

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet GRASS MAINTENANCE	
Solicitation No. - N° de l'invitation W6837-156033/A	Date 2015-10-22
Client Reference No. - N° de référence du client W6837-156033	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-246-6824	
File No. - N° de dossier VIC-5-38110 (246)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-02	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kobenter, Hélène	Buyer Id - Id de l'acheteur vic246
Telephone No. - N° de téléphone (250) 363-3404 ()	FAX No. - N° de FAX (250) 363-3344
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BCE OFFICER CFB ESQUIMALT PO BOX 17000 STATION FORCES VICTORIA BC V9A 7N2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Solicitation No. - N° de l'invitation

W6837-156033/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic246

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

W6837-156033

File No. - N° du dossier

VIC-5-38110

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Security Requirements Checklist, and the Task Authorization Form DND 626.

1.2 Summary

SUMMARY:

This requirement is for periodic grass cutting and trimming services at various sites within British Columbia for the Department of National Defence, CFB Esquimalt, Vancouver Island, BC Canada. Additional grass cuts, trims and other miscellaneous grass maintenance services that may be required on an "as and when requested" basis are included on a Task-Authorized basis.

PERIOD OF THE CONTRACT:

The period of the contract is for three (3) years from March 1, 2016 to 28-Feb-2019 with the irrevocable option to extend the term of the contract by two (2) additional year period under the same conditions (Option Year 1: From 01-Mar-2019 to 28-Feb-2020; Option Year 2: From 01-Mar-2020 to 28-Feb-2021).

ESTIMATED COST:

The requirement is divided in five (5) geographical servicing zones. Estimated expenses per year and per servicing zone (including Applicable Taxes) are:

Zone 1: Greater Victoria - Dockyard/Naden	\$ 125,000.00
Zone 2: Greater Victoria - Armouries/Workpoint/Permanent Married Quarters (PMQs)	\$ 95,000.00
Zone 3: Greater Victoria - Colwood/Albert Head/Rocky Point	\$ 175,000.00
Zone 4: Nanaimo/Canadian Forces Experimental Test Range (CFMETR) Nanoose Bay	\$ 110,000.00
Zone 5: Greater Victoria – Canadian Forces Ammunition Depot (CFAD) Rocky Point	
Zone-X	\$ 130,000.00
	\$ 635,000.00

The firm portion of work based on the service schedule detailed in the Statement of Work for each servicing zone represents approximately 85% of the above noted estimated yearly expenses. The other 15% represents the estimated amount of miscellaneous work that may be required on an "as and when requested" basis under Task Authorization.

BIDDER SELECTION:

Interested services providers may submit a bid on one, two, three, four, or all five zones. A bid must comply with all requirements of the solicitation and all mandatory technical and financial evaluation criteria to be declared responsive. Bids will be evaluated separately for each zone. The response bid with the lowest aggregate evaluated total price for each zone will be recommended for award of a Contract. Canada intends to issue only one (1) contract award by service area. A contract may combine several servicing zones in the event the same bidder is recommended for award of contracts for multiple servicing zones.

MANDATORY BIDDER'S CONFERENCES AND SITE VISITS:

It is mandatory that the Bidder or a representative of the Bidder attend both the mandatory bidder's conferences and site visits for the applicable zones for which the Bidder will be submitting a bid.

The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the mandatory bidder's conferences and site visits. Bidders who do not attend the mandatory bidder's conferences and site visits or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive.

Any clarifications or changes to the bid solicitation resulting from the bidders' conferences and the site visits will be included as an amendment to the bid solicitation.

Arrangements have been made for the mandatory bidder's conference and site visits as follows:

- For zones 1, 2, 3, and 5 (Greater Victoria):

Bidder's conference:

Date: November 17, 2015

Time: 2:00 p.m. Pacific Standard Time (PST)

Location: Victoria B.C. *(address confirmed by the Contracting Authority upon Bidder registration)*

Site visit:

Date: November 18, 2015

Time: 8:15 a.m. PST

Location: Victoria B.C. *(address confirmed by the Contracting Authority upon Bidder registration)*

- For zone 4 (Nanaimo/CFMTR Nanoose Bay):

Bidder's conference & Site visit:

Date: November 19, 2015

Time: 11:00 a.m. PST

Location: Nanoose Bay B.C. *(address confirmed by the Contracting Authority upon Bidder registration)*

REGISTRATION IS MANDATORY - DEADLINE:

Bidders must communicate with the PWGSC Contracting Authority in writing by no later than November 12, 2015 at 3:00 p.m PST to confirm attendance and provide the name(s) of the person(s) who will attend the bidder's conferences and site visits. Failure to confirm attendance by the specified date and time will result in a bidder not being granted access to the bidder's conference and site visit proceedings.

Registration is limited to one (1) representative per Bidder and per event due to space limitation. Late registrations will not be accepted.

SECURITY REQUIREMENTS:

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

TRADE AGREEMENTS:

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

FEDERAL CONTRACTORS PROGRAM (FCP)

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled *Federal Contractors Program for Employment Equity - Certification*.

1.3 Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 280 days

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority **no later than November 24, 2015**. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Mandatory Bidder's Conferences and Mandatory Site Visits

See detailed information and mandatory registration instructions provided in paragraph 1.2 titled "Summary" under Part 1 of the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid - One (1) hard copy
Section II: Financial Bid - One (1) hard copy
Section III: Certifications - One (1) hard copy

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

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

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

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

To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or 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, duo tangs or binders.

Section I: Technical Bid

In their technical bid, bidders must demonstrate how they meet all requirements detailed in the Statement of Work at Annex A and address clearly and in sufficient depth all points that are subject to the mandatory evaluation criteria listed in Appendix A.1 of Annex A against which the bid will be evaluated.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the financial evaluation tables B.1 through B.5 provided at Annex B - Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Technical bids will be evaluated separately for each servicing zone.

4.1.1.1 Mandatory Technical Criteria

- a) Bidders may bid on one (1), two (2), three (3), four (4) or all five (5) servicing zones identified in the solicitation document. Bidders must clearly identify their servicing zone selection in their technical offer, and submit their financial bid using the corresponding financial evaluation tables B.1 through B.5 provided under Annex B - Basis of Payment.
- b) Bidders must be capable of meeting all requirements listed in the Annex A - Statement of Work. Bidders must demonstrate in their technical bid compliance with all mandatory technical criteria listed at Annex A - Appendix A.1 for each of the servicing zone selected.
- c) Bidders must have attended the mandatory bidder's conferences and site visits for the service delivery zone(s) identified in their technical offers and in their financial offers to be given further consideration. Compliance will be verified by the Contracting Authority against the attendance sheets signed by Bidders during the conferences and site visits.

Failure to meet any of the above mandatory technical criteria will result in the Bidder's technical bid being declared non-responsive and given no further consideration.

4.1.2 Financial Evaluation

Financial bids will be evaluated separately for each servicing zone.

4.1.2.1 Mandatory Financial Criteria

- a) Bidders must submit their financial bid using the financial evaluation tables B.1 through B.5 provided at Annex B - Basis of Payment. The total amount of Applicable Taxes must be shown separately.
- b) Bidders must submit firm prices for one or multiple delivery zones for the entire period of the proposed contract, including option years 1 and 2.
- c) Bids must include firm prices for all services listed in the servicing zone for which they submit prices. The groups of items are as follows:
 - Servicing zone 1 = All services listed in Table B.1 at Annex B
 - Servicing zone 2 = All services listed in Table B.2 at Annex B
 - Servicing zone 3 = All services listed in Table B.3 at Annex B
 - Servicing zone 4 = All services listed in Table B.4 at Annex B
 - Servicing zone 5 = All services listed in Table B.5 at Annex B

A financial bid presented using a format other than that specified in Annex B will be declared non-responsive.

A financial bid addressing only a portion of the services listed in the servicing zone will be declared non-responsive.

Failure to meet any of the above mandatory financial evaluation criteria will result in the Bidder's financial bid being declared non-responsive and given no further consideration.

4.1.2.2 Calculation of Evaluated Total Bid Price

- a) The evaluated total bid price is the sum of the firm portion of work ("Firm Requirement"), and of the estimated work to be performed on an "as and when requested basis" ("Miscellaneous Services") through task authorizations specified for each servicing zone for all five (5) periods of the Contract i.e. Year 1 + Year 2 + Year 3 + Option Year 1 + Option Year 2. Refer to Financial evaluation tables B.1 through B.5 at Annex B – Basis of Payment for more details.
- b) The yearly quantities provided in financial evaluation tables B.1 through B.5 will be applied to the firm rates and mark-up rates on materials submitted by the Bidder for each of the five (5) periods of the contract, then totalled.
- c) The estimated yearly quantities for the work to be performed on an "as and when requested" basis ("Miscellaneous Services") through task authorizations ("Miscellaneous Work") are provided for financial evaluation purposes and do not represent a commitment by Canada. It is only an estimation of the potential value of all Task Authorizations which may be placed against the Contract.

4.1.2.3 Evaluation of Price

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical and Financial Criteria

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

4.2.2 Number of Contract Awards

Canada intends to issue only one (1) contract per servicing zone. A contract may combine several servicing zones in the event the same bidder is recommended for award of contracts for multiple servicing zones.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<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 Contract Award and Additional Information

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

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Workers Compensation Certification - Letter of Good Standing

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

The Bidder must provide, within five (5) calendar days following a request from the Contracting Authority, a certificate or letter from the applicable Worker's Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - SECURITY, FINANCIAL, AND OTHER REQUIREMENTS

6.1 Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Financial Capability

SACC Manual Clause A9033T (2012-07-16), Financial Capability

6.3 Insurance Requirements

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization (TA)

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

The Contractor must only perform work under Task Authorization for the grass cutting service delivery zone(s) for which it has been awarded a contract.

7.1.1.1 Task Authorization Process

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

7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of **\$25,000.00**, Applicable Taxes included, inclusive of any revisions.

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

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

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

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: March 1st to May 31st

2nd quarter: June 1st to August 31st

3rd quarter: September 1st to November 30th

4th quarter: December 1st to February 28th or 29th

The data must be submitted to the Contracting Authority no later than thirty (30) calendar days after the end of the reporting period.

Reporting Requirement - Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

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

For all authorized tasks:

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

7.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Project Authority of the Department of National Defence identified in paragraph 7.5.2 of the Contract. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2010C (2015-09-03), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

7.3 Security Requirement

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

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from March 1, 2016 to February 28, 2019 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions (Option Year 1: From 01-Mar-2019 to 28-Feb-2020; Option Year 2: From 01-Mar-2020 to 28-Feb-2021). The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hélène Kobenter
Supply Specialist
Public Works and Government Services Canada
1230 Government Street, Suite 401
Victoria, British Columbia Canada V8W 3X4
Telephone: (250) 363-3404
E-mail: Helene.Kobenter@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is: *(Inserted at time of contract award)*

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

7.5.3 Contractor's Representative *(As specified in the Bidder's bid)*

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 Payment

7.7.1 Basis of Payment for the Firm Portion of the Work ("Firm Requirement")

For the Work described in Table 1 - Grass cutting schedule of the Statement of Work in Annex A:

In Consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B - Basis of Payment for a cost of \$ _____ (*amount inserted at time of Contract award*). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Basis of Payment - Limitation of Expenditure for "On and as Requested" Work Performed through Task Authorizations ("Miscellaneous Services")

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

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

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

7.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations ("Miscellaneous Services")

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (*amount inserted at Contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. Four (4) months before the contract expiry date, or
 - c. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department
C0710C (2007-11-30) Time and Contract Price Verification
C0705C (2010-01-11) Discretionary Audit
H1000C (2008-05-12) Single Payment
H1008C (2008-05-12) Monthly Payment

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
 - All Firm Portion of the Work ("Firm Requirement") will be invoiced on a monthly basis in accordance with SACC Manual Clause H1008C (2008-05-12) Monthly Payment.
 - All "On and as Requested" Work Performed through Task Authorizations ("Miscellaneous Services under TA") will be subject to single payment in accordance with SACC Manual Clause H1000C (2008-05-12) Single Payment.

The Contractor must submit a separate invoice for each individual Task Authorization. Each invoice must be supported by:

- a) A copy of time sheets and overtime approved by the Project Authority;
- b) A copy of invoices and receipts for all reimbursable materials and rental equipment.

2. Invoices must be distributed as follows: The original and one (1) copy must be forwarded with supporting documentation to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications

7.9.1 Compliance

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

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

(Applicable to contracts valued at \$1,000,000 and above, options excluded and Applicable Taxes included).

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

7.9.3 SACC Manual Clauses

A0285C (2007-05-25), Workers Compensation

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the bidder in its bid, if applicable*).

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2015-09-03), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Security Requirement Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated (*inserted at contract award*)

7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance – Specific Requirements

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

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

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

7.14 SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations

A9019C (2011-05-16) Hazardous Waste Disposal

B7500C (2006-06-16) Excess Goods

ANNEX A -STATEMENT OF WORK

GRASS CUTTING AND MAINTENANCE SERVICES

**Dockyard/Naden (D), Work Point (W), Armouries (A), Colwood (C),
PMQs (P), Nanaimo/Nanoose (N), and Rocky Point CFAD (R)**

For the DEPARTMENT OF NATIONAL DEFENCE, CFB ESQUIMALT, BC

Contractor is required to provide Grass Cutting Services, which include:

- Mowing and weed / vegetation control of areas indicated on drawings DACPWN**
- Trimming of lawn areas not accessible by lawnmower per drawings DACPWN
- Edging of lawns at shrub beds, flowerbeds, sidewalks and roads per drawings DACPWN

Landscaping, irrigation, and tree trimming services are expressly excluded from this requirement.

*** Drawing DACPWN with estimated square footage information will be handed out to bidders at the Mandatory site visits (See Part 2, Bidder Instructions). Bidders are responsible for verifying the information provided prior to submitting their bid.*

Including but not limited to the following sites:

Zone	Sites	Locations
1	Dockyard/Naden (D)	Dockyard/Naden/Signal Hill; Dockyard/Naden Sports field; Esquimalt Rd Boulevard/Lyall Street.
2	Work Point (W)	Work Point Lawns/Sports Field; Work Point Fields.
	Armouries (A)	Ashton Armoury 724 Vanalman; 443 Squadron Pat Bay 9755 Willington Rd.
	PMQs (P)	Belmont Park PMQ area; Pacific Community Ctr @ Rosebank Rd. & Ocean Blvd.; Royal Roads Playground.
3	Colwood (C)	Colwood/Albert Head / Rocky Point Service Area; Rocky Point bunker berms
4	Nanaimo/Nanoose (N)	Nanaimo Rifle Range; Nanaimo Armouries; CF METR base Nanoose Bay.
5	Rocky Point X Area (R)	Rocky Point (CFAD)

PMQs = Permanent Married Quarters

CFAD = Canadian Forces Ammunition Depot

CFMETR = Canadian Forces Maritime Experimental and Test Ranges

1. GENERAL

1.1 Uniformity: Where more than one walk-behind mower is used in a single area, mowers must be of the same make and model for identical cutting pattern and height.

1.2 Quality of Work: The Contractor must maintain grass areas (Service Level A and B areas only);

- At as suitable height for safety and beautification.
- At an even height of cut without streaking or missed areas.
- Leaving no scalped edges or circle mower burns.

1.3 Protection and Preparation: The Contractor must:

- Prevent damage to buildings, building contents, vegetation, landscaping, curbs, sidewalks, tree, fences, motor vehicles and adjacent property. Any damaged caused by work performed by the Contractor must be replaced by the Contractor at no additional cost to Canada;
- Prior to commencing work remove site furnishings, irrigation systems, and debris** in work area;
- Return irrigation and site furnishing to the original location and configuration upon completion of work. Damaged irrigation systems and site furnishing must be repaired to the satisfaction of the Project Authority or replaced with products of equal quality approved by the Project Authority.

***included in debris is any windblown branches on site. Remove and dispose of debris from surface must occur before cutting grass. (Does not apply to Zone 5 – Rocky Point-X Area).*

2. EQUIPMENT

2.1 Equipment: To perform services under this contract, the Contractor must provide the following list of equipment:

- Minimum 21" cut rear bagger mowers with mulching kits (Zone 1, 2, 3, and 4)
- Walk behind or Tractor type, 24" to 60" wide mower with mulching kit (Zone 1, 2, 3, and 4)
- Minimum 60" wide cut tractor type mower size (Zones 1 and 2: Work Point, Colville Road - Ball diamonds, Soccer field).
- Trimmers (All zones).
- Tractor(s) with minimum 12FT combined width of roadside cutting flails (Zone 5 - Rocky Point X Area)

2.2 Maintenance: All grass cutting equipment must be maintained with sharp cutting edges. The equipment will be inspected frequently by the Project Authority for compliance. Mowers of the type which cause scalping and turf damage must not be used. All other equipment must be maintained in good working condition.

3. EXECUTION

3.1 Timing: The Contractor must:

- Perform all work at all sites 0730-1630 Mon-Fri (All zones)
- Work during any other period to be approved by the Project Authority;
- Prior to commencement of contract, the Contractor and On-site Foreman must arrange for an on-site meeting with the Project Authority.
- Provide phone numbers to Project Authority. All calls must be returned within 4 hrs. and actioned within 24 hrs.

3.2 Overtime:

No overtime work must be performed under the Contract unless authorized in advance and in writing by the Project Authority (or designated representative). Any request for payment at the rate(s) specified in the Contract/Standing Offer must be accompanied by a copy of the overtime authorization and a report containing such details as Canada may require with respect to the overtime work performed pursuant to the written authorization.

3.3 Contractor's Use of Site:

- Use of site limited to contracted areas as shown on drawings
- Access directly to and from work areas as indicted, subject to:
- Traffic regulations established by DND
- Security regulations established by DND
- Access to all areas of employment is restricted; all contract employees are required to obtain Contractor's passes.
- Provide safety and security of equipment.
- Normal military training will not be interrupted for the carrying out of the work under this Contract. The Contractor, will during its preliminary examination of the site consult with Project Authority to ascertain the times and areas included and will plan its work accordingly. Alternate work schedule to be arranged by Project Authority for work interruptions.

3.4 Parking:

Parking of the Contractor's vehicles will be permitted only within the areas marked for visitors. Contractor's vehicles must have signage clearly indicating the Contractor's company. Roadways are not to be blocked by equipment or vehicles including all outside parking areas.

3.5 Safety Requirements:

The Contractor must:

- Observe and enforce construction safety measures required by Canadian Construction Safety Code, Provincial Government, Workers' Compensation Board and Municipal statutes and authorities;
- Ensure compliance with the standards of Part II Canada Labour Code and the Occupational Health and Safety Regulations as well as compliance with the Works' compensation Act and any regulations thereunder the said Act having to do with the prevention of accidents, the prevention of diseases and the provision of safe working conditions including proper safety equipment, lighting, and ventilation. In the event of

conflict between the Workers' Compensation Act and Regulations and Canada Labour Code Part II, and Occupational Health and Safety Regulations, the most stringent provision applies;

- At no time leave equipment operating while unattended;
- Smoking is not permitted in areas where dry vegetation exists or while operating or refuelling equipment.

** Extra Safety precautions are in place at Rocky Point X Area (Zone 5). Safety training and approval of designated employees is mandatory before work commences. Safety training / site evacuation orientation will be provided by the DND Safety Authority for Rocky Point at a date and time mutually agreed upon between DND and the Contractor. Safety training / site evacuation orientation may be required for the other sites.

3.6 Disposal of Waste:

Contractor must remove all waste from DND property and dispose of it in accordance with any applicable federal, provincial, regional, and municipal laws.

3.7 Mowing:

All Areas must be cut by a sharp rotary type mower. Excess grass clipping must be removed after each cut for Dockyard 1, Dockyard 101, and Naden 5 only (Zone 1) and must be mowed with a bagging lawn mower. At each mowing no more than 1/3 of the grass blade should be removed at any time. Refer to schedule/frequency at Table 1 of Annex A.

3.8 Trimming and Edging (Service Level A and B areas only):

Contractor must:

- Trim grass around buildings, fences, hydrants, poles, signs, flowerbeds, hedges, trees, rock outcropping and all other physical obstructions within areas of grass cutting and other areas on the maps;
- Ensure trimming is completed prior to mowing;
- Trim grass to same height as mowed grass in the applicable areas;
- Prevent damage to tree and other physical obstruction when using mower trimmers and edgers;
- Tree ringed or de-barked by weed eaters or mowers upon Project Authority's evaluation will be replaced at no additional cost;
- NO chemicals may be used as a supplement to mechanical trimming/cutting;
- All improved areas will be trimmed every second mowing;
- Edging will be carried out in all cut areas which contain sidewalks, shrubs, flower-beds, curbs, and roadways every second moving. Areas widen through process of edging will be repaired to original at no additional cost. All improved areas will be trimmed every second mowing.

3.9 Cleanup:

- Grass clippings must be bagged on mowed areas for Dockyard 1, Dockyard 101, and Naden 5 (Zone 1)
- Grass deposits on roadways must be removed (all areas).
- Sidewalks must be swept on completion of edging (all areas).

3.10 Inspections:

The Project Authority will conduct weekly inspections. Each mowing/cut and trimming/edging must be completed and signed off by Project Authority prior to being invoiced. If work is deemed not satisfactory, the additional required work must be performed at no additional cost.

3.11 Schedule:

Annex A - Schedule TABLE 1 - GRASS CUTTING SCHEDULE / FREQUENCY

SERVICE LEVEL AREAS As per DACPWN Drawings	SERVICE LEVEL	FIRM REQUIREMENT	
		Number of CUTS / Year	Number of TRIMS / Year (Includes Edging)
ZONE 1 - NADEN/DOCKYARD (D)			
<ul style="list-style-type: none">Dockyard/Naden Sports Fields, Colville Rd. (playing surface 2nd weekly cut) (1 soccer field + 3 baseball diamonds)	A+	13	0
<ul style="list-style-type: none">Dockyard/Naden Sports Field; Dockyard 1; Dockyard 101; Naden 5	A	30	15
<ul style="list-style-type: none">Dockyard/Naden/Signal Hill	B	20	11
<ul style="list-style-type: none">Esquimalt Rd Boulevard/Lyall St.	C	4	0
ZONE 2 - WORK POINT (W) / ARMOURIES (A) / PMQs (P)			
<ul style="list-style-type: none">Work Point ball diamonds sports fields	A	30	15
<ul style="list-style-type: none">Work Point Lawns	B	20	11
<ul style="list-style-type: none">Work Point fields (rough grounds areas)	C	4	0
Armouries <ul style="list-style-type: none">Ashton Armoury 724 VanalmanPat Bay 9755 Willington	B	20	11
PMQs <ul style="list-style-type: none">Pacific Community Centre	A	30	15

SERVICE LEVEL AREAS As per DACPWN Drawings	SERVICE LEVEL	FIRM REQUIREMENT	
		Number of CUTS / Year	Number of TRIMS / Year (Includes Edging)
PMQs <ul style="list-style-type: none"> Belmont Park PMQ Area Royal Roads Playground 	B	20	11
ZONE 3 - COLWOOD (C)			
<ul style="list-style-type: none"> Albert Head Sports Fields 	A	30	15
<ul style="list-style-type: none"> Colwood/Albert Head/Rocky Point Service Area 	B	20	11
Rocky Point Bunker Berms <ul style="list-style-type: none"> Fire Hydrants Rocky Point Sewage Lagoons at Rocky Point and Albert Head Berms Bunkers Lab Area Vegetation between X-Area fence line and Perimeter Road 	C	4	0
ZONE 4 - NANAIMO/NANOOSE (N)			
<ul style="list-style-type: none"> Nanaimo Armouries CFMETR Grounds Nanaimo Rifle Range includes all firing points, berms, top and slope. 	B	20	11
<ul style="list-style-type: none"> Nanaimo Rifle Range all areas in between the firing points on the 600 and 25 yard ranges (field mowing) Nanaimo Rifle Range firing points full slope and ditches. 	C	4	0
ZONE 5 - ROCKY POINT X AREA (X)			
<ul style="list-style-type: none"> Rocky Point X Area (CFAD) Field mowing / ditch, roadside 	C	4	0

Annex A - Schedule TABLE 2 - MONTHLY SERVICE REQUIREMENTS

Monthly service requirements may be subject to change after contract award but will not change the firm number of cuts and trims per year.

MONTH	SERVICE LEVEL	FIRM REQUIREMENT	
		CUTS / Month	TRIMS / Month (includes Edging)
JULY	A+	5	0
	A	4	2
	B	2	1
	C	1	0
AUGUST	A	5	2
	B	2	1
SEPTEMBER	A	4	2
	B	2	1
	C	1	0
OCTOBER	A	2	1
	B	1	1
MARCH	A	2	1
	B	1	1
APRIL	A	4	2
	B	4	2
MAY	A+	4	0
	A	5	3
	B	4	2
	C	1	0
JUNE	A+	4	0
	A	4	2
	B	4	2
	C	1	0

A+ is extra weekly mowing of playing areas of Colville Road Sports fields (1 soccer field + 3 baseball diamonds).

ANNEX A - APPENDIX A.1 - MANDATORY TECHNICAL EVALUATION CRITERIA

In their technical bid, bidders must demonstrate how they meet all requirements detailed in the Statement of Work at Annex A and address clearly and in sufficient depth all points that are subject to the evaluation criteria listed below against which the bid will be evaluated.

Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Mandatory Technical Evaluation Criteria		Complies	Does not comply
1	CORPORATE EXPERIENCE Bidders must include with their bid details of a minimum of two (2) multi-year contracts performed within the last five (5) years which clearly demonstrate their company's experience in performing the grass cutting services and use of equipment detailed in Annex A. This is the firm's experience, not the individual experience <u>For each contract</u> , bidders must at a minimum include the following information with their bid:		
	1.1 Contract period (Bidder to specify start date and end-date)		
	1.2 Contract dollar (\$) value over the contract period specified under item 1.1		
	1.3 Location(s)/(addresses(s)) where work was performed		
	1.4 Description of work performed and equipment used		
	1.5 Number of full-time/part-time personnel used to perform the work		
	1.6 Reference names and contact information (phone and e-mail) that Canada may contact directly to verify the accuracy of the contract details provided.		
2	MANAGEMENT PLAN <u>If bidding on multiple servicing zones</u> , Bidders must also demonstrate their capacity to perform the requested work in all servicing zones that they are bidding on by submitting with their bid a detailed management plan outlining how they expect to perform the work. This work plan must include at a minimum the following information <u>for each servicing zone</u> :		

Solicitation No. - N° de l'invitation
W6837-156033/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
Vic246

Client Ref. No. - N° de réf. du client
W6837-156033

File No. - N° du dossier
VIC-5-38110

CCC No./N° CCC - FMS No/ N° VME

Mandatory Technical Evaluation Criteria		Complies	Does not comply
	2.1 Planned staff allocation, including anticipated hiring requirements if necessary		
	2.2 Planned equipment allocation, including any required equipment purchases if necessary		
	2.3 Proposed key personnel		
	2.4 Contingency plan to address staffing shortfall		

ANNEX B - BASIS OF PAYMENT

<p>Bidders must submit their financial bid using the financial evaluation tables provided in this Annex.</p>

GRASS CUTTING SERVICES - FIRM REQUIREMENT

Bidders must submit firm all-inclusive rates as per the units of issue stated herein for each period of the Contract (Year 1, Year 2, Year 3, Option Year 1, and Option Year 2) using the financial evaluation tables provided in this Annex. Applicable Taxes are extra.

Rates must include all labour, tools, equipment, materials, supervision, fuel, transportation and profit required for grass cutting services based on the service levels and service level areas detailed in the firm service schedules in Tables 1 and 2 at Annex A.

Firm rates must also include all applicable clean-up, recycling, disposal, and tipping fees.

All trims include edging.

MISCELLANEOUS GRASS CUTTING SERVICES PERFORMED UNDER TASK AUTHORIZATION

Include additional cuts and trims, trimming of grass/vegetation in rough areas, aeration services, and other grass maintenance services not listed in the firm requirement service schedule.

Bidders must submit firm labour rates and mark-up rates on materials and rental equipment for each period of the Contract using the financial evaluation tables provided in this Annex.

The estimated usage for the work to be performed on an "as and when requested" basis" through task authorizations is provided for financial evaluation purposes and does not represent a commitment by Canada. It is only an estimation of the potential value of all Task Authorizations which may be placed against the Contract.

All expenses for miscellaneous services must be authorized in writing by the Project Authority prior to commencing the work in accordance with the Task Authorization Process detailed in paragraph 7.1.1.1 of the Contract.

- **Firm Labour Rates**

Bidders must submit firm hourly rates for each period of the Contract, exclusive of Applicable Taxes.

Labour rates include all necessary labour, tools, equipment, fuel, materials, supervision, transportation and profit required to complete miscellaneous services on an "as and when requested" basis.

- Regular Hourly rate: 0730 to 1630 hours MON-FRI, except SAT, SUN and Statutory Holidays
- Overtime Hourly rate: 1631 to 0729 hours MON-FRI, and Firm Rate for SAT, SUN and Statutory Holidays

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed in this Annex.

The Contractor will be paid an initial one (1) hour minimum charge calculated from the time the Contractor arrives on-site. All additional chargeable time, over and above the first hour, will be rounded to the nearest quarter hour.

- **Firm mark-up on materials and rental equipment**

Bidders must submit firm mark-up rates for each period of the Contract, exclusive of Applicable Taxes.

The Contractor will be reimbursed for materials and rental equipment at the Bidder's laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges as applicable) plus a firm Mark-up percentage as specified below. Applicable Taxes must be shown as a separate item on the invoice for payment.

No rental charges will be paid for free issues items, for tools or equipment incidental to the trade, and for mandatory equipment listed in section 2.1 of Annex A.

Copies of receipts must be attached to invoices.

Financial Evaluation TABLE B.1 - ZONE 1 - FIRM RATES (Applicable Taxes are extra)									
ZONE 1 - NADEN/DOCKYARD (D)				YEAR 1	YEAR 2	YEAR 3	Option YEAR 1	Option YEAR 2	Extended Price
				From 01-Mar-2016 To 28-Feb-2017	From 01-Mar-2017 To 28-Feb-2018	From 01-Mar-2018 To 28-Feb-2019	From 01-Mar-2019 To 29-Feb-2020	From 01-Mar-2020 To 28-Feb-2021	From 01-Mar-2016 To 28-Feb-2021
				A	B	C	D	E	Q * (A+B+C+D+E)
Firm Requirement as per Annex A	Service Level	Firm Yearly Qty	Unit of Issue	Firm all-inclusive rate per unit of issue					
Naden Sports Fields	A+	13	cut	\$	\$	\$	\$	\$	\$
Dockyard/Naden Sports Fields + Dockyard 1 + Dockyard 101 + Naden 5	A	30	cut	\$	\$	\$	\$	\$	\$
		15	trim	\$	\$	\$	\$	\$	\$
Dockyard/Naden/Signal Hill	B	20	cut	\$	\$	\$	\$	\$	\$
		11	trim	\$	\$	\$	\$	\$	\$
Esquimalt Rd boulevard /Lyall Street	C	4	cut	\$	\$	\$	\$	\$	\$
Subtotal				\$	\$	\$	\$	\$	\$
Miscellaneous Services Under Task Authorization		Estimated Yearly Qty	Unit of Issue	Firm all-inclusive rate per unit of issue or mark-up percentage					
		Q		A	B	C	D	E	Q * (A+B+C+D+E)
Regular Hourly Rate		130	hours	\$	\$	\$	\$	\$	\$

Financial Evaluation TABLE B.2 - ZONE 2 - FIRM RATES (Applicable Taxes are extra)									
ZONE 2 - WORKPOINT (W) - ARMOURIES (A) - PMQs (P)				YEAR 1	YEAR 2	YEAR 3	Option YEAR 1	Option YEAR 2	Extended Price
			Q	A	B	C	D	E	From 01-Mar-2016 To 28-Feb-2021
Firm Requirement as per Annex A	Service Level	Firm Yearly Qty	Unit of Issue	Firm all-inclusive rate per unit of issue					
Work Point ball diamonds sports fields	A	30	cut	\$	\$	\$	\$	\$	\$
		15	trim	\$	\$	\$	\$	\$	\$
Work Point Lawns	B	20	cut	\$	\$	\$	\$	\$	\$
		11	trim	\$	\$	\$	\$	\$	\$
Work Point Fields (rough grass areas)	C	4	cut	\$	\$	\$	\$	\$	\$
Armouries (Ashton & Pat Bay)	B	20	cut	\$	\$	\$	\$	\$	\$
		11	trim	\$	\$	\$	\$	\$	\$
PMQs Pacific Community Ctr Ocean Blvd	A	30	cut	\$	\$	\$	\$	\$	\$
		15	trim	\$	\$	\$	\$	\$	\$

Financial Evaluation TABLE B.2 - ZONE 2 - FIRM RATES (Applicable Taxes are extra)									
ZONE 2 - WORKPOINT (W) - ARMOURIES (A) - PMQs (P)				YEAR 1	YEAR 2	YEAR 3	Option YEAR 1	Option YEAR 2	Extended Price
PMQs Belmont Park + Royal Roads Playgrounds	B	20	cut	\$	\$	\$	From 01-Mar-2017 To 28-Feb-2017	From 01-Mar-2019 To 29-Feb-2020	From 01-Mar-2020 To 28-Feb-2021
		11	trim	\$	\$	\$			
	Subtotal			\$	\$	\$			\$
Miscellaneous Services Under Task Authorization		Estimated Yearly Qty	Unit of Issue	Firm all-inclusive rate per unit of issue or mark-up percentage					
		Q		A	B	C	D	E	Q * (A+B+C+D+E)
Regular Hourly Rate		100	hours	\$	\$	\$	\$	\$	\$
Overtime Hourly Rate		10	hours	\$	\$	\$	\$	\$	\$
		Q		A	B	C	D	E	=Q*(1+A) +Q*(1+B)+Q*(1+C) +Q*(1+D)+Q*(1+E)
Mark-up on materials and rental equipment		\$ 8,000.00	CAD\$	_____%	_____%	_____%	_____%	_____%	\$
Subtotal				\$	\$	\$	\$	\$	\$
Total Firm Requirement + Misc. Services				\$	\$	\$	\$	\$	\$

EVALUATED BID PRICE - ZONE 2	\$
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Financial Evaluation TABLE B.3 - ZONE 3 - FIRM RATES (Applicable Taxes are extra)									
ZONE 3 - COLWOOD (C)				YEAR 1	YEAR 2	YEAR 3	Option YEAR 1	Option YEAR 2	Extended Price
			Q	From 01-Mar-2016 To 28-Feb-2017	From 01-Mar-2017 To 28-Feb-2018	From 01-Mar-2018 To 28-Feb-2019	From 01-Mar-2019 To 28-Feb-2020	From 01-Mar-2020 To 28-Feb-2021	From 01-Mar-2016 To 28-Feb-2021
				A	B	C	D	E	Q * (A+B+C+D+E)
Firm Requirement as per Annex A	Service Level	Firm Yearly Qty	Unit of Issue	Firm all-inclusive rate per unit of issue					
Albert Head Sports Fields	A	30	cut	\$	\$	\$	\$	\$	\$
		15	trim	\$	\$	\$	\$	\$	\$
Colwood/Albert Head/Rocky Point Service Area	B	20	cut	\$	\$	\$	\$	\$	\$
		11	trim	\$	\$	\$	\$	\$	\$
Rocky Point bunker Berms	C	4	cut	\$	\$	\$	\$	\$	\$
Subtotal				\$	\$	\$	\$	\$	\$
Miscellaneous Services Under Task Authorization		Estimated Yearly Qty	Unit of Issue	Firm all-inclusive rate per unit of issue or mark-up percentage					
		Q		A	B	C	D	E	Q * (A+B+C+D+E)
Regular Hourly Rate		140	hours	\$	\$	\$	\$	\$	\$

Financial Evaluation TABLE B.3 - ZONE 3 - FIRM RATES (Applicable Taxes are extra)									
ZONE 3 - COLWOOD (C)				YEAR 1	YEAR 2	YEAR 3	Option YEAR 1	Option YEAR 2	Extended Price
				From 01-Mar-2016 To 28-Feb-2017	From 01-Mar-2017 To 28-Feb-2018	From 01-Mar-2018 To 28-Feb-2019	From 01-Mar-2019 To 28-Feb-2020	From 01-Mar-2020 To 28-Feb-2021	From 01-Mar-2016 To 28-Feb-2021
Overtime Hourly Rate		15	hours	\$	\$	\$	\$	\$	\$
				A	B	C	D	E	$=Q^*(1+A)$ $+Q^*(1+B)+Q^*(1+C)$ $+Q^*(1+D)+Q^*(1+E)$
Mark-up on materials and rental equipment		\$ 11,000.00	CAD\$	____%	____%	____%	____%	____%	\$
Subtotal				\$	\$	\$	\$	\$	\$
Total Firm Requirement + Misc. Services				\$	\$	\$	\$	\$	\$

EVALUATED BID PRICE - ZONE 3	\$
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Financial Evaluation TABLE B.4 - ZONE 4 - FIRM RATES (Applicable Taxes are extra)									
ZONE 4 - NANAIMO / NANOOSE (N)			YEAR 1	YEAR 2	YEAR 3	Option YEAR 1	Option YEAR 2	Extended Price	
			From 01-Mar-2016 To 28-Feb-2017	From 01-Mar-2017 To 28-Feb-2018	From 01-Mar-2018 To 28-Feb-2019	From 01-Mar-2019 To 29-Feb-2020	From 01-Mar-2020 To 28-Feb-2021	From 01-Mar-2016 To 28-Feb-2021	
		Q	A	B	C	D	E	Q * (A+B+C+D+E)	
Firm Requirement as per Annex A	Service Level	Firm Yearly Qty	Unit of Issue	Firm all-inclusive rate per unit of issue					
Nanaimo / CFMETR	B	20	cut	\$	\$	\$	\$	\$	\$
		11	trim	\$	\$	\$	\$	\$	\$
Nanaimo	C	4	cut	\$	\$	\$	\$	\$	\$
Subtotal				\$	\$	\$	\$	\$	\$
Miscellaneous Services Under Task Authorization		Estimated Yearly Qty	Unit of Issue	Firm all-inclusive rate per unit of issue or mark-up percentage					
		Q		A	B	C	D	E	Q * (A+B+C+D+E)
Regular Hourly Rate		80	hours	\$	\$	\$	\$	\$	\$
Overtime Hourly Rate		10	hours	\$	\$	\$	\$	\$	\$
		Q		A	B	C	D	E	=Q*(1+A) +Q*(1+B)+Q*(1+C) +Q*(1+D)+Q*(1+E)
Mark-up on materials and rental equipment		\$ 6,000.00	CAD\$	____%	____%	____%	____%	____%	\$

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Financial Evaluation TABLE B.4 - ZONE 4 - FIRM RATES (Applicable Taxes are extra)						
ZONE 4 - NANAIMO / NANOOSE (N)	YEAR 1	YEAR 2	YEAR 3	Option YEAR 1	Option YEAR 2	Extended Price
	From 01-Mar-2016 To 28-Feb-2017	From 01-Mar-2017 To 28-Feb-2018	From 01-Mar-2018 To 28-Feb-2019	From 01-Mar-2019 To 29-Feb-2020	From 01-Mar-2020 To 28-Feb-2021	From 01-Mar-2016 To 28-Feb-2021
Subtotal	\$	\$	\$	\$	\$	\$
Total Firm Requirement + Misc. Services	\$	\$	\$	\$	\$	\$
EVALUATED BID PRICE - ZONE 4 \$						

Financial Evaluation TABLE B.5 - ZONE 5 - FIRM RATES (Applicable Taxes are extra)										
ZONE 5 - ROCKY POINT X AREA (R)				YEAR 1	YEAR 2	YEAR 3	Option YEAR 1	Option YEAR 2	Extended Price	
				From 01-Mar-2016 To 28-Feb-2017	From 01-Mar-2017 To 28-Feb-2018	From 01-Mar-2018 To 28-Feb-2019	From 01-Mar-2019 To 29-Feb-2020	From 01-Mar-2020 To 28-Feb-2021	From 01-Mar-2016 To 28-Feb-2021	
		Q		A	B	C	D	E	Q * (A+B+C+D+E)	
Firm Requirement as per Annex A	Service Level	Firm Yearly Qty	Unit of Issue	Firm all-inclusive <u>rate per unit of issue</u>						
Rocky Point X Area	C	4	cut	\$	\$	\$	\$	\$	\$	
Subtotal				\$				\$	\$	
Miscellaneous Services Under Task Authorization		Estimated Yearly Quantity (2)	Unit of Issue	Firm all-inclusive <u>rate per unit of issue or mark-up percentage</u>						
		Q		A	B	C	D	E	Q * (A+B+C+D+E)	
Regular Hourly Rate		200	hours	\$	\$	\$	\$	\$	\$	
Overtime Hourly Rate		10	hours	\$	\$	\$	\$	\$	\$	
				A	B	C	D	E	=Q*(1+A) +Q*(1+B)+Q*(1+C) +Q*(1+D)+Q*(1+E)	
Mark-up on materials and rental equipment		\$ 8,000.00	CAD\$	_____ %	_____ %	_____ %	_____ %	_____ %	\$	
Subtotal				\$	\$	\$	\$	\$	\$	

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Financial Evaluation TABLE B.5 - ZONE 5 - FIRM RATES (Applicable Taxes are extra)						
ZONE 5 - ROCKY POINT X AREA (R)	YEAR 1	YEAR 2	YEAR 3	Option YEAR 1	Option YEAR 2	Extended Price
	From 01-Mar-2016 To 28-Feb-2017	From 01-Mar-2017 To 28-Feb-2018	From 01-Mar-2018 To 28-Feb-2019	From 01-Mar-2019 To 29-Feb-2020	From 01-Mar-2020 To 28-Feb-2021	From 01-Mar-2016 To 28-Feb-2021
Total Firm Requirement + Misc. Services	\$	\$	\$	\$	\$	\$

EVALUATED BID PRICE - ZONE 5 \$

ANNEX C - INSURANCE REQUIREMENTS

C.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - r. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on

the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

C.2 Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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ANNEX D - SECURITY REQUIREMENT CHECK LIST
(attached at end of solicitation document)

ANNEX E - DND 626 TASK AUTHORIZATION FORM
(attached at end of solicitation document)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

6837-156033

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		CFB ESQUIMALT	
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 Grass cutting for CFB Esquimalt and CF Metre Nanoose			
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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
SECRET <input type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>		NATO CONFIDENTIEL <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		COSMIC TOP SECRET <input type="checkbox"/>	
		COSMIC TRÈS SECRET <input type="checkbox"/>	
		PROTECTED A <input type="checkbox"/>	
		PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B <input type="checkbox"/>	
		PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C <input type="checkbox"/>	
		PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL <input type="checkbox"/>	
		CONFIDENTIEL <input type="checkbox"/>	
		SECRET <input type="checkbox"/>	
		SECRET <input type="checkbox"/>	
		TOP SECRET <input type="checkbox"/>	
		TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) <input type="checkbox"/>	
		TRÈS SECRET (SIGINT) <input type="checkbox"/>	



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

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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?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes
Non Oui

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



RELIABILITY STATUS

COTE DE FIABILITÉ



CONFIDENTIAL

CONFIDENTIEL



SECRET

SECRET



TOP SECRET

TRÈS SECRET



TOP SECRET- SIGINT

TRÈS SECRET- SIGINT



NATO CONFIDENTIAL

NATO CONFIDENTIEL



NATO SECRET

NATO SECRET



COSMIC TOP SECRET

COSMIC TRÈS SECRET



SITE ACCESS

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

31-156033

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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat	
		Task no. – N° de la tâche	
Amendment no. – N° de la modification		Increase/Decrease – Augmentation/Réduction	
Previous value – Valeur précédente			
To – À		TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location – Expédiez à			
Delivery/Completion date – Date de livraison/d'achèvement			
		_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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