidder must provide a copy of their valid Commercial Ontario Falconry license issued under the Act. O. Reg. 668/98.	_____
M4	The Bidder must provide the leg band numbers, species, age and a copy of the log books for the raptors, to demonstrate that they are in possession of six (6) live raptors of various species, suitable to perform wildlife control at CFB Trenton.	_____
M5	<p>The Bidder must demonstrate that their proposed personnel possess the skills and certifications required below. The information should be provided in the form of a résumé or CV, but must include as a minimum, commencement and end dates of the employment and the names of the employers.</p> <p>(a) The proposed SWCO must possess a minimum of 5,850 hours of wildlife control experience at an airport(s) in the past five (5) years incorporating the use of birds of prey and applying Transport Canada Wildlife Control Procedures (TP 11500) to wildlife control services.</p> <p>(b) The proposed full time and part time Wildlife Control Officer (WCO) must each possess a minimum of 1,950 hours of wildlife control experience at an airport(s) in the past five (5) years incorporating the use of birds of prey and applying Transport Canada Wildlife Control Procedures (TP 11500) to wildlife control services.</p> <p>(c) Provide the name of trainer and date for the certificate of completion of an Airport Wildlife Control course for each proposed SWCO and WCO. (The course must have been provided by an industry recognized trainer who applies the guidelines of the Canadian Aviation Regulations, and the certificate must have been issued less than five years from 1 March 2015.)</p>	<p>(a) _____</p> <p>(b) _____</p> <p>(c) _____</p>
M6	The Bidder must provide a copy of their valid Business Firearms License (BFL)	_____

Point Rated Technical Evaluation Criteria

The Bidder should demonstrate an understanding of the services that are to be provided, and how they will meet all the requirements identified throughout the request for proposal. They must demonstrate that they have suitable processes and procedures in place to ensure the services requested herein can be provided by detailing their understanding of the requirement and their competence to satisfy all requirements stated herein.

Point Rated Technical Evaluation Criteria have been broken down into the following three (3) categories:

- A: Demonstrated knowledge of Local Wildlife and Habitat;
- B: Proposed Wildlife Control Methods and Industry Best Practice Wildlife Risk Management practices; and
- C: Schedules;

A mandatory minimum score of 60% of the maximum score available points must be achieved in each of the three (3) Point Rated Technical Evaluation Criteria categories. Failure to achieve a 60% rating in any single category will deem a proposal to be non-compliant, and will be given no further consideration. In addition, a mandatory minimum overall score of 70% of the maximum overall available points must be achieved for the Technical Proposal to be considered compliant.

All proposals received will be evaluated for their technical and management content utilizing the following point rating:

Unsatisfactory: 0 - 20% of points available
Information and content provided is insufficient for any evaluation of the services offered.

Poor: 21 - 39% of points available
Information and content provided is insufficient for effective evaluation and is considered not acceptable for meeting the services required.

Fair: 40 - 59% of points available
Information and content provided is minimal and is considered to be less than acceptable for meeting the service requirements.

Good: 60 - 75% of points available
Information and content provided is sufficient for evaluation. Services offered are average and will meet the performance of the requirements.

Very Good: 76 - 89% of points available
Information and content provided is more than sufficient for effective evaluation. Services offered are above average. Services will more than meet the performance expectations of the requirements.

Excellent: 90 - 100% of points available
Information and content provided is exceptional. Services offered exceed the performance expectations of the requirements.

Point Rated Technical Evaluation Criteria

A. Knowledge of Local Wildlife and Habitat

#	<u>Point Rated Technical Evaluation Criteria</u>	Scoring Method	Maximum Point Allotment	Page Number(s) in Bid
R1	Provide an overview of the anticipated wildlife situation at Canadian Forces Base/8 Wing Trenton, emphasizing relevant knowledge in wildlife species indigenous to the South-eastern Ontario Region of Canada. Detail seasonal variations, which may be anticipated, and peculiarities of the site's geographical location and the influence of the location on the local Wildlife activities.	Demonstrated level of knowledge of: (a) The species indigenous to the South-eastern Ontario Region of Canada. (b) Local, seasonal variations effect on wildlife activities. (c) Local peculiarities and their influence on wildlife activities. (d) The site's geographical location and its influence on local wildlife activities such as migratory patterns.	(a) 50 (b) 50 (c) 50 (d) 50	(a) _____ (b) _____ (c) _____ (d) _____
	Maximum Available Points 200	Mandatory Minimum Score to be compliant 120 points		

Risk Management practices**B. Proposed Wildlife Control Methods and Industry Best Practice Wildlife Risk Management practices**

#	<u>Point Rated Technical Evaluation Criteria</u>	Scoring Method	Maximum Point Allotment	Page Number(s) in Bid
R2	<p>Outline the proposed approach to meeting all of the requirements of Wildlife Control as indicated in the Statement of Work (SOW) by providing methods, rationale for using those methods, degree of anticipated success and any potential problems or anticipated difficulties due to the proposed methods. Elaborate on seasonal variances within the proposed methods and the ability to modify and adapt the proposed methods to compensate for changing environmental conditions. If these methods have already been used, discuss the level of success achieved and suggest improvements. Explain how the approach incorporates the requirements of:</p> <ul style="list-style-type: none"> - Canadian Aviation Regulations (CARS) Part 3 Airport Wildlife - Planning & Management and associated Standards and Guidance Material, Land Use In The Vicinity of Airports (TP1247), - Wildlife Control Procedures Manual (TP11500), - Sharing the Skies –An Aviation Industry Guide to the Management of Wildlife Hazards (TP 13549), - Airport Wild life Management Bulletin No. 38 – Safety Above All (TP 8240), and - Evaluation of the Efficiency of Products and Techniques for Airport Bird Control (TP 13029). 	<p>(a) Degree to which the proposed method of wildlife control meets all the requirements in the SOW.</p> <p>(b) Degree to which the Bidder provided suitable reasoning for using those methods, the degree of anticipated success and any potential problems or anticipated difficulties due to the proposed methods.</p> <p>(c) Anticipated effectiveness of proposed seasonal variances in methods to control wildlife.</p> <p>(d) Anticipated effectiveness of proposed compensatory methods during changing environmental conditions.</p> <p>(e) The degree to which the proposed methods incorporate the best practices, guidelines and regulations in the referenced publications.</p>	<p>(a) 200</p> <p>(b) 50</p> <p>(c) 50</p> <p>(d) 25</p> <p>(e) 75</p>	<p>(a) _____</p> <p>(b) _____</p> <p>(c) _____</p> <p>(d) _____</p> <p>(e) _____</p>
	Maximum Available Points 400	Mandatory Minimum Score to be compliant 240 points		

C. Schedules:

#	<u>Point Rated Technical Evaluation Criteria</u>	Scoring Method	Maximum Point Allotment	Page Number(s) in Bid
R3	<p>Using the Atmospheric Natural Light Tables for the Sun & Moon, provide an outline of a schedule for the on-site personnel proposed to provide the service specified in the SOW at CFB Trenton for the period from one hour before sunrise on August 01, 2014 through one hour after sunset on July 31, 2015.</p> <p>Explain the strategy to provide additional personnel for Wildlife Control Officers' holidays, sickness, and when additional service is required at Canadian Forced Detachment (CFD) Mountain View or during times of unusually high wildlife activity.</p>	<p>(a) Does schedule provide sufficient personnel for all hours of required wildlife control service at CFB Trenton?</p> <p>- 20 points per full time WCO or SWCO Full time is defined as 1950 hours per year. - 10 points per part time WCO or SWCO Part is defined as less than 1950 hours per year and more than 999 hours per year.</p> <p>(b) Does schedule provide sufficient replacement personnel to allow for holidays, sickness, etc.</p> <p>-25 points per person</p> <p>(c) Availability of additional qualified Wildlife Control Officers on short notice due to task authorizations or higher wildlife activity.</p> <p>- 25 points per person</p>	<p>(a) 100</p> <p>(b) 50</p> <p>(c) 50</p>	<p>(a) _____</p> <p>(b) _____</p> <p>(c) _____</p>
R4	Propose an example of a detailed monthly Work Program for August 2014 for wildlife control at CFB Trenton. The Work Program will include the hours of operation and names of Wildlife Control Officers to be employed, as well as the activities to be performed by each Wildlife Control Officer.	<p>(a) Degree to which the Work Program meet all aspects of SOW?</p> <p>(b) Degree to which the tasks and sub-tasks are achievable with the amount of resources proposed?</p>	<p>(a) 60</p> <p>(b) 40</p>	<p>(a) _____</p> <p>(b) _____</p>
	Maximum Available Points 300	Mandatory Minimum Score to be compliant 180 points		

Summary of Technical Evaluation Score:

Minimum Score Required: 630 Points
Maximum Points Available: 900

Solicitation No. - N° de l'invitation

W0125-145089/A

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

W0125-14-5089

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-3-40212

Buyer ID - Id de l'acheteur

kin655

CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

Security Requirements Checklist

(to be attached)

Solicitation No. - N° de l'invitation

W0125-145089/A

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

W0125-14-5089

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-3-40212

Buyer ID - Id de l'acheteur

kin655

CCC No./N° CCC - FMS No./N° VME

ANNEX "F"

DND 626 Task Authorization Form

(To be attached)

