



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

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

11 Laurier St./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**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

**THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT**

**"CE DOCUMENT COMPORTE DES EXIGENCES
RELATIVES À LA SÉCURITÉ"**

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

**Maintenance & Professional Consulting Services Division
(FK)**

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet Snow Removal/Déneigement	
Solicitation No. - N° de l'invitation EJ196-161467/A	Date 2015-11-09
Client Reference No. - N° de référence du client 20161467	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-68328	
File No. - N° de dossier fk258.EJ196-161467	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-11-30	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hill, Cris	Buyer Id - Id de l'acheteur fk258
Telephone No. - N° de téléphone (819) 956-1343 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	

Instructions: See Herein

Instructions: Voir aux présentes

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

IMPORTANT NOTICE TO BIDDERS

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Cris Hill by facsimile 819-956-3600 or by e-mail to cris.hill@pwgsc.gc.ca

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:

<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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Annex C	Security Requirements Check List (SRCL)
Annex D	Snow Clearing Daily Maintenance Schedule
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Annex F	Sample Extra Work Quote
Annex G	Complete List of names of all individuals who are currently directors of the Bidder
Annex H	Federal Contractors Program for Employment Equity
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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 and Financial: includes specific requirements that must be addressed by bidders; and
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- 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 Financial Bid, the Security Requirement Check List, the Federal Contractors Program for Employment Equity- Certification, a Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder, Snow Clearing Daily Maintenance Schedule, Site Plan, Sample Extra Work Quote

1.2 Summary

1.2.1 Requirement

To provide Snow Removal Service including all labour, material, equipment, supervision and transportation in accordance with the Statement of Work attached at Annex A, for Public Works and Government Services Canada (PWGSC) at the various locations, 149 Somerset & 158 Gloucester Ottawa, Ontario, Canada.

1.2.2 Period of contract

The period of any resulting Contract will be for a period of **one (1) year** (estimated commencement date January 1, 2016).

1.2.3 Security Requirement

"There is a security requirement 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".

1.2.4 There is a mandatory site visit associated with this requirement.

1.2.5 as per the Integrity Provisions under section 01 of *Standard Instructions 2003 and 2004*, bidders must provide a list of all owners and/or Directors (Annex G) and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions.

1.2.6 For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants."

1.2.7 "The Federal Contractors Program (FCP) Annex H 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: *one hundred twenty (120) 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

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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 **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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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 Ontario.

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visits to be held at 148 Somerset & 158 Gloucester, on November 18, 2015 . The site visit will begin at 8:30am, at 148 Somerset.

Bidders must communicate with the Contracting Authority no later than November 17, 2015 at 3:00pm to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

A maximum of two (2) representatives per bidder will be permitted to examine the sites

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

Section II: Financial Bid (Annex B – Financial Bid – Pricing Basis)

Section III: Certifications

Section IV: Additional Information

Prices must appear in the financial bid only. Prices must not 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>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

3.1.1 Submission of Evidence

Submission of Evidence as described in 3.1.1.2 and 3.2. below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

It is the sole responsibility of the Bidder to ensure that it provides a contact that is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. The technical evaluation team will attempt to contact the Bidders customer reference by telephone and/or email a maximum of three (3) times during a 5 working day period between 8:00 am - 4:00 pm local time. If the customer reference does not provide a reference the Bidders proposal will be deemed non-responsive and receive no further evaluation.

3.1.1.2 Full time Supervisor

Provide the name of the bidder's Full Time Supervisor for Snow removal services who will be assigned to the Contract

Name of Supervisor For Snowfall Removal Services	
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3.2 (MANDATORY) Contractor's Experience and Past Performance

Experience of the Bidder

The bidder must provide evidence of its experience and past performance as a contractor by providing references from **one (1) Site Location** for snow removal services. The referenced projects/contracts must each be **for duration of three (3) consecutive years, for work satisfactorily completed within the last ten (10) years at each site.**

The reference information provided by the bidder may be verified for completeness and accuracy and to confirm reference satisfaction with the services provided.

Failure by the bidder to provide the required references, or in the event that the references cannot be verified or the services found to be unsatisfactory, will result in the bidder being disqualified and no further consideration will be given to the bid.

If the Bidder submits references in excess of the stated requirement at 3.2 Experience of the Bidder, only the references up to the identified limit will be assessed.

The mandatory information required in the charts that follow must be completed in their entirety for each **Site Location** referenced. If the mandatory information is not provided in the "**Site Location Charts**" at bid closing, the proposal will be deemed non-responsive and no further consideration will be given.

The first part is the **Site Location** Chart, to identify the contact information for the reference(s).

If the Charts that follow do not allow the Bidder sufficient space to provide the required information, a separate sheet may be attached (identifying the contents of the Site Location Chart) with the bid.

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1 a) Reference for contracts which include Snow Removal

REFERENCE NO. 1: CONTRACT(S) WHICH INCLUDE SNOW REMOVAL SERVICES	
Name of Client Organization or Company	Name: _____
<p>Name of client contact who can confirm the information presented in the proposal. <u>(do not include the Contracting Authority as a reference)</u></p> <p>If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.</p>	<p>Name: _____</p> <p>Name: _____</p> <p>Name: _____</p>
<p>Business Telephone and e-mail address for each client identified above.</p> <p>If there is an additional client name identified then their business phone number must be provided.</p>	<p>Business Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>E-mail: _____</p>
Civic address, location/site, of the contract:	
<p>Performance period of the project or contract for the above location/site (indicate day, month & year)</p> <p>If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/site, then it is mandatory that the start date (day, month & year) and completion date (day, month & year) be identified.</p>	<p>From: Day _____ Month _____ Year _____</p> <p>To: Day _____ Month _____ Year _____</p> <p>From: Day _____ Month _____ Year _____</p> <p>To: Day _____ Month _____ Year _____</p> <p>From: Day _____ Month _____ Year _____</p> <p>To: Day _____ Month _____ Year _____</p>

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Section II: See Annex B – Financial Bid – Pricing Basis

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____

Telephone: _____

Cellular: _____

Facsimile: _____

E-mail: _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

4.1.1 Technical and Financial Evaluation - mandatory requirements

- (1) Mandatory Site Visit attendance;
- (2) (Mandatory) Security Clearance of Reliability Status, at bid closing, in accordance with Part 6, Security Requirements;
- (3) (Mandatory) Employee Information for Security **at bid closing** in accordance with Part 6, 6.2
- (4) (Mandatory) Contractor's Experience and Past Performance in accordance with Part 3, Section 1: Technical Bid.
- (5) (Mandatory) Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section II: Financial Bid Annex B;
- (6) (Mandatory) Submission of Annex G - Complete List of names of all individuals who are currently directors of the Bidder
- (7) (Mandatory) Submission of Annex H - Federal Contractors Program for Employment Equity

Only proposals found to meet **ALL** the mandatory requirements will be deemed acceptable proposals and will be further evaluated in accordance with the evaluation criteria. Proposals not meeting **ALL** of the mandatory requirements will be deemed non-responsive and will be given **NO** further consideration.

4.2 Basis of selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.

The responsive bid evaluation will be based on the Lowest Responsive Bid Price, a combination of the overall lowest total bid of which 80% will be for the firm pricing (Pricing Schedule 1) and 20% on the "as and when" (Pricing Schedule 2 and 3) will be recommended for award of a contract.

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 (Annex I), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

Annex G - Complete List of names of all individuals who are currently directors of the Bidder

Annex H - Federal Contractors Program for Employment Equity

Annex I - Declaration Form

5.1.2.1 Integrity Provisions – List of Names (Annex G) Mandatory at Bid Closing

Pursuant to subsection List of Names of section 01 of the Standard Instructions, Bidders who are incorporated or a sole proprietorship, including those bidding as a joint venture, must submit a complete list of names of all individuals who are currently directors of the Bidder, or the name of the owner(s), as applicable. Bidders bidding as societies, firms or partnerships do not need to provide lists of names. Consult sections 4.21, 5.16 and 8.70.2 of the Supply Manual for additional information.

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.

5.1.2.2 Federal Contractors Program for Employment Equity - Bid Certification (Annex H)

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

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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 \(Annex H\)](#), 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 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 Additional Certifications Precedent to Contract Award

5.2.1.1 Certificates

WSIB/CSST Certificat and MOL The Occupational Health and Safety Awareness and Training Regulation (O. Reg. 297/13) for each Supervisor and employee listed in Part 6, 6.2.

PART 6 – SECURITY REQUIREMENT

6.1 Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 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 requirement 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. 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) (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website

6.2 Employee Information for Security

The Bidder must specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

Legal Name (First & Last) (Please Print Clearly)	DATE OF BIRTH Day/Month/Year	CURRENT CLEARANCE HELD

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PART 7 - RESULTING CONTRACT CLAUSES
To Be Completed At Contract Award

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(at contract award, delete this sentence)*

7.1 Requirement

To provide Snow Removal Service including all labour, material, equipment, supervision and transportation in accordance with the Statement of Work attached at Annex A.

7.1.1 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

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7.1.2 Names of qualified employees **Note to Contracting Authority: change titles if required.**

The contractor must provide the names of the qualified Employees who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 3 & part 6 of the proposal.

EMPLOYEES	
Employees	Legal Name (First & Last) (Please Print Clearly)
Full Time Supervisor Snow	

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) (<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 **(Please ensure the date shown is current.)**

2035 (2014-09-25), General Conditions - Services, apply to and form part of the Contract.

7.3 Security Requirement

7.3.1 The following security requirements apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE R-064594-478

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).

7.3.2 The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Contractor and individual(s) hold a valid security clearance at the required level.

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7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive. *(leave blank until contract award - delete this note before issuing the solicitation)*

7.4.2 Option to Extend Contract (if applicable)

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least _____ 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:

Name: _____
Title: _____
Public Works and Government Services Canada
Acquisition Branch *(for the regions, replace bill appropriate name)*
Direction: _____ *(for the regions, replace by "Section ")*
_____ *(insert the address)*

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

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 Technical Authority "TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

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

Telephone: _____
Facsimile: _____
E-mail address: _____.

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The Technical Authority named above 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 Technical Authority, however the Technical 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

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____
Telephone: _____
Facsimile: _____
Cellular: _____
E-mail: _____

Remark to Contracting Authority: Insert in full text SACC Manual clause A3052C, if applicable, to assist client departments in identifying contracts with former public servant, insert in full text SACC Manual clause A3025C, to assist client departments in identifying contracts with former public servants and reporting this information in their Proactive Disclosure of Contracts.

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 Limitation of Expenditure (Note to Contracting Authority: use this clause (7.7.1) only if the requirement contains As & When Requested.)

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Applicable Taxes Extra) of which \$ **(to be determined)** (Applicable Taxes extra) is for goods and/or services enumerated or described in [Pricing Schedule 1](#), and \$ **(to be determined)** (Applicable Taxes extra) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in [Pricing Schedule 2 et 3](#).

7.7.2 Basis of Payment - Firm Prices and "As and When"

Ensure the pricing schedules are correct. Clause dates must be current.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 ([2014-09-25](#)) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- (a) **Snowfall up to 254 cm** shall be paid in accordance with [Pricing Schedule 1](#) in the percentages at the end of each calendar month from November through April for the snow season as follow:

Snow Seasons

November - 5% of the Firm Lot Price
December - 20% of the Firm Lot Price
January - 25% of the Firm Lot Price

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February - 25% of the Firm Lot Price
March - 20% of the Firm Lot Price
April - 5% of the Firm Lot Price

(b) As and When Requested Work

Any costs incurred for "**Snowfall in Excess of 254 cm**", "**Special Operations**" and for "**Extra Work**" shall be paid, on an "as and when requested" basis, in accordance with **Pricing Schedule 2 and 3**, after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted.

Canada's total liability under the "as and when requested" portion of the Contract shall not exceed \$_____ (to be determined). (Applicable Taxes extra)

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the Contracting Authority

whichever comes first.

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

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.

(At contract award - insert appropriate pricing table(s) here)

7.7.3 SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment
A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) (if applicable)
A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the contract.

7.8 Invoicing Instructions - Maintenance Services

All invoices are to be mailed or emailed to the Technical Authority as per the Front Page of any resulting contractual document and must include the Contract Number, description of work which has been completed and for which payment is being claimed, location of work and the person who requested the service, before any payments can be processed. All taxes are to be listed as separate items. Failure to submit the correct information may result in the rejection of the invoice for processing.

Any costs incurred for "Special Operations" shall be invoiced after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted in accordance with Basis of Payment clause hereafter. These costs are to be denoted as separate items on the monthly invoice.

The invoices for "Snowfall up to 254 cm" shall be submitted at the end of each calendar month, in accordance with Basis of Payment Clause hereafter.

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Any costs incurred for "Snowfall in excess of 254 cm", "Snowfall outside the Snow Season", "Special Operations" and for "Extra Work" shall be invoiced after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted in accordance with Basis of Payment clause hereafter. These costs are to be denoted as separate items on the monthly invoice.

Invoices are to be made out and mailed to:

Public Works and Government Services Canada
Horticultural - Maintenance and Operational Assurances
400 Cooper Street, 6th floor
Ottawa, Ontario, K1A 0S5

or by email as a PDF to: _____@tpsgc-pwgsc.gc.ca (Identify TA at Contract Award)

Payment will only be made on receipt of satisfactory invoices duly supported by any specified documents called for under this contract.

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

*Remark to Contracting Authority: For requirements made on behalf of a Department or Agency subject to the FCP, with a contract value at **\$1,000,000 and above**, Applicable Taxes included, insert the following paragraph. Delete the following paragraph and renumber accordingly, for requirements with a contract value **below \$1,000,000** or if the Department or Agency is not subject to the FCP.*

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

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.

7.10 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.*)

Contracting Officer: Please edit according to your requirement.

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;

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- (b) the general conditions 2035 (2013-09-25) *revise date as needed*;
- (c) Annex "A", Statement of Work
- (d) Annex "C", Security Requirements Check List (SRCL)
- (e) Annex "D", Snow Clearing Daily Maintenance Schedule
- (f) Annex "E", Site Plan
- (g) Annex "G" Sample Extra Work Quote
- (h) Annex "J" Hazard Assessment Form
- (i) The Contractor's proposal dated _____ (*insert date of bid*)

7.12 Insurance Requirements

7.12.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.12.2 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.

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- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - 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

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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.

7.13 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

7.14 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

7.15 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical. The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

SNOW REMOVAL SPECIFICATIONS

SECTION 1- GENERAL

1. Response Time

The Contractor will advise the Technical Authority of the telephone number, including cellular, where they and/or their employees can be reached 24 hours per day 7 days per week in the event of an emergency call with a 1 hour response time.

The Contractor must take corrective action of any deficiencies in the service of this contract within 1 hour of reception of notice.

The Contractor will not refuse any call or service requested by the Technical Authority or his/her authorized representative such as, the National Service Call Centre (NSCC), relating to snow and ice removal.

2. Sustainable Landscaping

The Contractor will follow a sustainable approach to materials and methodologies used in the snow removal maintenance so as to reduce greenhouse gas emissions, protect public health through safe management of potentially hazardous substances and to protect soils and groundwater.

In order to reduce carbon emissions and noise pollution, equipment will only be used as required. The Contractor will select equipment and fuel to limit air-pollutant emissions and ensure that all equipment used on site is properly maintained.

The Contractor will follow best salt management practices on site.

3. Working Hours

The site is operational 24 hours per day, 7 days per week.

4. Pick up Litter

The entrances and grounds shall be free of litter. Litter includes cigarette butts, soil, grit as well as organic and inorganic debris. After the spring thaw, all hard surfaces and grass areas shall be free of ice-control agents by April 30.

5. Disposal Costs

The Contractor is responsible for all disposal costs related to the removal of snow, leaves, litter and garbage from the sites within this contract.

6. Damages

The Contractor shall tour the work sites with the Technical Authority at the beginning of the season. The Contractor is to request pictures of all damages on site from the Technical Authority. At the end of the season, another joint inspection will be carried out. The Contractor shall immediately report to Technical Authority all damages on site caused by the Contractor's personnel or equipment. Any damages caused by the Contractor will be repaired at the Contractor's cost. All repairs must be completed to the satisfaction of the PWGSC Site Authority and be confirmed as such by the Technical Authority to the Contractor. Any repairs are to be completed by April 30.

7. Maintenance Schedules and Contractor Inspections

The Snow Clearing Daily Maintenance Schedule shall be kept by the Contractor to record the Supervisor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's supervisor on a daily basis from November 1 to April 30 and must be emailed to the Technical Authority on a weekly basis. This log must be kept up to date in order for invoices to be processed.

8. Identification

All company employees and vehicles must be clearly identified with company name and/or logo.

9. Vehicles

All vehicles used on the site shall be clearly identified, clean and meet provincial safety standards. All vehicles and equipment will have flashing or rotating amber or blue lights as per the Ontario Highway Act.

10. Plan of Operation

Within five days of the award of the contract, the Contractor shall submit in writing an operating plan indicating the following items:

Description of methodologies, techniques, and timing of maintenance used to provide the required services.

Financial resources:

Proof of good standing with W.S.I.B or CSST.

Proof and level of insurance carried

Physical resources

Facility location(s)

How equipment breakdowns or labour shortages will be addressed.

List of equipment and vehicles; (with vehicle identification numbers and license plate numbers). Indicate if they are leased equipment or owned.

Administrative resources and capability

The operating plan will be reviewed by the Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the sites and the required services as outlined in the Statement of Work.

Contractor must advise Technical Authority in writing if there is any change made to the site, within one business day after the change has been made, which may affect the maintenance as per the terms and conditions of the contract.

11. Additional Work

The Contractor must have written approval from the Technical Authority, in the form of a call-up, in advance of performance of any removal of snow in excess of 254 cm.

12. Health and Safety

1. Submit a site-specific Health and Safety Plan after date of Notice to Proceed and (3) days prior to commencement of the Work. Include:

.1 A site-specific safety hazard assessment;

.2 Safety and health risk or hazard analysis for site tasks and operation;

.3 use of personal protective equipment;

.4 procedures to be implemented during emergency situations;

.5 necessary staff certifications must be attached to the plan including fall protection certificates for work on the stairs and roofs. Staff certificates for Workplace Hazardous Materials Information System (WHMIS), and Health and Safety Awareness Training for

Workers and Supervisors, must be attached to the plan in order for the staff to be eligible to work on this contract. Staff certificates for First aid must also be attached to the plan.

Example: Anticipated H&S plans to include a traffic control plan where work is conducted in or next to a road. City of Ottawa permits will be obtained if required for the loading of the snow for the removal.

2. Submit a copy of the Contractor's Health and Safety Plan.
3. The Departmental Construction Safety Coordinator will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 2 days after receipt of plan. Revise plan as appropriate and resubmit before commencement of the Work.
4. General Conditions
 - .1 Continue to implement, maintain, and enforce plan until final demobilization from site.
 - .2 Relief from or substitution for any portion or provision of reviewed site-specific Health and Safety Plan must be submitted to the Technical Authority in writing, either accepting or requesting improvements.
 - .3 Update health and safety plan as required.
5. Responsibility
 - .1 The Contractor shall be responsible for safety of persons and property on site and for protection of persons off site and environment to the extent that they may be affected by conduct of Work.
 - .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
 - .3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, immediately stop work and advise Technical Authority verbally and in writing.
6. Correction
 - .1 Address immediately health and safety noncompliance issues identified by the Technical Authority.
 - .2 Provide the Technical Authority with written report of action taken to correct noncompliance of health and safety issues identified.
 - .3 The Technical Authority may stop work if noncompliance of health and safety regulations is not corrected.
7. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.
8. The Contractor will provide a training report with supporting documented proof to demonstrate that staff have received training to operate and maintain snow removal equipment and have received training on best salt management practices through recognized institutions such as, but not limited to, Ass'n of Ontario Road Supervisors (AORS), Ontario Good Roads Ass'n (OGRA) and Landscape Ontario (LO).

Winter maintenance training must include, but is not limited to: anti-icing and de-icing products and technologies, salt management plans, proper plowing techniques, equipment maintenance and calibration, material selection to mitigate environmental impacts, mitigating blowing snow, and winter maintenance management.

If, the training hasn't been completed, the Contractor must send the staff for training or conduct in-house training prior to the first winter season of the contract or as agreed to in writing by the Technical Authority depending on when the courses are offered in relation to when the contract is awarded.

13. Supervisor

Full time Supervisor

The Supervisor will be the Technical Authority's main contact person for issues related to the terms and conditions in the contract statement of work. The Supervisor is authorized by the firm to provide requested quotes to the Technical Authority **within 48 hours from the receipt of the request**. The Supervisor will meet with the Technical Authority on site as required **during the hours of 07:30 hrs to 12:00 noon and 13:00 hrs to 15:30 hrs**. The Technical Authority will forward the inspection reports to the Supervisor who will ensure that all the deficiencies are corrected. The Supervisor will advise the Technical Authority of any issues on site which may impact service delivery or which require action from the Technical Authority.

The full time Supervisor must inspect the sites daily for the Section 2 requirements.

SECTION 2 SNOW REMOVAL

1. Stock piling

On the east side of 149 Somerset, the snow may be piled to the side of the cleared pathway. The snow on the roof tops may be piled on the roof to the side of the catwalks. All other snow must be hauled off site. No piled snow must encroach on any parking spaces or obscure visibility for vehicular or pedestrian traffic. Contractor is responsible for all costs associated with hauling the snow off the two sites.

2. Safety

The Contractor is responsible to treat all parking lots and walks as illustrated in the site plans to ensure that they are reasonably safe for vehicle and pedestrian traffic. Contractor must also ensure that vehicle access to and from the property and municipal roads is free of hazards that may interfere with safe flow of traffic. Contractor is obliged to monitor the site according to the weather in the vicinity and apply ice melting or abrasive products as appropriate. In determining whether or not to apply these products in any particular circumstance, the Contractor shall act reasonably, and apply the standards of the custom of the snow and ice maintenance industry.

3. Clear snow and ice from building entrances, roads, parking lots

Building entrances, emergency exits, sidewalks, steps, stairs, catwalks, doorways, ramps and handicap parking, shall be free of snow and ice to bare pavement to their full width by 6:30 A.M., 7 days a week. If snow accumulation occurs after this time, clearing of these areas will commence once there is an accumulation of 4 cm. During ice forming conditions, ice control agents will be applied to these areas as needed.

Roads, gates, ramps, loading dock areas, parking lots, access to main roads, and emergency vehicle routes will be clear of snow and ice to bare pavement to their full width by 6:30 A.M., 7 days a week. If snow accumulation occurs after this time, clearing will commence once there is an accumulation of 5 cm. During ice forming conditions, ice control agents will be applied as required.

4. Ice control agents

Contractor is required to submit a salt management plan within three days of the contract award date. The salt management plan will be reviewed by the Site Authority and Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work. Salt management plan must outline under the best practices section what products will be used and under what conditions.

Ice melter such as Landscaper's Choice, Geomelt or Ecosalt is to be used on steps, doorways, and entrance walkways. Products such as sand, white salt, treated salt such as Thawrox, and liquids such as Caliber M1000 and M2000 to be added to the treated salt are to be used in the parking lot and roads as per the approved salt management plan.

Excess ice control agents will be removed on written notice from the Technical Authority.

Contractor will provide and distribute storage boxes for ice control agents on the site.

Contractor must report the amount of salt or other ice-control agents used on the site at the end of the snow removal season. After the spring thaw, all hard surfaces shall be free of ice-control agents by April 30.

5. Clear snow from fire route and standpipes

Keep fire routes, including routes to standpipes clear of snow and ice at all times.

6. Clear snow from garbage and recycling dumpsters

Keep access to garbage and recycling dumpsters clear of snow and ice at all times.

7. Clear snow from directional signs

Directional signage shall be free of snow obstruction.

8. Snow piles

Blown, plowed or piled snow is to be kept away from obstacles, including but not limited to, trees, shrubs, fences and walls of buildings.

9. Banked Snow

Snow banked temporarily, with the written approval of the Technical Authority, will be removed within 24 hours after storm. Snow banks must not obscure or impede visibility for vehicular or pedestrian traffic.

10. Catch Basins

Keep catch basins free of snow and debris and anything that interferes with the free flow of run-off water at all times.

11. Repairs

Repairs to signs damaged by winter snow clearing will be completed to satisfaction of Technical Authority by April 30. Repairs to curbs damaged by winter snow clearing will be completed to satisfaction of Technical Authority by April 30. All curbs are to be realigned in the spring by April 30.

Annex B – Financial Bid – Pricing Basis
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Bidders must submit their financial bid in accordance with the Pricing Schedules detailed below. The total amount of Applicable Taxes is to be shown separately, if applicable.

The following requirement MUST be strictly adhered to: Failure to do so shall render the bidder's proposal as non-responsive and no further consideration will be given to the bidder.

It is **MANDATORY** that the bidders submit firm prices/rates prices excluding GST/HST for the one (1) year period of the contract for all items listed hereafter (**Pricing Schedules 1, 2 and 3**).

The evaluation will be based on the Lowest Responsive Bid Price, a combination of the overall lowest total bid of which 80% will be for the firm pricing (**Pricing Schedule 1**) and 20% on the "as & when" (**Pricing Schedule 2 & 3**)

Pricing Schedule 1:

Snow Removal Services up to 254 cm

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all relates costs (excluding HST/GST) and shall include all Snow Removal requirements up to a total accumulation of 254 cm of snowfall per snow season as defined below in accordance with the **Statement of Work** attached at Annex A.

1 (A) LOCATION: 149 SOMERSET	
SNOW SEASON - NOVEMBER 1 TO APRIL 30 SNOWFALL UP TO 254 CM	
YEAR 1 2015/2016 LOT PRICE	
\$ _____ PER YEAR	

1 (B) LOCATION: 158 GLOUCESTER	
SNOW SEASON - NOVEMBER 1 TO APRIL 30 SNOWFALL UP TO 254 CM	
YEAR 1 2015/2016 LOT PRICE	
\$ _____ PER YEAR	

All Years - SNOWFALL UP TO 254 CM GRAND TOTAL for Price Schedule 1: \$ _____

Pricing Schedule 2:

2.1. Snowfall in excess of 254 cm

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) for Snow Removal in excess of 254 cm as recorded by Environment Canada at the MacDonald-Cartier Airport from November 1 to April 30, on an "as and when requested" basis only in accordance with the Statement of Work attached at Annex A.

* Estimated centimeters per period is for evaluation purposes only.

2.1 LOCATION: 149 SOMERSET AND 158 GLOUCESTER	
SNOW SEASON - NOVEMBER 1 TO APRIL 30 SNOWFALL IN EXCESS OF 254 CM	
YEAR 1 2015/2016	
Rate per cm	\$ _____ /cm
* Estimated centimetres	10 cm
Extended Price	\$ _____

Annex B – Financial Bid – Pricing Basis
EJ196-161467/A

2.2. Snowfall outside the Snow Season

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) for Snow Removal services required on an “as and when requested” basis only, in accordance with the Statement of Work attached at Annex A., outside the snow season (November 1 to April 30) as recorded by Environment Canada at MacDonald Cartier Airport for each snowfall.

* Estimated centimeters per period is for evaluation purposes only.

2.2 (A) LOCATION: 149 SOMERSET AND 158 GLOUCESTER SNOWFALL OUTSIDE THE SNOW SEASON	
YEAR 1 2015/2016	
Rate per cm	\$ _____ /cm
* Estimated centimetres	10 cm
Extended Price	\$ _____

All Years - GRAND TOTAL for Price Schedule 2. (2.1 + 2.2): \$ _____

Pricing Schedule 3: Extra Work

The Contractor will provide services for extra work on an “as and when requested” basis only where charges shall be made for actual hours of equipment with operator or labourer with tools in accordance with the **Statement of Work** attached at Annex A.

* Estimated quantity of hours per year is for evaluation purpose only.

** The Extended Price is calculated by multiplying the hourly rate for the “Equipment & Operator” by the “Estimated hours” per year (Example: Hours, Year 1, \$5.00 hourly rate x estimated hours 10 = \$50.00)

Firm all inclusive rates including labour, supervision, equipment, transportation, overhead, profit and all related costs (excluding HST/GST). Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

Our firm hourly rate for Equipment and Operator shall be:

3.1 (i) One 4-wheel drive loader with a minimum 3.08 m³ (4 yd³) bucket or larger and an operator.

LOCATION: 149 SOMERSET AND 158 GLOUCESTER	
YEAR 1 2015/2016 RATE	
Equipment & Operator	\$ _____ /hr
* Estimated hours	__10__
** Extended Price:	\$ _____

Annex B – Financial Bid – Pricing Basis
EJ196-161467/A

3.1 (ii) One dump truck with a minimum 11.46m³ (15yd³) dump box with an operator.

LOCATION: 149 SOMERSET AND 158 GLOUCESTER	
Equipment & Operator	YEAR 1 2015/2016 RATE
	\$ _____ /hr
* Estimated hours	__ 10 ____
**Extended Price:	\$ _____

3.1 (iii) One backhoe with 1 m³ (1.31 yd³) bucket with an operator.

LOCATION: 149 SOMERSET AND 158 GLOUCESTER	
Equipment & Operator	YEAR 1 2015/2016 RATE
	\$ _____ /hr
* Estimated hours	__ 10 ____
**Extended Price:	\$ _____

3.1 (v) One 4x4 Pick up truck with an operator.

LOCATION: 149 SOMERSET AND 158 GLOUCESTER	
Equipment & Operator	YEAR 1 2015/2016 RATE
	\$ _____ /hr
* Estimated hours	__ 10 ____
**Extended Price:	\$ _____

3.1 (vi) One skidsteer with an operator.

LOCATION: 149 SOMERSET AND 158 GLOUCESTER	
Equipment & Operator	YEAR 1 2015/2016 RATE
	\$ _____ /hr
* Estimated hours	__ 10 ____
**Extended Price:	\$ _____

Annex B – Financial Bid – Pricing Basis
EJ196-161467/A

3.1 (vii) Self Contained Sweeper/Vacuum with operator

LOCATION: 149 SOMERSET AND 158 GLOUCESTER	
	YEAR 1 2015/2016 RATE
Equipment & Operator	\$ _____ /hr
*Estimated hours	____ 10 ____
Extended Price:	\$ _____

3.1 (vii) mini excavator (Kubota KX-41 or equivalent) with operator

LOCATION: 149 SOMERSET AND 158 GLOUCESTER	
	YEAR 1 2015/2016 RATE
Equipment & Operator	\$ _____ /hr
*Estimated hours	____ 10 ____
Extended Price:	\$ _____

All Years - TOTAL for Price Schedule 3.1 (i – xii): \$ _____

3.2 Labour: Our firm hourly rate per qualified labourer with hand tools for landscaping services shall be. This rate will include adequate supervision.

* “Estimated hours” per year is for evaluation purposes only.

** The “Extended Price” is calculated by multiplying the hourly rate for the labourer with hand tools by the Estimated hours” per year (Example: Hours, Year 1, \$5.00 hourly rate x estimated hours 10 = \$50.00)

LOCATION: 149 SOMERSET AND 158 GLOUCESTER	
3.2(i)	YEAR 1 2015/2016 RATE
Regular Hours 08:00 to 17:00 Monday to Friday	\$ _____ /hr
* Estimated hours	____ 10 ____
**Extended Price:	\$ _____

Annex B – Financial Bid – Pricing Basis
EJ196-161467/A

LOCATION: 149 SOMERSET AND 158 GLOUCESTER	
3.2 (ii) Outside	YEAR 1 2015/2016 RATE
Regular Hours	
Saturday, Sunday & Statutory Holidays	\$ _____ /hr
* Estimated hours	____ 10 ____
**Extended Price:	\$ _____

All Years - TOTAL for Price Schedule 3.2 (i & ii): \$ _____

3.3 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

* "Estimated expenditure" per year is for evaluation purpose only.

LOCATION: 149 SOMERSET AND 158 GLOUCESTER	
	YEAR 1 2015/2016 RATE
Mark-up	_____ %
*Estimated expenditure:	\$10.00
** Extended Price:	\$ _____

All Years - TOTAL for Price Schedule 3.3: \$ _____

All Years - GRAND TOTAL for Price Schedule 3 (3.1, 3.2 & 3.3): \$ _____

For Evaluation Purposes

** The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to Canada. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.
 GC 227 "Call-up Against a Contract".

AUTHORIZATION FOR DELIVERY:

The consignee shall request delivery of goods/services identified in Pricing Schedule 2 and 3 on form GC 227.

Annex B – Financial Bid – Pricing Basis
EJ196-161467/A

The identified users shall order goods and services either on form PWGSC-TPSG GC 227 "Call-up Against a Contract", or ordered by other methods such as telephone, but must be confirmed in writing either on form PWGSC-TPSGC GC 227 or other agreed upon means that include as a minimum the following: description of the work, pricing schedule and quantity, period of service, contract number, name of authorized person and signature.

Sum of Pricing Schedules

Pricing Schedule 1: **GRAND TOTAL** \$ _____ +

(A) Total Firm Price \$ _____

Pricing Schedule 2: **GRAND TOTAL** \$ _____ +

Pricing Schedule 3: **GRAND TOTAL** \$ _____ =

(B) Total "as & when" Price \$ _____

TOTAL BID PRICE \$ _____ = (A) Total Firm Price +
(B) Total "as & when" Price.

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**

Annex C SRCL
EJ196-161467/A



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

R.064594.478

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 Public Works and Government Services Canada		2. Branch or Directorate / Direction générale ou Direction RPB-OSS-MOA	
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 Snow removal 149 somerset and 158 Gloucester			
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/> Not releasable À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A <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"/>	NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED <input type="checkbox"/> NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> NATO SECRET <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"/>	

Annex C SRCL
EJ196-161467/A



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

R.064594.478

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?

☒ No ☐ Yes
Non Oui

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 :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

☒ No ☐ Yes
Non Oui

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

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 :

Only security screened personnel must be utilized.

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?

☒ No ☐ Yes
Non Oui

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

☒ No ☐ Yes
Non Oui

Dans l'affirmative, le personnel en question sera-t-il escorté?

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?

☒ No ☐ Yes
Non Oui

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?

☒ No ☐ Yes
Non Oui

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

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?

☒ No ☐ Yes
Non Oui

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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?

☒ No ☐ Yes
Non Oui

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?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

☒ No ☐ Yes
Non Oui

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

Annex C SRCL
EJ196-161467/A



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

R.064594.478

Security Classification / Classification de sécurité
UNCLASSIFIED

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

☒ No ☐ Yes
Non 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 ☐ Yes
Non 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).

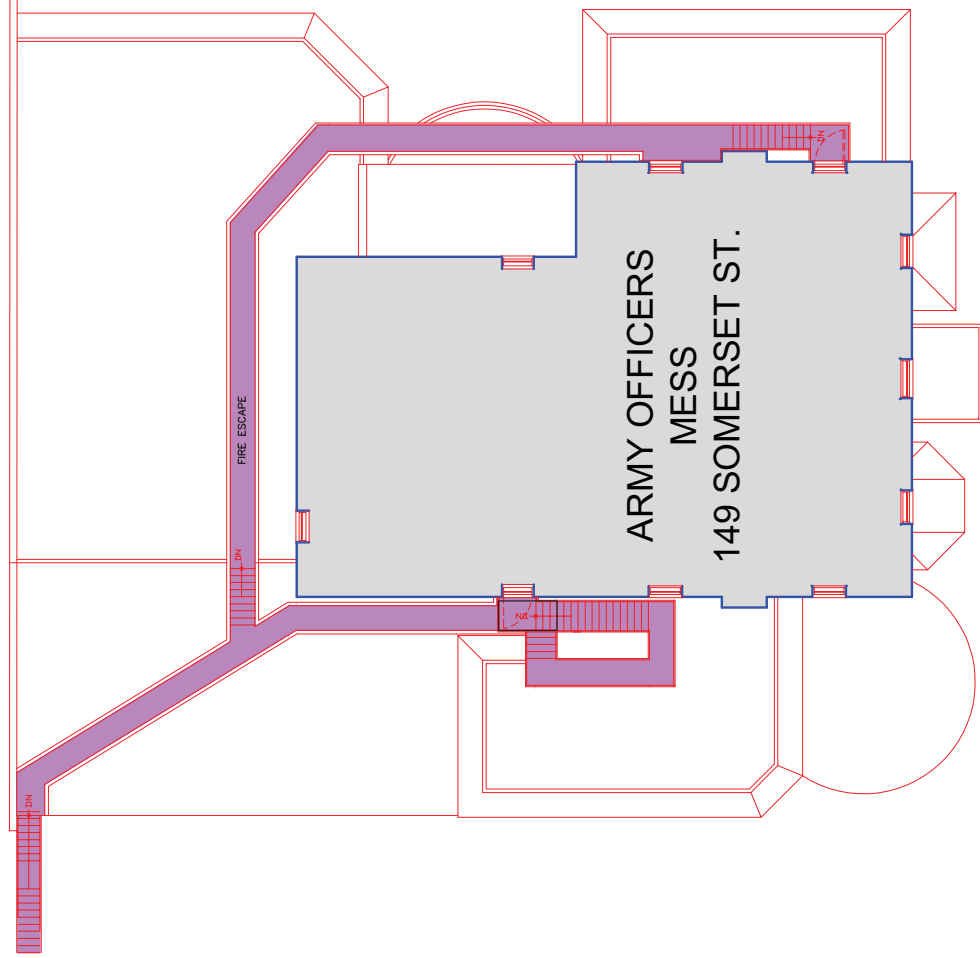
Public Works and
Government Services CanadaExterior Site Maintenance
General Requirements

SNOW CLEARING DAILY MAINTENANCE SCHEDULE							
SITE: _____ CONTRACT NO.: EJ196-161467 WEEK OF: _____							
This is to verify that the following areas are clear (c) fallen or drifting snow and ice, and/or have been salted (s) or sanded (sn) - as per Section 2 of this contract and the salt management plan.							
LOCATION	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
Note timeframe work completed - including ice control measures.							
Sidewalks & Handicap Ramps							
Roadways, ramps & gates							
Parking Lots							
Fire Routes& standpipes							
Doorways and emergency exits to buildings							
Drains & downspouts							
Catwalks							
Roof ladders							
Refuse Bins							
Litter Picked Up							
Remarks:							
Supervisor's Initials							
Time Supervision Completed							

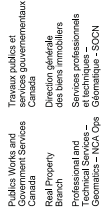
DATE:

NAME OF SUPERVISOR:

CONTRACTOR'S SIGNATURE:



100



Coordinates shown on this plan are in meters and have been referenced to MTM NAD 83 (original), Zone 9.

Les coordonnées sur ce plan sont en mètres et sont en référence au système géodésique MTM NAD 83 (origine), Fuseau 9.

Every effort has been made to ensure that the information on this plan is accurate and complete. However, it is the responsibility of the contractor to verify all dimensions & conditions on site prior to construction or excavation. Any discrepancies should immediately be brought to the attention of PWGSC Geomatics Service.

Tous les efforts ont été déployés afin d'assurer l'intégrité et l'exactitude de l'information figurant sur ce plan. Toutefois, l'entrepreneur a la responsabilité de vérifier toutes dimensions & conditions sur le site, avant toute construction ou excavation. Toute anomalie doit être rapportée immédiatement à l'attention de TPSCG services géomatiques.

project	ARMY OFFICERS MESS	project
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drawing	design
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Snow Removal Plan Fire Escapes

Drawn By	J. De Curtis	Dessiné par
	2015-10-14	

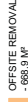
Reviewed By	Examiné par
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Date (yyyy/mm/dd)

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Drawing no.	No. du dessin
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PWGSC 11X17 (431x279)



OFFSITE REMOVAL
- 668.9 M²

ONSITE REMOVAL
- 70.4 m²

ONSITE
70.4 m²



Échelle/Scale: N.T.S.



Publics Works and Government Services Canada	Travaux publics et services gouvernementaux Canada
Real Property Branch	Direction générale des biens immobiliers
Professional and Technical Services – Geomatics – NCA Ops	Services professionnels et techniques – Géomatique – SOCN

Annex E-2
EJ196-161467/A

Coordinates shown on this plan are in meters and have been referenced to MTM NAD 83 (original), Zone 9.

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Tous les efforts ont été déployés afin d'assurer l'intégrité et l'exactitude de l'information figurant sur ce plan. Toutefois, l'entrepreneur a la responsabilité de vérifier toutes dimensions & conditions sur le site, avant toute construction ou excavation. Toute anomalie doit être rapportée immédiatement à l'attention de TPSGC services géomatiques.

project ARMY OFFICERS MESS project

149 Somerset St., Ottawa, ON

dessin

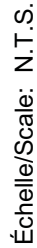
Snow Removal Plan Grounds

Drawn By	J. De Curtis	Dessiné par
Date	2015-10-14	(www/mm/dd)

Reviewed By	Examiné par
Date	(www/mm/dd)

Project no.	No. du projet
-------------	---------------

No. du dessin



2015-10-15 158 GLOUCESTER.DWG



Publics Works and Government Services Canada	Travaux publics et services gouvernementaux Canada
Real Property Branch	Direction générale des biens immobiliers
Professional and Technical Services –	Services professionnels et techniques –

Annex E-3
EJ196-161467/A

Coordinates shown on this plan are in meters and have been referenced to MTM NAD 83 (original), Zone 9.

Les coordonnées sur ce plan sont en mètres et sont en référence au système géodésique MTM NAD 83 (origine), Fusee au 9.

Every effort has been made to ensure that the information on this plan is accurate and complete. However, it is the responsibility of the contractor to verify all dimensions & conditions on site prior to construction or excavation. Any discrepancies should immediately be brought to the attention of PWGSC Geomatics Service.

Tous les efforts ont été déployés afin d'assurer l'intégrité et l'exactitude de l'information figurant sur ce plan. Toutefois, l'entrepreneur a la responsabilité de vérifier toutes dimensions & conditions sur le site, avant toute construction ou excavation. Toute anomalie doit être rapportée immédiatement à l'attention de TPSGC services géomatiques.

project

Royal Canadian
Air Forces Officers
Mess

158 Gloucester St., Ottawa ON

drawing

Drawn By	J. De Curtis	Dessiné par	
Date	2015-10-14	(yyyy/mm/dd)	
Reviewed By		Examiné par	
Date		(yyyy/mm/dd)	
Project no.		No. du projet	
Drawing no.		No. du dessin	

Sample Quote form for Extra Work Category

Contract Number:

Date:

Location of work:

Description of work:

	Estimated	Hourly Rate	Total	
Services:				
Labour	2	\$30.00	\$60.00	
Backhoe	2	\$95.00	\$190.00	
				\$250.00
		13 % HST on Services		\$32.50
		Total Services		\$282.50
Materials:				
3 - 3 gallon Spirea ' Goldflame'	3	\$10.00	\$30.00	
5 yards topsoil	5	\$16.00	\$80.00	
Mulch	4	\$45.00	\$180.00	
		Subtotal		\$290.00
		10 % Mark-up on Materials		\$29.00
		Subtotal		\$319.00
		13% HST on Materials and mark-up:		\$41.47
		Total Materials		\$360.47
		Total Services and Materials		\$642.97

Title

Annex H EP305-161467/A

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Declaration Form

This declaration form must be submitted as part of the bidding process.

- Please complete the declaration form and put in a **sealed envelope** labelled **protected** to the attention of Integrity, Departmental Oversight Branch, PWGSC.
- Include the sealed envelope with your bid submission.

Complete Legal Name of Company:	
Company's address:	
Company's PBN number:	
Bid number:	
Date of the bid: (YY-MM-DD)	

Have you ever, as the bidder, your affiliates or as one of your directors, been convicted or have pleaded guilty of an offence in Canada or similar offence elsewhere under any of the following provisions ¹ :		
	Yes	No
Financial Administration Act 80(1) d): False entry, certificate or return 80(2): Fraud against Her Majesty 154.01: Fraud against Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>
Criminal Code 121: Frauds on the government and contractor subscribing to election fund 124: Selling or Purchasing Office 380: Fraud - committed against Her Majesty 418: Selling defective stores to Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>
In the last 3 years, have you, as the bidder, your affiliates or one of your directors, been convicted or have pleaded guilty of an offence in Canada or elsewhere under any of the following provisions¹:		
	Yes	No
Criminal Code 119: Bribery of judicial officers,... 120: Bribery of officers 346: Extortion 366 to 368: Forgery and other offences resembling forgery 382: Fraudulent manipulation of stock exchange transactions 382.1: Prohibited insider trading 397: Falsification of books and documents 422: Criminal breach of Contract 426: Secret commissions 462.31: Laundering proceeds of crime 467.11 to 467.13: Participation in activities of criminal organization	<input type="checkbox"/>	<input type="checkbox"/>
Competition Act 45: Conspiracies, agreements or arrangements between competitors 46: Foreign directives 47: Bid rigging 49: Agreements or arrangements of federal financial institutions	<input type="checkbox"/>	<input type="checkbox"/>

¹ for which no pardon or equivalent has been received



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Declaration Form

52: False or misleading representation 53: Deceptive notice of winning a prize		
	Yes No	Comments
Corruption of Foreign Public Officials Act 3: Bribing a foreign public official 4: Accounting 5: Offence committed outside Canada	<input type="checkbox"/> <input type="checkbox"/>	
Controlled Drugs and Substance Act 5: Trafficking in substance 6: Importing and exporting 7: Production of substance	<input type="checkbox"/> <input type="checkbox"/>	
Other Acts 239: False or deceptive statements of the Income Tax Act 327: False or deceptive statements of the Excise Tax Act	<input type="checkbox"/> <input type="checkbox"/>	

Additional Comment

☐ I, (name) _____, (position) _____, of (company name – bidder) _____ authorise PWGSC to collect and use the information provided, in addition to any other information that may be required to make a determination of ineligibility and to publicly disseminate the results.

☐ I, (name) _____, (position) _____, of (company name – bidder) _____ certify that the information provided in this form is, to the best of my knowledge, true and complete. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility/suspension.

We appreciate your interest in doing business with the Government of Canada and your understanding on the additional steps that we need to take to protect the integrity of PWGSC's procurement process.



HAZARD ASSESSMENT FORM
FORMULAIRE D'ÉVALUATION DES DANGERS

WSMS No. - N° du SGST

Performed by - Effectué par <i>J. Wilhens</i>	Date <i>Oct 16 / 15</i>	Project No. - N° de projet <i>R.064594-478</i>
Project Description - Description de projet <i>149 Somerset & 158 Gloucester Snow Removal</i>		
Project Manager - Gestionnaire de projet <i>J. Wilhens</i>		

Hazard Danger	Yes Oui	No Non	N/A S.O.	Mitigating Safety Measures Mesures de sécurité et d'atténuation
Lifting Hazards (Material Handling) Danger lié au levage d'objets (manutention)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Hoarding Danger lié à la palissade de chantier	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Environment Hazard (Asbestos / Lead / Mold) Danger lié à l'environnement (amiante, plomb, moisissure)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Dust Danger lié à la poussière	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Confined Spaces Danger lié aux espaces clos	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Electrical Danger lié à l'électricité	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fall Hazards Danger de chute	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Fall protection certification - work on roofs. & stairs</i>
Chemical Hazards Danger chimique	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Shoring protection Danger lié à l'étaillage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Explosion Hazard Danger d'explosion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Traffic Hazards Danger lié à la circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Traffic in parking lot & sidewalks. If loading snow on road need City of O permit perhaps. Use spotter.</i>
Other (Specify) Autre (préciser)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	