

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

**Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Grass Cutting and Landscaping	
Solicitation No. - N° de l'invitation W4M00-15C581/A	Date 2015-10-29
Client Reference No. - N° de référence du client W4M00-15C581	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-201-9642
File No. - N° de dossier WPG-4-37332 (201)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-09	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Loxton, Ashley	Buyer Id - Id de l'acheteur wpg201
Telephone No. - N° de téléphone (204)510-9537 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WING WCEO CONTRACTS/SUPPLY BLDG 100 WESTWIN Manitoba R3J0T0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, and any other annexes.

1.2 Summary

The Department of National Defence in Winnipeg, Manitoba has a requirement for the supply of all labor, materials, equipment, tools, transportation and supervision required for grass cutting and landscaping services for (8) local locations on an "as and when requested" basis for two (2) years from date of issuance, with three (3) consecutive one year option periods in accordance with the terms and conditions detailed herein.

SITES OF WORK

1. 17 Wing - North Site
2. 17 Wing – South Site
3. Chippawa Armoury, 1 Navy Way
4. Minto Armoury, 969 St Matthews Street
5. McGregor Armoury, 551 Machray Avenue
6. St.Charles Range
7. 2117 Ness Avenue
8. 438 Conway Street

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).

1.3 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **DND – 17 Wing Winnipeg on November 18, 2015**. The site visit will begin at **09:00am CDT, in 17 Wing Winnipeg Bldg. 100 Conference Room. No individual will be granted access without 48 hrs notice.**

Bidders must communicate with the Contracting Authority no later than **09:00am CDT November 16, 2015** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.4 Security Requirements

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

1.5 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 90 days

2.2 Submission of Offers

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

2.3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;

- b. date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

2.4. Enquiries - Request for Standing Offers

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

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

2.5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Payment by Credit Card

Canada requests that Offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____ Master Card _____

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- a) Ability to perform the full scope as described in Annex A, Statement of Work.
- b) Provision of firm pricing for 100% of items specified in Annex B, Basis of Payment.

4.1.2 Financial Evaluation

SACC Manual Clause M0220T (2013-04-25), Evaluation of Price

4.2 Basis of Selection

SACC Manual Clause M0031T (2007-05-25), Basis of Selection – Mandatory Technical Criteria Only

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

PART 6 – SECURITY

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

- 1st quarter: May 1 to July 31;
- 2nd quarter: August 1 to October 31;
- 3rd quarter: November 1 to January 31;
- 4th quarter: February 1 to April 30.

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is (2) two years from date of issuance.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **(3)** periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Mr. Ashley Loxton
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region

Address: 100-167 Lombard Avenue

Telephone: 204-510-9537

Facsimile: 204-983-7796

E-mail address: ashley.loxton@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is: **TBD**

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

7.5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **DND 17 Wing in Winnipeg, MB.**

7.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, or electronic form PWGSC-TPSGC 469, Payment by Credit Card.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ **TBD** (Applicable Taxes included).

7.9 Financial Limitation

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

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

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2015-09-03), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) Annex E, Standing Offer Usage Report
- j) the Offeror's offer dated **TBD**.

7.11 Certifications

7.12 Compliance

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

7.13 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section (13) Interest on Overdue Accounts, of 2010C (2015-09-03), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex "B" for a cost of \$ **TBD**. Customs duties are included, and Applicable Taxes are extra.

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

7.5.2 Limitation of Price

C6000C (2011-05-16), Limitation of Price

7.5.3 Single Payment

SACC Manual clause H1000C (2018-05-12) Single Payment

7.5.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance Requirements

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

7.8 SACC Manual Clauses

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

ANNEX "A"

STATEMENT OF WORK

The Department of National Defence in Winnipeg, Manitoba has a requirement for the supply of all labour, materials, equipment, tools, transportation and supervision required for grass cutting and landscaping services for (8) local locations on an "as and when required" basis for two (2) years from date of issuance, with three (3) consecutive one year option periods in accordance with the terms and conditions detailed herein.

SITES OF WORK

1. 17 Wing - North Site
2. 17 Wing – South Site
3. Chippawa Armoury, 1 Navy Way
4. Minto Armoury, 969 St Matthews Street
5. McGregor Armoury, 551 Machray Avenue
6. St.Charles Range
7. 2117 Ness Avenue
8. 438 Conway Street

DRAWINGS

- 1) No drawings will be issued with this specification. Drawings will be available for viewing optional site visit only.
- 2) A complete set of drawings will be given to the successful Standing Offer Holder after Standing Offer is issued.

SCOPE OF WORK

General

- 1) The work of this section comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision necessary to maintain the designated grass areas by cutting on an "as and when required basis".
- 2) The Engineer will appoint representatives who will authorize the work to commence, detail priorities and certify the time sheets and invoices. The appointed representatives shall have full authority to request removal of any faulty equipment or any offeror's personnel that have or pose a negative effect to the work or work areas.

Work Included

The work under this section includes, but is not limited to, the following:

1. **Mowing:** Mowing of the turf areas designated on the drawings, as dictated by area map and when required on the written authority of the Engineer, in accordance with the following specifications.
2. **Trimming:** Trimming of grass around tree trunks, flower beds, buildings, fence lines, obstacle course etc., shall be carried out within four hours of mowing in the immediate area. Grass shall be trimmed to the same height as the mowed grass in the applicable area.
3. **Repairing / Replacing:** The following landscaping is to be done on an as-required basis and to

be started within five working days of receiving a call from the Engineer.

- a) Sod;
 - b) Seeding of sparsely grassed areas;
 - c) Replacing and maintaining trees, shrubs or flowers;
 - d) Spreading of topsoil as needed;
 - e) Weed control;
 - f) Tree trimming and removal;
 - g) Stump removal/grinding.
4. **Spring and Fall Yard Clean up:** Spring and fall general yard clean up at 438 Conway Street and 2117 Ness Avenue, which includes but not limited to (edging, raking and removal, trash / garbage removal, etc).

EQUIPMENT AND TOOLS

The Standing Offer Holder shall supply tools and equipment which shall be subject to the following conditions:

- 1) Mowers shall be calibrated and capable of being adjusted on site to give the mowing heights required.
- 2) All equipment shall be inspected and approved by the Engineer.

SECURITY AND SAFETY REGULATIONS

The Standing Offer Holder shall be acquainted with and abide by all regulations for security and safety on the base as may be promulgated by the Department of National Defence (DND) or the Public Authority having jurisdiction. In particular, the Standing Offer Holder shall:

- 1) Adhere to all Wing Fire Order Regulations;
- 2) Adhere to all Safety Regulations or Authority having jurisdiction shall govern the safety; and
- 3) Conform to regular weekday working hours, from 0730 hours to 1600 hours or other hours as approved by the Engineer or Site Representative dependent upon weather.

METHOD OF WORK

- 1) Only the Engineer or Site Representative can authorize and approve work authority. The Standing Offer Holder shall action these calls at the time given within 24 hours.
- 2) The Standing Offer Holder shall cut grass only in those areas given at the time of the call.
- 3) Grassed areas shall be cut to a height of not less than 7 cm and no more than 10 cm.
- 4) After completion of cutting and trimming, any clippings or cuttings that that may pose as a detriment to the area, shall be removed by the Standing Offer Holder as directed by the Commanding Officer. Clippings that have been discharged on sidewalks, pavements, or mech equipment shall be removed by the Standing Offer Holder.
- 5) It shall be the responsibility of the Standing Offer Holder to remove and immediately replace any marker identifying underground utilities that may impede his/her contract responsibilities.

LIMITATIONS

1. Mowing shall not be carried out within the opinion of the Standing Offer Holder if;
 - a) The grass is too wet; and
 - b) A long period of dry weather prevails.
2. The Standing Offer holder is responsible for all damages to the premises if appropriate equipment is not used.

SAFETY REQUIREMENTS

General

The Standing Offer Holder will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the work.

Construction Safety Measures

- 1) Observe and enforce construction safety measures required by the most recent edition of the National Building Code of Canada, Provincial Government, Workers Compensation Board and Municipal Statutes and Authorities.
- 2) In event of conflict between any provisions of above authorities, the most stringent provision will apply.

Work procedures and equipment

- 1) All work procedures and equipment will be in accordance with legislated standards;
- 2) Any and all repairs to equipment will be conducted off-site.

Unguarded Work Sites

- 1) When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential; material must be safely positioned and stacked. The Standing Offer Holder is responsible for all equipment, for any loss or damage while left on site.

Safety Personnel and Responsibility

- 1) The Standing Offer Holder shall supply able personnel to operate the equipment required, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
- 2) DND shall monitor daily to ensure general safety requirements are met and safety records such as Construction Project Hazard Assessment (CPHA) forms are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
- 3) The Standing Offer Holder will report to the contract supervisor and jurisdictional authorities any accident or incident involving Standing Offer Holder's personnel, DND or public personnel and/or property arising from the Standing Offer Holder's execution of work.

Delay Due to Health and Safety Regulations Infractions

- 1) The Standing Offer Holder will include all provisions of the contract in any agreement with sub-Standing Offer Holders and hold all sub-Standing Offer Holders equally responsible for safe work performance.
- 2) If the Standing Offer Holder is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Standing Offer Holder will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the contract supervisor to avoid delay in the final completion of the work or any operation thereof.

Fire Safety Requirements

- 1) Comply with requirements of Fire Orders and Precautions for Civilian Standing Offer Holders as issued by the Wing Fire Chief.

Solvent and Fuel

- 1) Take suitable fire precautions. Smoking is not permitted in all working areas. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc, in storm or sanitary sewers.

SECURITY REQUIREMENTS

- 1) When requested by the Engineer, the Standing Offer Holder will be required to supply the names of all personnel that require access to the work sites and on a regular basis as personnel change or as requested by the Engineer.
- 2) This requirement may be put in place to ensure quick access to the work sites. If a Standing Offer Holder's personnel name is not provided in advance, the Standing Offer Holder's personnel may experience delays in getting access. Any time lost while the Standing Offer Holder's personnel are waiting for access due to names not being forwarded to the Engineer, will be the responsibility of the Standing Offer Holder.

HAZARDOUS MATERIALS

- 1) Material Safety Data sheets must be provided to the Wing Construction Engineering Officer for all controlled products used and/or being brought onto any/all sites.
- 2) All Standing Offer Holder personnel will have been trained in workplace hazardous material legislation (WHIMIS) as contained in Occupational Health and Safety Regulations of the Canada Labour Code.
- 3) All chemicals used must be approved for use by the Wing Environmental Officer, prior to application.

RESPONSIBILITIES

- 1) The Standing Offer Holder shall provide daily work sheets showing start and completion times for each job performed against this contract.
- 2) Work sheets shall be signed by the Engineer or the Engineer's representative on site and shall be submitted with each invoice forwarded for payment.

-
- 3) Work outside of what's noted on the requisition must be approved by the engineer prior to proceeding.

CLEAN UP

- 1) Clippings maybe left on the mowed areas provided they are evenly distributed. If bunching or excess occurs, the excess shall be removed by the Standing Offer Holder.
- 2) The Standing Offer Holder shall remove all refuse resulting from the Standing Offer Holder's operations to a site off DND property and dispose of it at the Standing Offer Holder's expense.

ANNEX "B"

BASIS OF PAYMENT

It is **MANDATORY** that Offerors submit firm, all inclusive prices/rates for the entire period of the Standing Offer Agreement.

THIS SECTION, WHEN COMPLETED, WILL BE CONSIDERED AS THE OFFEROR'S FINANCIAL OFFER.

Offerors shall provide offers as per unit of issue requested. It is the responsibility of the Offeror to provide conversion to the unit of issue requested. Failure to do so will render the offer non-responsive without further consideration.

Should there be an error in the extended pricing of the Offeror's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Offerors' offer shall be changed to reflect the quantities stated in the RFSO. The quantities specified below are provided for evaluation purposes only.

Rates must include all costs associated with providing the service in accordance with Annex "A" - Statement of Work. Firm All-Inclusive Rates must remain for the period of the Standing Offer Agreement, FOB Destination, and GST is extra. GST is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

STANDING OFFER PERIOD

STANDING OFFER PERIOD: (2) Years from date of issuance

Item	Description	Estimated Quantity	Unit of Issue	Lot Price	Extended Price
1.	CUTTING:				
A.	CFB 17 Wing Base Area "North" Estimated size: 60.79 Acres	1	lot	\$	\$
B.	CFB 17 Wing Base Area "South" Estimated size: 14.740527 Acres	14	lot	\$	\$
C.	Chippawa Armoury 1 Navy Way Estimated size: 0.045 Acres	14	lot	\$	\$
D.	Minto Armoury 969 St Matthews Avenue Estimated Size: 0.830846 Acres	14	lot	\$	\$
E.	McGregor Armoury 551 Machray Avenue Estimated size: 0.805884 Acres	14	lot	\$	\$
F.	St. Charles Rifle Range Saskatchewan Avenue Total: 151.16402 Acres	1	lot	\$	\$
G.	2117 Ness Avenue / Tim Hortons Area Estimated Size: 1.313 Acres	14	lot	\$	\$
H.	438 Conway Street Estimated Size: 0.278 Acres	14	lot	\$	\$
I.	Per acre cut rate	20	acre	\$	\$
2. SODDING: Labour, equipment, materials and watering for Unprepared sites:					

Item	Description	Estimated Quantity	Unit of Issue	Lot Price	Extended Price
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	240	m ²	\$	\$
3. SEEDING: Labour, equipment, materials and watering for Unprepared sites:					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	m ²	\$	\$
B.	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
C.	Weekends and Statutory Holidays	5	m ²	\$	\$
4. SODDING: Labour, equipment, materials and watering for Prepared sites:					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	240	m ²	\$	\$
5. SEEDING: Labour, equipment, materials and watering for Prepared sites:					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	400	m ²	\$	\$
6. LANDSCAPING: Repair and Replace for All sites: Spreading of topsoil as needed, Tree trimming and removal, Replacing and maintaining trees, shrubs or flowers, Stump removal/grinding					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	hr	\$	\$
B.	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	hr	\$	\$
C.	Weekends and Statutory Holidays	5	hr	\$	\$
7. Application of WEED CONTROL products					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	hr	\$	\$
8. Spring and Fall Yard Clean up: 438 Conway Street					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	2	lot	\$	\$
9. Spring and Fall Yard Clean up: 2117 Ness Avenue					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	2	lot	\$	\$

Control treatment products / materials requested by Department of National Defence shall be invoiced at Supplier's laid-down cost, plus a mark-up of ____% not to exceed manufacturer's suggested retail price. **(Estimated Usage: \$)**

Miscellaneous materials / items – Other additional related items not listed above, may be requested and charged and shall be invoiced at Supplier's laid-down cost, plus a mark-up of ____% not to exceed manufacturer's suggested retail price. **(Estimated Usage: \$)**

Standing Offer Agreement Period Total \$ _____

Optional First Year

Item	Description	Estimated Quantity	Unit of Issue	Lot Price	Extended Price
1. CUTTING:					
A.	CFB 17 Wing Base Area "North" Estimated size: 60.79 Acres	1	lot	\$	\$
B.	CFB 17 Wing Base Area "South" Estimated size: 14.740527 Acres	14	lot	\$	\$

Item	Description	Estimated Quantity	Unit of Issue	Lot Price	Extended Price
C.	Chippawa Armoury 1 Navy Way Estimated size: 0.045 Acres	14	lot	\$	\$
D.	Minto Armoury 969 St Matthews Avenue Estimated Size: 0.830846 Acres	14	lot	\$	\$
E.	McGregor Armoury 551 Machray Avenue Estimated size: 0.805884 Acres	14	lot	\$	\$
F.	St. Charles Rifle Range Saskatchewan Avenue Total: 151.16402 Acres	1	lot	\$	\$
G.	2117 Ness Avenue / Tim Hortons Area Estimated Size: 1.313 Acres	14	lot	\$	\$
H.	438 Conway Street Estimated Size: 0.278 Acres	14	lot	\$	\$
I.	Per acre cut rate	20	acre	\$	\$
2. SODDING: Labour, equipment, materials and watering for Unprepared sites:					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	240	m ²	\$	\$
3. SEEDING: Labour, equipment, materials and watering for Unprepared sites:					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	m ²	\$	\$
B.	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
C.	Weekends and Statutory Holidays	5	m ²	\$	\$
4. SODDING: Labour, equipment, materials and watering for Prepared sites:					
A	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	240	m ²	\$	\$
5. SEEDING: Labour, equipment, materials and watering for Prepared sites:					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	400	m ²	\$	\$
6. LANDSCAPING: Repair and Replace for All sites: Spreading of topsoil as needed, Tree trimming and removal, Replacing and maintaining trees, shrubs or flowers, Stump removal/grinding					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	hr	\$	\$
B.	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	hr	\$	\$
C.	Weekends and Statutory Holidays	5	hr	\$	\$
7. Application of WEED CONTROL products					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	hr	\$	\$
8. Spring and Fall Yard Clean up: 438 Conway Street					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	2	lot	\$	\$
9. Spring and Fall Yard Clean up: 2117 Ness Avenue					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	2	lot	\$	\$

Control treatment products / materials requested by Department of National Defence shall be invoiced at Supplier's laid-down cost, plus a mark-up of ____% not to exceed manufacturer's suggested retail price. **(Estimated Usage: \$)**

Miscellaneous materials / items – Other additional related items not listed above, may be requested and charged and shall be invoiced at Supplier's laid-down cost, plus a mark-up of ____% not to exceed manufacturer's suggested retail price. **(Estimated Usage: \$)**

Standing Offer Agreement Period Total \$ _____

Optional Second Year

Item	Description	Estimated Quantity	Unit of Issue	Lot Price	Extended Price
1. CUTTING:					
A.	CFB 17 Wing Base Area "North" Estimated size: 60.79 Acres	1	lot	\$	\$
B.	CFB 17 Wing Base Area "South" Estimated size: 14.740527 Acres	14	lot	\$	\$
C.	Chippawa Armoury 1 Navy Way Estimated size: 0.045 Acres	14	lot	\$	\$
D.	Minto Armoury 969 St Matthews Avenue Estimated Size: 0.830846 Acres	14	lot	\$	\$
E.	McGregor Armoury 551 Machray Avenue Estimated size: 0.805884 Acres	14	lot	\$	\$
F.	St. Charles Rifle Range Saskatchewan Avenue Total: 151.16402 Acres	1	lot	\$	\$
G.	2117 Ness Avenue / Tim Hortons Area Estimated Size: 1.313 Acres	14	lot	\$	\$
H.	438 Conway Street Estimated Size: 0.278 Acres	14	lot	\$	\$
I.	Per acre cut rate	20	acre	\$	\$
2. SODDING: Labour, equipment, materials and watering for Unprepared sites:					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	240	m ²	\$	\$
3. SEEDING: Labour, equipment, materials and watering for Unprepared sites:					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	m ²	\$	\$
B.	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
C.	Weekends and Statutory Holidays	5	m ²	\$	\$
4. SODDING: Labour, equipment, materials and watering for Prepared sites:					
A	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	240	m ²	\$	\$
5. SEEDING: Labour, equipment, materials and watering for Prepared sites:					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	400	m ²	\$	\$

Item	Description	Estimated Quantity	Unit of Issue	Lot Price	Extended Price
6. LANDSCAPING: Repair and Replace for All sites: Spreading of topsoil as needed, Tree trimming and removal, Replacing and maintaining trees, shrubs or flowers, Stump removal/grinding					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	hr	\$	\$
B.	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	hr	\$	\$
C.	Weekends and Statutory Holidays	5	hr	\$	\$
7. Application of WEED CONTROL products					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	hr	\$	\$
8. Spring and Fall Yard Clean up: 438 Conway Street					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	2	lot	\$	\$
9. Spring and Fall Yard Clean up: 2117 Ness Avenue					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	2	lot	\$	\$

Control treatment products / materials requested by Department of National Defence shall be invoiced at Supplier's laid-down cost, plus a mark-up of ____% not to exceed manufacturer's suggested retail price. (**Estimated Usage: \$**)

Miscellaneous materials / items – Other additional related items not listed above, may be requested and charged and shall be invoiced at Supplier's laid-down cost, plus a mark-up of ____% not to exceed manufacturer's suggested retail price. (**Estimated Usage: \$**)

Standing Offer Agreement Period Total \$ _____

Optional Third Year

Item	Description	Estimated Quantity	Unit of Issue	Lot Price	Extended Price
1. CUTTING:					
A.	CFB 17 Wing Base Area "North" Estimated size: 60.79 Acres	1	lot	\$	\$
B.	CFB 17 Wing Base Area "South" Estimated size: 14.740527 Acres	14	lot	\$	\$
C.	Chippawa Armoury 1 Navy Way Estimated size: 0.045 Acres	14	lot	\$	\$
D.	Minto Armoury 969 St Matthews Avenue Estimated Size: 0.830846 Acres	14	lot	\$	\$
E.	McGregor Armoury 551 Machray Avenue Estimated size: 0.805884 Acres	14	lot	\$	\$
F.	St. Charles Rifle Range Saskatchewan Avenue Total: 151.16402 Acres	1	lot	\$	\$
G.	2117 Ness Avenue / Tim Hortons Area Estimated Size: 1.313 Acres	14	lot	\$	\$

Item	Description	Estimated Quantity	Unit of Issue	Lot Price	Extended Price
H.	438 Conway Street Estimated Size: 0.278 Acres	14	lot	\$	\$
I.	Per acre cut rate	20	acre	\$	\$
2. SODDING: Labour, equipment, materials and watering for Unprepared sites:					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	240	m ²	\$	\$
3. SEEDING: Labour, equipment, materials and watering for Unprepared sites:					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	m ²	\$	\$
B.	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
C.	Weekends and Statutory Holidays	5	m ²	\$	\$
4. SODDING: Labour, equipment, materials and watering for Prepared sites:					
A	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	240	m ²	\$	\$
5. SEEDING: Labour, equipment, materials and watering for Prepared sites:					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	400	m ²	\$	\$
6. LANDSCAPING: Repair and Replace for All sites: Spreading of topsoil as needed, Tree trimming and removal, Replacing and maintaining trees, shrubs or flowers, Stump removal/grinding					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	hr	\$	\$
B.	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	hr	\$	\$
C.	Weekends and Statutory Holidays	5	hr	\$	\$
7. Application of WEED CONTROL products					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	hr	\$	\$
8. Spring and Fall Yard Clean up: 438 Conway Street					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	2	lot	\$	\$
9. Spring and Fall Yard Clean up: 2117 Ness Avenue					
A.	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	2	lot	\$	\$

Control treatment products / materials requested by Department of National Defence shall be invoiced at Supplier's laid-down cost, plus a mark-up of ____% not to exceed manufacturer's suggested retail price. **(Estimated Usage: \$)**

Miscellaneous materials / items – Other additional related items not listed above, may be requested and charged and shall be invoiced at Supplier's laid-down cost, plus a mark-up of ____% not to exceed manufacturer's suggested retail price. **(Estimated Usage: \$)**

Standing Offer Agreement Period Total \$_____

Solicitation No. - N° de l'invitation

W4M00-15C581/A

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

W4M00-15C581

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-4-37332

Buyer ID - Id de l'acheteur

WPG201

CCC No./N° CCC - FMS No./N° VME

Standing Offer Period – (2) Years from date of issuance

Total \$ _____

Optional First Year

Total \$ _____

Optional Second Year

Total \$ _____

Optional Third Year

Total \$ _____

TOTAL EVALUATED OFFER

\$ _____

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

RECEIVED
JAN 16 2015

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: W4M00-15C581
Security Classification / Classification de sécurité:

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: National Defence
2. Branch or Directorate / Direction générale ou Direction: 17 Wing Winnipeg

3. a) Subcontract Number / Numéro du contrat de sous-traitance: N/A
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant: N/A

4. Brief Description of Work / Brève description du travail: Supply landscape services to Various DND facilities located at 17 Wing Winnipeg

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No / Non ☐ 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? ☒ No / Non ☐ 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? ☒ No / Non ☐ Yes / Oui
(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)
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. ☐ No / Non ☒ Yes / Oui
6. c) Is there 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? ☒ No / Non ☐ 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	NATO / OTAN	Foreign / Étranger
<input type="checkbox"/> No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:	<input type="checkbox"/> All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:	<input type="checkbox"/> No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:


7. c) Level of Information / Niveau d'information

PROTECTED A / PROTÉGÉ A	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	PROTECTED A / PROTÉGÉ A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROTECTED B / PROTÉGÉ B	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	PROTECTED B / PROTÉGÉ B
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROTECTED C / PROTÉGÉ C	NATO CONFIDENTIAL / NATO CONFIDENTIEL	PROTECTED C / PROTÉGÉ C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL	NATO SECRET / NATO SECRET	CONFIDENTIAL / CONFIDENTIEL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECRET / SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	SECRET / SECRET
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOP SECRET / TRÈS SECRET		TOP SECRET / TRÈS SECRET
<input type="checkbox"/>		<input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)
<input type="checkbox"/>		<input type="checkbox"/>
TRÈS SECRET (SIGINT)		

TBS/SCT 350-10X2004/12

Security Classification / Classification de sécurité

Canada

	Gouvernement of Canada	Gouvernement du Canada	Contract Number / Numéro du contrat W4M00-15C581 Security Classification / Classification de sécurité
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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.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui				
Short Title(s) of material / Titre(s) abrégé(s) du matériel Document Number / Numéro du document						
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)						
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis						
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET				
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET				
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS		<input type="checkbox"/> TOP SECRET TRÈS SECRET				
		<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET				
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes 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?					<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes 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?					<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes 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?					<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes 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?					<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes 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?					<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui

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Gouvernement
du Canada

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W4M00-15C581

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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				COSMIC			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET	TOP SECRET	TOP SECRET	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET
Information / ASST Informationnelle / ASST													
IT Media / Support IT													
IT Data / Données informatiques													

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX "D"

INSURANCE REQUIREMENTS

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

Solicitation No. - N° de l'invitation
W4M00-15C581/A
Client Ref. No. - N° de réf. du client
W4M00-15C581

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-4-37332

Buyer ID - Id de l'acheteur
WPG201
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

STANDING OFFER USAGE REPORT

Return to:

Attention: Mr. Ashley Loxton
Public Works and Government Services Canada
Address: 100-167 Lombard Avenue
Winnipeg, MB R3B 0T6
Email: ashley.loxton@pwgsc-tpsgc.gc.ca

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

Supplier: _____

Standing Offer #: _____

Department or Agency: _____

Reporting Period: _____

Item No.	Call-Up/contract No. (Including Amendments) Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

Prepared By: _____

Name: _____

Telephone #: _____

Solicitation No. - N° de l'invitation

W4M00-15C581/A

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

W4M00-15C581

Amd. No. - N° de la modif.

File No. - N° du dossier
WPG-4-37332

Buyer ID - Id de l'acheteur

WPG201

CCC No./N° CCC - FMS No./N° VME

Signature: _____

Date: _____