



Solicitation No. - N° de l'invitation

W0102-15J434/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-5-75067

Buyer ID - Id de l'acheteur

hal220

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

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See attached.

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirement Check List, Standing Offer Reporting Form, Insurance Requirements and Information for Code of Conduct Certification.

### **1.2 Summary**

Requirement: Work to be performed under this Standing Offer Agreement comprises of furnishings of all labour, material, equipment, tools and supervision required to perform tree removal and trimming on an as when, requested basis at 14 Wing Greenwood Camp Aldershot Granville Range for a one (1) year period commencing after date of award, with an additional two (2), 12 month option period.

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

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### **1.3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors 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.

### **1.4 Debriefings**

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The **2006 (2015-07-03)** Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of **2006**, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Offers

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

### 2.3. Former Public Servant

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

#### Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

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

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

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

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

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

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

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**YES** ( ) **NO** ( )

If so, the Offeror must provide the following information:

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



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

## **2.4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## **2.5. Applicable Laws**

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

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

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

#### Section I: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment"). The total amount of Applicable Taxes must be shown separately.

#### 3.1.1 Payment by Credit Card

Canada requests that Offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

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

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

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

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

### **3.1.2 Exchange Rate Fluctuation**

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

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

#### **4.1.1 Financial Evaluation**

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

4.1.1.3 It is mandatory that bidders submit FIRM prices/rates for ALL items in the Basis of Payment in Annex B, including no cost items.

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

#### 5.2.1 Integrity Provisions – List of Names (See Annex F)

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list

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([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) website.

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

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

### **5.2.3.1 Proof of an Independent Safety Audit**

Bidders are to provide documentation indicating that the bidder has successfully completed a recognized safety audit, and the company/person performing the audit are approved by a regulatory authority to conduct safety audit.

### **5.2.3.2 Confirmation of Workers Compensation Coverage**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within 3 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

### **5.2.3.3 Licensing**

The contractor must obtain and maintain all permits, licenses and certificates of approval required for work to be performed under any applicable federal, provincial or municipal legislation. The Contractor shall be responsible for any changes imposed by such legislation or regulations. Upon request the contractor shall provide a copy of any such permit, license, or certificate.

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

### **6.1 Security Requirements**

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

### **6.2 Insurance Requirements**

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

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE W0102-15J434

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

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

[2005 \(2015-07-03\)](#) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 7.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.



The quarterly reporting 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;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

## **7.4 Term of Standing Offer**

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

The period for making call-ups against the Standing Offer will be one (1) year from date of award.

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

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2), 12 month option periods** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Nancy Dunphy  
Title: Contracting Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Atlantic Region  
Address: 1713 Bedford Row, Halifax, NS, B3J 3C9  
Telephone: 902-496-5481  
Facsimile: 902-496-5016  
E-mail address: nancy.dunphy@pwgsc.gc.ca

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

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### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

### 7.5.3 Offeror's Representative

Name:  
Title:  
Organization:  
Address:

Telephone:  
Facsimile:  
E-mail address:

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

**Department of National Defence, 14 Wing Greenwood or a Delegated Authority.**

## 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer*.

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

## 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$100,000.00 (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to

call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

#### **7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions **2005** (2015-07-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions **2010C** (2015-07-03), General Conditions – Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex E, Insurance Requirements;
- i) the Offeror's offer dated \_\_\_\_\_ “as clarified on \_\_\_\_\_” **or** “as amended on \_\_\_\_\_”.

#### **7.13 Certifications**

##### **7.13.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

#### **7.14 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

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

#### **7.2.1 General Conditions**

**2010C (2015-07-03)**, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2015-07-03) General Conditions - Services (Medium Complexity), will not apply to payments made by credit cards.

### **7.3 Term of Contract**

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

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

### **7.4 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.

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *"firm unit price"*, as specified in Annex B. Customs duties are *"excluded"* and Applicable Taxes are extra.

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

#### **7.5.2 Limitation of Price**

SACC Manual clause **C6000C (2011-05-16)** Limitation of Price

### 7.5.3 Single Payment

SACC Manual clause H1000C ([2008-05-12](#)) Single Payment

### 7.5.4 Payment by Credit Card

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

### 7.6 Invoicing Instructions

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

The original and one (1) copy must be forwarded to the following address for certification and payment:

Wing Construction Engineering  
14 Wing Greenwood  
PO Box 5000 stn Main  
Greenwood, NS  
B0P 1N0

### 7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in **Annex E**. 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.

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## **7.8 SACC Manual Clauses**

B1501C (2006-06-16) Electrical Equipment  
C0705C (2010-01-11) Discretionary Audit  
A9062C (2011-05-16) Canadian Site Regulations  
D5328C (2014-06-26) Inspection and Acceptance

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## **ANNEX "A"**

### **STATEMENT OF WORK**

Enclosed herein

NOTE: Contractor is responsible for contacting and obtaining approvals from Nova Scotia Power Corporation (NSPC ) for work around power lines.

Delivery: Contractor to respond to emergency calls and be on-site working within 24 hours of call up.  
Delivery of services for all other call ups as agreed between service site authority and contractor at the time of the call up.

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## ANNEX "B" BASIS OF PAYMENT

**Regular Hours (Monday to Friday) - 07:30hr -1600hrs**

**Year 1 Pricing: One Year from Award Date**

Column A Item Number	Column B Item Description	Column C Unit of Measurement (Per Hour)	Column D Estimated Usage (hrs)	Column E Price per Unit	Column F Extended Price= (Col D*Col E)
1	Climbers	Per hr	200	\$ _____	\$ _____
2	Ground Persons	Per hr	150	\$ _____	\$ _____
3	Truck and Chipper	Per hr	150	\$ _____	\$ _____
4	Bucket Truck	Per hr	200	\$ _____	\$ _____
5	Tractor and Logwench	Per hr	150	\$ _____	\$ _____
6	Log Truck & Loader	Per hr	100	\$ _____	\$ _____
7	2 Cord Porter	Per hr	100	\$ _____	\$ _____
8	General Labour	Per hr	300	\$ _____	\$ _____
Year 1 Pricing: One Year from Award Date					\$ _____

**Regular Hours (Monday to Friday) - 07:30hr -1600hrs**

**OPTION Year 1 Pricing: DATES TO BE DETERMINED**

Column A Item Number	Column B Item Description	Column C Unit of Measurement (Per Hour)	Column D Estimated Usage (hrs)	Column E Price per Unit	Column F Extended Price= (Col D*Col E)
1	Climbers	Per hr	200	\$ _____	\$ _____
2	Ground Persons	Per hr	150	\$ _____	\$ _____
3	Truck and Chipper	Per hr	150	\$ _____	\$ _____
4	Bucket Truck	Per hr	200	\$ _____	\$ _____
5	Tractor and Logwench	Per hr	150	\$ _____	\$ _____
6	Log Truck & Loader	Per hr	100	\$ _____	\$ _____
7	2 Cord Porter	Per hr	100	\$ _____	\$ _____
8	General Labour	Per hr	300	\$ _____	\$ _____
Option Year 1 Pricing: One Year from Award Date					\$ _____



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**Regular Hours (Monday to Friday) - 07:30hr -1600hrs**

**OPTION Year 2 Pricing: DATES TO BE DETERMINED**

Column A Item Number	Column B Item Description	Column C Unit of Measurement (Per Hour)	Column D Estimated Usage (hrs)	Column E Price per Unit	Column F Extended Price= (Col D*Col E)
1	Climbers	Per hr	200	\$ _____	\$ _____
2	Ground Persons	Per hr	150	\$ _____	\$ _____
3	Truck and Chipper	Per hr	150	\$ _____	\$ _____
4	Bucket Truck	Per hr	200	\$ _____	\$ _____
5	Tractor and Logwrench	Per hr	150	\$ _____	\$ _____
6	Log Truck & Loader	Per hr	100	\$ _____	\$ _____
7	2 Cord Porter	Per hr	100	\$ _____	\$ _____
8	General Labour	Per hr	300	\$ _____	\$ _____
Option Year 2 Pricing: One Year from Award Date					\$ _____

**Grand Total Price= Year One + Option Year 1 + Option Year 2 = \$ \_\_\_\_\_**

**The Grand Total Price will be the amount that will be considered during evaluation of all bids  
Tendered**

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ha1220  
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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

Enclosed herein.



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**ANNEX “E”**

**INSURANCE REQUIREMENTS**

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

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- 
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

**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.

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**ANNEX "F"**  
**INFORMATION FOR CODE OF CONDUCT CERTIFICATION**

***[MUST BE COMPLETED BY OFFEROR/BIDDER WITH BID SUBMISSION]***

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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3. For a Joint Venture - the names of all current members of the Joint venture;

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4. For an individual - the full name of the person;

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DEPARTMENT OF NATIONAL DEFENCE



SPECIFICATION

TREE REMOVAL

14 WING GREENWOOD,

GREENWOOD, NS

PROJECT MANAGER:  
Mr. J McMASTER  
Tel: 902-765-1494 Ext 1531

JOB NO. LG111-9900/1040  
J # 434

14-04-2015

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14 Wing Greenwood, NS		Page 1
Job No LG111-9900/1040		2015-04-14

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	<u>Division 01 - General Requirements</u>	
01001	Summary of Work	1
01005	General Instructions	2
01500	Temporary Facilities	2
01545	Safety Requirements	2
01546	Fire Safety Requirements	4
01547	Hazardous Material	3
01560	Environmental Protection	2
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01710	Cleaning	2
	<u>Division 02 - Sitework</u>	
02113	Tree Removal	9

<u>Annexes</u>	<u>Title</u>
A	Code Of Practice For Tree Trimming In Nova Scotia



- 1 Site Visit
- .1 Before submitting a Tender, the Contractor may visit the site and acquaint himself with all ascertainable conditions that may affect his work.
  - .2 Consult with Engineer or his representative regarding services available, material accommodations the Contractor may require, access to the site and obtain any and all information that may affect the Contractor's Tender.
- 2 Location of Site
- .1 14 Wing Greenwood is located 150 km west of Halifax and 4 km south of Highway 101 near Kingston, Kings County, NS.
- 3 Description of Work
- .1 Work under this contract comprises the provision of all labour, material and equipment required to complete the work in accordance with the specifications and drawings for this project.
  - .2 Specified work is to be carried out at the following locations:
    - .1 As directed by the Engineer.
  - .3 Work of this Contract is located in an area where normal working hours are:
    - .1 0730 to 1600 hours, Monday to Friday inclusive.
  - .4 In general terms, the work includes the following:
    - .1 Safety measures.
    - .2 Pruning.
    - .3 Felling of trees.
    - .4 Stump removal and landscaping.
    - .5 Clean-up.
    - .6 Inspection.

- |                                    |    |   |
|------------------------------------|----|---|
| <u>1 Codes and Standards</u>       | .1 | Workmanship to be of a uniformly high quality and in strict accordance with the best trade practice as interpreted by the Engineer.   |
|                                    | .2 | Meet or exceed requirements of:<br>.1 Contract documents.<br>.2 Specified standards, codes and referenced documents.  |
|                                    | .3 | References made to Domestic, National and International Standards in this specification are to be considered and integral part thereof and to be read in conjunction with these specifications.                               |
|                                    | .4 | Mediocre or inferior workmanship to be replaced by work of first class quality without cost to DND when so ordered by the Engineer or his representative.   |
|                                    | .5 | In event of conflict between standards, the most stringent shall apply.   |
| <u>2 Contractor Qualifications</u> | .1 | The Contractor shall satisfy the Engineer that he has adequate and qualified staff to perform the service expected.   |
| <u>3 Work Schedule</u>             | .1 | Prior to work commencement, the Contractor to arrange for an on-site meeting with the Engineer immediately following contract award to program starting dates, work schedules and to receive briefing on contract procedures. |
|                                    | .2 | When schedule has been approved by the Engineer take necessary measures to complete work within scheduled time.   |
|                                    | .3 | Do not change schedule without Engineer's approval.   |
|                                    | .4 | The Engineer shall issue a Requisition under this Standing Offer providing a statement of work or service required (DSS 942).   |
| <u>4 Briefing Requirements</u>     | .1 | Receive briefing from Wing Fire Chief regarding Wing fire safety regulations and restrictions.  |
|                                    | .2 | Briefings to be arranged by Engineer.   |
-

- 5 Contractor's Use of Site
- .1 Contractor shall be briefed by the Engineer on use of site.
  - .2 Do not unreasonably encumber site with material or equipment.
  - .3 Arrange work in a manner that will cause the least inconvenience to building occupants.
  - .4 Internal combustion engines shall be equipped with radio interference suppressors.
- 6 Project Meetings
- .1 A pre-job meeting will be scheduled by the Engineer at the work site prior to commencement of the contract.
  - .2 Hold regular meetings at times and locations arranged by the Engineer.
- 7 Hours of Work
- .1 Comply with hours of work at 14 Wing Greenwood.
- 8 Setting Out of Work
- .1 Assume full responsibility for and execute work with least inconvenience to Base operations.
- 9 Building Smoking Environment
- .1 Comply with smoking regulations and restrictions.

- |                                 |    |  |
|---------------------------------|----|--|
| <u>1 Access</u>                 | .1 | Provide and maintain adequate access to project site.  |
| <u>2 Parking</u>                | .1 | Parking space will be made available on site. Maintain and administer this space as directed   |
| <u>3 Power and Water Supply</u> | .1 | DND can provide, free of charge, temporary electric power and water for construction purposes in some locations. Contractor to arrange for and provide sources for power and water where existing facilities do not permit.                                |
|                                 | .2 | Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.                                    |
|                                 | .3 | Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.   |
|                                 | .4 | Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services. |
| <u>4 Sanitary Facilities</u>    | .1 | DND is under no obligation to provide sanitary facilities for contractor's workforce.  |
| <u>5 Protection</u>             | .1 | Use warning signs and barriers. Maintain in good order until completion of work.   |
|                                 | .2 | At end of each day's work provide protection for completed work and materials out of storage.  |
| <u>6 Site Signs and Notices</u> | .1 | Safety and Instruction Signs and Notices:<br>.1 Signs and notices for safety and instruction shall be in both official languages Graphic symbols shall conform to Z321-96.   |
-

- |            |                |    |   |
|------------|----------------|----|---|
| 6          | Site Signs and | .2 | Maintenance and Disposal of Site Signs:   |
| Notices    |                |    |   |
| (Cont'd)   |                |    |   |
|            |                | .1 | Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by Engineer. |
|            |                | .3 | Provide signs when directed by Engineer.  |
| 7          | Removal of     | .1 | Remove temporary facilities from site when directed by Engineer.  |
| Temporary  |                |    |   |
| Facilities |                |    |   |

1 Construction  
Safety Measures

- .1 Observe construction safety measures required by Canadian Labour Code, Provincial Government Regulations, Workers' Compensation Board and municipal statutes and authorities.
- .2 In event of conflict or discrepancy between any provisions of above authorities, Engineer will approve direction as to which requirements shall govern.
- .3 The Contractor to comply with all standing orders or other regulations in force on the site where work is to performed.
- .4 Contractor created hazards to be marked with warning signs and barriers.
- .5 All protective devices, barriers, boarding and the like to be maintained in good order until completion of the work under this contract, or until removal is ordered by the Engineer.
- .6 Supply and erect signs and warning devices as specified in Part D, Signs and Devices of manual titled Uniform Traffic Control Guide of Canada distributed by Roads and Transportation Association of Canada.
- .7 Place signs and other devices in locations as recommended by said manual and/or where directed by Engineer.
- .8 Meet with Engineer prior to commencement of Work to prepare list of signs and other devices required to perform Work.
- .9 Continually maintain traffic control devices in use by:
  - .1 Checking signs daily for legibility, damage, suitability and location installed. Clean, repair or replace to ensure clarity and reflectance are maintained.
  - .2 Remove or cover signs which do not apply to conditions existing from day to day.

2. Protection

- .1 Prevent damage to buildings, landscaping, curbs, sidewalks, trees, fences and adjacent property.
  - .2 Work areas to be cleaned up daily.
  - .3 Removed materials to be disposed of daily.
-

2. Protection  
(Cont'd)

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.4 Comply with requirements of Acts, Regulations

and By-laws in force for regulation of traffic or use of any roadway upon or over which it is necessary to carry out work or haul materials or equipment.

- .5 When working on a travelled way:
- .1 Place equipment in such a position as to prevent a minimum of interference and hazard to travelling public.
  - .2 Keep equipment units as close together as working conditions permit and preferably on same side of travelled way.as possible
  - .3 Do not leave equipment on travelled way overnight.
  - .4 Contractor is responsible for the security of Equipment and is at no times to leave the vehicle while the equipment is operating or engine running.
- .6 Do not close any lanes of traffic without approval of Engineer. Prior to re-routing traffic erect suitable signage and devices to Engineer's approval.
- .7 Provide means of temporary detours around construction work in a manner authorized and approved by Engineer. Surfaces to be maintained to ensure a smooth riding surface.

PART 1 - GENERAL

1.1 Fire Department Briefing .1 Engineer will coordinate arrangements for the contractor to be briefed on Fire Safety at their pre-work conference by Fire Chief before any work is commenced.

1.2 Reporting Fires .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.

.2 Report immediately all fire incidents to the Fire Department as follows:

.1 activate nearest fire alarm box; or

.2 telephone.

.3 Person activating fire alarm box will remain at the box to direct Fire Department to scene of fire.

.4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

1.3 Fire Extinguishers .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect, the work in progress and the contractors physical plant on site.

1.4 Blockage of Roadways .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by fire chief, erecting of barricades and the digging of trenches.

1.5 Smoking Precautions .1 Observe at all times smoking regulations.

1.6 Rubbish and Waste Materials .1 Rubbish and waste materials are to be kept to a minimum.

.2 The burning of rubbish is prohibited.

---



1.6 Rubbish and  
Waste Materials  
(Cont'd)

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- .3 Removal:
  - .1 Remove all rubbish from the work site at the end of the work day or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in an approved receptacles and remove as required in 1.6.3.1.

1.7 Flammable and  
Combustible Liquids

---

- .1 The handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will 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.

1.8 Hazardous  
Substances

- .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 shall be in accordance with the National Fire Code of Canada.
- .2 The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
- .3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution areas for Fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

1.9 Questions  
and/or  
Clarification

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief.

1.10 Fire  
Inspection

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
  - .2 Allow Fire Chief unrestricted access to the work site.
  - .3 Co-operate with the Fire Chief during routine fire safety inspection of the work site.
  - .4 Immediately remedy all unsafe fire situations observed by the Fire Chief.
-



## 1 General

- .1 Contractors and their personnel to read and be familiar with this section and its requirements.
- .2 Contractor to post, in a noticeable location on job site, the following names and emergency telephone numbers:
  - .1 14 Wing Greenwood:
    - .1 Wing Fire Chief (WFC) - Local 5473.
    - .2 Engineer - 765-1761.
    - .3 911.
- .3 Work with hazardous materials to be done by workers who are thoroughly educated to the risks and handling procedures involved with the material and are trained in safe work practices.
- .4 Encounters with material suspected of being hazardous and not previously identified are to be reported to Engineer immediately, and work in this area of project halted until direction is received from Engineer.
- .5 Contractors are to comply with regulations and procedures of Federal, Provincial and local area environmental protection agency when dealing with hazardous materials.
- .6 Inquiries regarding Hazardous Materials can be directed to Engineer.

## 2 Reference Standards

- .1 NFC-1995 - National Fire Code of Canada 1995.
  - .2 CLC-Part IV - Canada Labour Code.
  - .3 WHMIS - Workplace Hazardous Materials Information System (Federal Legislation Bill C-70).
  - .4 Hazardous Products Act.
  - .5 Hazardous Materials Information Review Act.
  - .6 Occupational Health and Safety Regulations.
  - .7 Regulations and standards currently in force for products not covered under WHMIS legislation, designed for the regulation of specific categories of products such as but not limited to:
    - .1 Explosives Act.
    - .2 Atomic Energy Control Act.
-

2 Reference Standards (Cont'd) .7 (Cont'd)  
.3 Pest Control Products Act.

3 Documentation .1 Where Contractor supplied materials or chemicals are of a hazardous nature, provide Engineer with two copies of Material Safety Data Sheet (MSDS) for each hazardous product.  
.1 Hazardous products that do not have a Material Safety Data Sheet are not permitted on DND property.  
.2 Information (MSDS) on known or suspected hazardous materials on site can be obtained through Engineer from the Hazardous Materials Coordinator.

4 Signs and Notices .1 Contractor to make available a copy of the Material Safety Data Sheet for each product on site, for the information of site workers and visitors to the site.  
.1 Site workers to familiarize themselves with the Material Safety Data Sheet for each product.  
.2 Signs and/or notices for safety and instruction to be in both official languages, or commonly understood WHMIS symbols, and to be posted in prominent locations around area of work.

5 Worker Safety .1 Workers involved with hazardous materials on jobsite to be equipped with all necessary personal protective equipment (PPE) required by Labour Canada and/or Provincial Labour Department.

6 Indemnity .1 Contractor accepts liability and indemnifies the Department of National Defence and its employees in the event of injury or damage resulting from the use of or exposure to hazardous materials.

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- 7 Compliance .1 In event of conflict between the requirements referred to throughout this section and in paragraph 2 - Reference Standards, the more stringent requirement to govern.
- 8 Delivery and Storage .1 In addition to requirements of Section 01005 - General Instructions, deliver and store hazardous materials to the following:  
.1 Incompatible substances and chemicals to be kept segregated at all times.  
.2 Contractor can obtain clarification and identification of subject substances and chemicals through Engineer from Base Hazardous Materials Coordinator.
- 9 Spills and Leaks .1 Notify Wing Fire Department and Engineer at 14 Wing CFB Greenwood immediately in the event of a spill or leak. Wing Fire Chief will coordinate and direct clean-up.  
.2 Prevent injury to personnel until responsible authorities arrive and implement procedures necessary to contain and secure spill area.  
.3 Spills and leaks resulting from Contractor neglect or mishandling to be cleaned up at Contractor's expense.
- 10 Clean-up .1 Additional requirements to Section 01710 - Cleaning are listed below:  
.1 All hazardous material waste to be stored in containers as recommended by manufacturer of hazardous material and removed from site at end of each work day.  
.2 Disposal of waste material to be in accordance with the Department of the Environment regulations and to be off DND property at approved dump sites for materials to be disposed off.

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| <u>1 Fires</u> | .1 | Fires and burning of rubbish on site not permitted. |
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|-----------------------------|----|--|
| <u>2 Disposal of Wastes</u> | .1 | Do not bury rubbish and waste materials on site.   |
|                             | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
|                             | .3 | Disposal of wastes to be at approved dump sites for intended materials.  |
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|----------------------------|----|--|
| <u>3 Pollution Control</u> | .1 | Maintain temporary erosion and pollution control features installed under this contract. |
|                            | .2 | Control emissions from equipment and plant to local authorities emission requirements.   |
|                            | .3 | Cover or wet down dry materials and rubbish to prevent blowing dust.                     |
|                            | .4 | Remove rubbish from site daily to prevent blowing debris.                                |
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|----------------------------------|----|---|
| <u>4 Equipment &amp; Fueling</u> | .1 | All Equipment to be used on site to be inspected by Engineer to ascertain condition of equipment in regards to petroleum product leakage. Equipment no in good repair to be refused on site until leaks have been repaired to the satisfaction of Engineer. |
|                                  | .2 | Refueling of equipment to be performed in a location approved by Engineer, and to be a minimum of 30 metres from a watercourse or storm drainage inlet such as a catch basin grating.   |
|                                  | .3 | Refueling to be performed on a hardstand where possible and on ground that is uniformly level in grade.   |
|                                  | .4 | Contractor to report all petroleum spills regardless of size to Engineer. Spills exceeding 75 litres to be reported to the Provincial Department of Environment through Engineer.   |
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| 4 Equipment & Fueling<br>(Cont'd) | <hr/> | <ul style="list-style-type: none"><li>.5 Contractor to maintain on site a spill control kit being a minimum of a shovel, a 45 gallon container, and absorbent materials of sufficient quantities for the petroleum products being used by the equipment on site. Quantities to be determined by Wing Hazmat Co-ordinator Mr A. Pearson at Ext 5792.</li><li>.6 Contractor to receive briefing by Wing Hazmat Co-ordinator in regards to spills on work sites.</li><li>.7 Contractor is responsible to pay costs for spill clean-ups.</li><li>.8 Contractor to perform clean-ups soonest and as directed by Engineer.</li><li>.9 Equipment parked overnight or on DND property to to be parked in location as directed by Engineer and to have metal drip pans placed beneath equipment to protect against petroleum products contaminating the soils. Protection provided to be to Engineer's approval.</li><li>.10 Contractor storage of petroleum products to be in location and manner as approved by Wing Hazmat Co-ordinator containers properly marked in accordance with WHMIS legislation. Wing Hazmat Co-ordinator to provide direction in briefing to Contractor.</li><li>.11 Petroleum products stored on DND property to be removed immediately on completion of the Work of a Project.</li></ul> |
|-----------------------------------|-------|---|



- 1 General
- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
  - .2 Effect a daily clean-up of debris resulting from work and ensure all hazardous impediments are removed from site or stored or protected at the end of each day's work.
  - .3 At all times be extremely cautious to ensure that no debris or other hazardous impediments are left lying in locations that will cause unsafe conditions.
  - .4 Disposal of debris to be the Contractor's responsibility and to be off DND property at approved dump site for material to be disposed of.
- 2 Definitions
- .1 FOD(Foreign Object Damage): any and/or all materials and/or debris that could cause damage to aircraft. This terminology is used in airport environments of which 14 Wing Greenwood is considered as.
- 3 Materials
- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- 4 Cleaning During Construction
- .1 Provide on-site containers for collection of waste materials, and debris.
    - .1 On-site containers to be equipped with secure lids to prevent debris from being blown out by wind.
  - .2 Contractor to be responsible for preventing FOD (Foreign Object Damage) resulting from work of this contract.
  - .3 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
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- 5 Final Cleaning
- .1 Broom clean paved surfaces; rake clean other surfaces of grounds.
  - .2 Effect a daily clean-up of debris resulting from work and ensure that all hazardous impediments are removed from the site or adequately stored or protected at the end of each day's work.
  - .3 On completion of the work under this contract, all materials declared surplus by DND, equipment and debris shall be removed from the job site.
  - .4 Final cleaning of work site to be to the Engineer's approval.

PART 1 - GENERAL

- 1.1 Work Included .1 Safety.
- .2 Pruning.
- .3 Felling trees.
- .4 Stump removal.
- .5 Site clean-up.
- 1.2 Protection .1 Protect trees which are to remain. Make good any damage.
- 1.3 Examination .1 Prior to commencing or during the work any conditions identified or encountered that will adversely effect the performance of work to be reported to the Engineer in writing.
- 1.4 Traffic Control .1 Where work areas unduly restrict vehicular traffic or cause unreasonable inconvenience to pedestrians on heavily travelled public or private walkways, warning signs to be posted, and a flagman on continuous duty while work is in progress, to conduct traffic in areas of potential danger.
- .2 Work to be scheduled to minimize the restrictions of vehicular and pedestrian routes between 0700 hrs and 0930 hrs and 1530 hrs and 1730 hrs on week days.
- .3 The Contractor is responsible for the safety of pedestrians, public and private property and his own workers and is to take whatever reasonable steps the Engineer deems necessary for safety.
- .4 All safety signage and traffic control to be carried out within applicable Provincial Statutes and Municipal By-Laws.
- .5 When working over public sidewalks, walkways, streets or roads, no safety or lowering rope to fall within 5 m of surfaces travelled by
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|---------------------------------|----|---|
| 1.4 Traffic Control<br>(Cont'd) | .5 | (Cont'd)<br>vehicles and within 3 m of pedestrian walkways. |
|---------------------------------|----|---|
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|-----------------|----|---|
| 1.5 Definitions | .1 | Pruning: the cutting away of a plant part in order to remove disease or injury, to control shape, to hasten flowering or for some other reason. |
|                 | .2 | Tree Removal: the removal of a tree complete with stump.  |
|                 | .3 | Trunk: the single main stem of a tree.  |
|                 | .4 | Crotch: a fork where branch meets the trunk.  |
|                 | .5 | Lateral: side part of member; lateral shoot or branch.  |
|                 | .6 | Sucker: shoot springing from subterranean part of stem, from part of root remote from main stem.  |
|                 | .7 | Twig: small shoot or branch of tree.  |
|                 | .8 | Main Branch: direct off-shoot from the trunk.   |
|                 | .9 | Stump: projecting remnant of cut or fallen tree.  |

## PART 2 - PRODUCTS

- |               |    |  |
|---------------|----|--|
| 2.1 Materials | .1 | Granular Fill: Class A or Class C gravel to Nova Scotia Department of Transportation Specification dated 1 January 1980, Division 3, Section 4. Any alternate fill materials to be approved by Engineer.   |
|               | .2 | Top Soil: free from subsoil, roots, grass, weeds, toxic materials, stones, foreign objects and with an acidity range (ph) of 5.5 to 7.5. Friable loam, neither heavy clay nor of very light sandy nature, containing minimum of 4% organic matter for clay loams and 2% for sandy loams to maximum of 25% by volume. |
|               | .3 | Grass Seed: certified Canada No. 1 Grade to Government of Canada, Seeds Regulations and having minimum germination of 75% and minimum purity of 97%.   |

2.1 Materials .4 Systemic Brush Killer: registered for such  
(Cont'd) use under Pest Control Products Act.

PART 3 - EXECUTION

- 3.1 Safety
- .1 All workers working in the vicinity of utility lines to be fully briefed and instructed in the safe working procedures appropriate to the voltage of the electrical apparatus on or near the work site. The on-site Supervisor in charge of any group, or groups, to be fully conversant with the safety procedures to be followed in case of an accident involving utility lines.
  - .2 Safety ropes, tools, severed limbs, equipment and aerial lifts to be handled in such a way as to ensure they do not come into contact with utility lines.
  - .3 Any climbing ropes in use on site to be inspected from end-to-end prior to the start of each day's work to ensure that there is no weakening, fraying, stressing or other damage that constitutes a danger to the climber or his co-workers. All safety equipment to be checked regularly to ensure that it is in safe working condition and that any defect is rectified immediately.
  - .4 All safety equipment to be approved by the Canadian Standards Association for the purpose of which it is being used.
  - .5 All work to be carried out in accordance with all relevant Federal and Provincial Safety Legislation and By-Law of Municipalities and particular attention being paid to the applicable sections of the Industrial Safety Act of Nova Scotia, the Construction Safety Act of Nova Scotia and all relevant regulations made under such legislation.
  - .6 All aerial lifts to be insulated, maintained and tested so as to ensure the safety of an employee in the bucket or at any controls , should the lift come into contact with any energized utility line on the site.
  - .7 Each climber to utilize approved safety belt and strap, or safety belt and saddle in the tree at all times. When working in an aerial lift, he will remain inside the bucket with an
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3.1 Safety  
(Cont'd)

- .7 (Cont'd)  
approved lanyard securely and properly fastened at all times.
- .8 Under no conditions will axes or hatches be used off the ground level.
- .9 "Tree climbers" or "spurs" may be used in trees that are being felled. Under such circumstances only long, gaff climbers (750 mm - 850 mm) to be used .
- .10 All ropes employed in lowering major limbs will be sized according to the following chart:

<u>Type of Rope</u>	<u>Size</u>	<u>Safe Working Load</u>
Standard Lay Nylon	12.7 mm	509 kg
Standard Lay Polypropylene	12.7 mm	323 kg
Standard Lay Polypropylene	15.875 mm	564 kg
Standard Lay Polypropylene	19.05 mm	691 kg
Standard Lay Polypropylene	24.5 mm	1168 kg
Standard Lay Manila	12.7 mm	205 kg
Standard Lay Manila	15.875 mm	340 kg
Standard Lay Manila	19.05 mm	418 kg
Standard Lay Manila	25.4 mm	695 kg

- .11 Rubber sole or approved equivalent type of footwear to be employed in climbing to ensure that there is no damage to trees and that the risk of slipping is minimized.
- .12 All equipment utilized to be of suitable strength, reliable and design to effectively and safely carry out the sort specified.

3.2 Pruning

- .1 All pruning equipment to be designed specifically for tree work and shall be clean, sharp and in proper, safe working order. Pruning equipment to be capable of producing clean, flush cuts without tearing or unduly fraying the bark.
- .2 Stubbing of mar branches on the trunk normally called "pollarding" will not be permitted and all cuts shall be made at the nodes or crotches of the tree.

3.2 Pruning  
(Cont'd)

- .3 Pruning to be carried out in such a manner as to retain as much as possible to natural form.
- .4 All dead and decaying branches and twigs to be removed.
- .5 All seriously raded and weakened branches and twigs to be removed where they could constitute a hazard, could fall in high winds or heavy precipitation, or could abrade against other major branches causing further mechanical damage. Smaller of two abrading branches to be removed unless such action disrupts the natural form of the tree.
- .6 All broken branches to be pruned back to the nearest suitable trunk, crotch or lateral. To facilitate optimum healing, all pruning cuts to be made flush with the lateral, main branch or trunk, or on twigs and small branches no more than 13 mm above the buds.
- .7 Where limbs are to be shortened, workers will not cut back to "suckers".
- .8 Any limbs over utility lines, structures, fences and flower beds, etc, that cannot be handled and lowered safely by hand to be carefully roped and lowered. Contact utility company prior to any cutting or trimming.
- .9 When working on sidewalks or areas frequented by the public the area under the tree plus a minimum 3 metre safety strip will be roped off. Appropriate warning signs will be posted and groundspersons to be responsible for ensuring that traffic remains outside the roped off area.

3.3 Felling Tree

- .1 Where a tree is to be felled, the entire fall area of the tree plus at least a 6 metre safety strip to be roped off. Appropriate warning signs to be posted. Groundspersons to be responsible for ensuring that traffic remains outside the roped off area.
- .2 In locations where felling operations might cause damage to property, trees shall be suitably dismembered and felled using recognized forestry rigging practices, ensuring that any severed portion of the tree is under control at all times.

3.3 Felling Tree  
(Cont'd)

- .3 Trees to be felled directly away from power or communication lines, structures, vehicular or pedestrian rights of way or horticultural plantings, after all limbs have been removed which might contact utility lines or cause damage to other trees or property. If the tree must be felled toward a power or telephone line, it shall be topped low enough to clear all conductors, poles, guys and like installations.
- .4 When removing trees and limbs by use of guide rope, a moving vehicle may be employed if, in the opinion of the person in charge, the surface provides good, dependable traction for the vehicle. When it is necessary to anchor tackle for this purpose, it must be anchored to a fixed object such as a tree, a truck with its wheels locked, or a stake hold fast. Where a tree is used for an anchor, bark will be appropriately padded to ensure that no damage occurs.
- .5 Guide ropes to be used on all trees that are sufficiently large to cause damage should they fall in any direction other than that intended. The guide ropes shall be installed before commencing any cutting at the base of the tree.
- .6 Under no circumstances shall pike poles be used for the purpose of holding or pushing trees during felling operations.
- .7 Anchors for guide ropes shall be installed in such a position that persons handling the guide ropes are able to stand well outside the striking distance of the tree.
- .8 Ample warning shall always be given before a tree is expected to fall and no one is to remain in the danger zone except for those workers directly involved cutting the tree or a portion thereof.
- .9 All brush and other debris or equipment that would hamper free movement when using sharp tools or when getting clear in case of emergency to be cleared away.
- .10 Trees to be notched in the direction towards which they are to fall and sufficient holding wood will be left to provide control.



3.3 Felling Tree  
(Cont'd)

- .11 Under no circumstances will a partially cut tree be left standing during rest breaks, lunch hour or overnight.
- .12 When removing a tree that is split or a tree with twin trunks that is likely to split, chains or cable with adequate strength will be placed tightly around the tree before commencing the back cut. At least one chain or cable will be placed above and as close as practical to back cut to prevent separation of the trunk.

3.4 Stump Removal

- .1 Stumps of all removed trees to be lowered to a level of at least 150 mm below the grade. Where the ground level around the tree is noticeably higher than the surrounding grade, the trunk to be reduced to a level 150 mm below the average grade in the area of the tree. Fill hole with gravel or approved fill to provide a uniform contour for future seeding and the area gives no evidence of the work completed. Stumps over 300 mm in diameter to be lowered to a point 300 mm below grade.
  - .2 All recommended safety practices to be employed when utilizing stumping equipment. All screens and guards to be in place.
  - .3 Stumps of fast growing trees to be treated with a systemic brush killer approved by the Engineer.
  - .4 Following the removal of the stump, place gravel fill or approved fill to required depths.
  - .5 Spread topsoil in uniform layers, fine grade free of humps and hollows and free of refuse materials in preparation for seeding.
  - .6 Seed areas to within 2 weeks of freeze-up. Sow during calm weather using equipment suitable for area involved to the approval of the Engineer.
  - .7 Mix carefully with wire rakes and roll area immediately afterward.
  - .8 Water with fine spray, avoiding washing out of seed. Apply water to ensure penetration minimum of 50 mm.
-

- 3.4 Stump Removal (Cont'd)
- .9 Protect seeded areas against damage. Remove protection after seeded areas have been inspected by the Engineer.
  - .10 Reseed at two week intervals when germination has failed.
  - .11 All seeding to be carried out within local growing season, 1 May to 1 Oct.
- 3.5 Clean-up
- .1 Once trees are removed, all wood chips, limbs, trunks and logs, unless otherwise specified, to be considered the property of the Contractor who will dispose of them in an approved disposal site off DND property.
  - .2 There will be no-site burning permitted on DND property.
  - .3 Where a chipper is used, all wood chips to be removed from the site and disposed of by the Contractor. Spreading chips on DND land not to be permitted unless otherwise directed by Engineer.
  - .4 All driveways, walkways, roads, curbs, patios and other asphalt, concrete, stone and similar surfaces to be "broom clean" when site is vacated at the end of each day.
  - .5 Clean-up operations to progress with the work and a minimum of one groundsperson will be engaged in brush removal for each three climbers or pruners.
  - .6 All clean-up to be done in accordance with Section 01710 -Cleaning.

# ANNEX C / ANNEXE C



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W0102-15J434

Security Classification / Classification de sécurité  
Unclassified

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

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
DND		RCAF	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To remove trees and brush at 14 Wing Greenwood NS			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W0102-15J434

Security Classification / Classification de sécurité  
Unclassified

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W0102-15J434

Security Classification / Classification de sécurité  
Unclassified

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

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

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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