



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

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Aircraft De-icing Glycol Reclamatio	
<b>Solicitation No. - N° de l'invitation</b> W0125-15L058/A	<b>Date</b> 2016-07-11
<b>Client Reference No. - N° de référence du client</b> W0125-15-L058	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-710-6949	
<b>File No. - N° de dossier</b> KIN-6-46042 (710)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-08-23</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dunphy, Ken	<b>Buyer Id - Id de l'acheteur</b> kin710
<b>Telephone No. - N° de téléphone</b> (613) 449-5116 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 8 Wing OPS CFB Trenton 54 North Star Dr, Bldg 50 ASTRA Ontario K0K3W0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

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

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

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

### 1.2 Summary

- 1.2.1 The Department of National Defence, Canadian Forces Base Trenton requires the collection, recycling and disposal services of glycol, glycol-contaminated snow and water and all other glycol-contaminated materials related to aircraft de-icing for the seasonal period of October 1 to April 30. The period of Contract will be from October 1, 2016 to September 30, 2019 with two one-year irrevocable options to extend the period of the Contract.
- 1.2.2 "There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".
- 1.2.3 "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."
- 1.2.4 "The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#)."

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 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 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 7 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

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be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

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

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

## **2.6 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the East Commercial Gate, 17 Northstar Drive, Canadian Forces Base (CFB) Trenton on 19 July 2016. The site visit will begin at 13:00 EDT.

Bidders are requested to communicate with the Contracting Authority no later than 2 days before the scheduled site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

**Parking Lot Location:**



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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (4 hard copies and 2 soft copies on CD)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

- 3.1.1** Bidders must submit their financial bid in accordance with the Annex "L" entitled "Pricing Tables for Evaluation Purposes. The total amount of Applicable Taxes must be shown separately.

### 3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### 3.1.3 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

Mandatory technical evaluation criteria are included in Annex K. Each bid will be reviewed to determine whether it meets the mandatory requirements in Annex K of the bid solicitation which is entitled "Technical Evaluation Criteria". Bids that do not comply with each and every mandatory requirement will be considered non-responsive.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

- (a) The Bidder must provide pricing in accordance with Annex "L". The Bidder must provide pricing for all line items in pricing tables 1 to 3 of Annex "L", Pricing Tables for Evaluation Purposes.

Bids that do not comply with the mandatory financial criteria will be considered non-responsive.

**4.1.2.2** The Evaluated Price will be based on the prices for the line items in pricing tables 1 to 3 of Annex "L", Pricing Tables for Evaluation Purposes. The Evaluated Prices will be calculated as follows;

**Table 1 – Standby Work (line items 1.1 to 1.10):**

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**Standby Work (line items 1.1 to 1.5):** The Bidder's Extended Prices will be calculated by multiplying the Bidder's Firm All-Inclusive Price per Call-Out by the Estimated Number of Call Outs per Period.

**Additional Standby Work (line items 1.6 to 1.10):** The Bidder's Extended Prices will be calculated by multiplying the Bidder's Firm Additional Hourly Rate for Reclamation of Fluids by the Estimated Number of Hours per Period.

The total of the Extended Prices for Table 1 will be the sum of all extended prices from line items 1.1 to 1.10 inclusive.

**Table 2 Services (line items 2.1 to 2.5):**

The Bidder's Extended Prices will be calculated by multiplying the Bidder's Firm All-Inclusive Price per Month by the Number of Months of Work per Period.

The total of the Extended Prices for Table 2 will be the sum of all extended prices from line items 2.1 to 2.5.

**Table 3 Type I (De-icing) Fluid Reclamation (line items 3.1 to 3.5):**

The Bidder's Extended Prices will be calculated by multiplying the Bidder's Firm Unit Price per Litre by the Estimated Number of Litres of Type I (De-Icing) Fluid per Period of Contract.

The total of the Extended Prices for Table 3 will be the sum of all extended prices from line items 3.1 to 3.5.

The Evaluated Price will be the sum of all extended prices from tables 1 to 3.

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price - Bid

## **4.2 Basis of Selection**

### **4.2.1 Mandatory Technical Criteria**

*SACC Manual* Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

## **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. Unless specified otherwise, 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.

Solicitation No. - N° de l'invitation  
W0125-15L058/A  
Client Ref. No. - N° de réf. du client  
W0125-15-L058

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-46042

Buyer ID - Id de l'acheteur  
KIN710  
CCC No./N° CCC - FMS No./N° VME

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## **5.1 Certifications Required with the Bid**

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

### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *[Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html)* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

### **5.1.2 Additional Certifications Required with the Bid**

## **5.2 Certifications Precedent to Contract Award and Additional Information**

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

## 5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

## 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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

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

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

## 5.2.3 Additional Certifications Precedent to Contract Award

### 5.2.3.1 Status and Availability of Resources

*SACC Manual* clause [A3005T](#) (2010-08-16) Status and Availability of Resources

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. If this information is not provided at bid closing, it must be provided within 2 days of request from the Contracting Authority;

2. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## 6.2 Financial Capability

SACC *Manual* clause [A9033T](#) (2012-07-16) Financial Capability

## 6.3 Insurance Requirements

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

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 Task Authorization

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

##### 7.1.1.1 Task Authorization Process

#### Task Authorization:

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

#### Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex G.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Technical Authority, within one hour of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### 7.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$2,000.00, Applicable Taxes included, inclusive of any revisions.

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

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

SACC *Manual* clause [B9031C](#) (2011-05-16) Canada's Obligation - Portion of the Work - Task Authorizations

#### 7.1.1.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by 8 Wing. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 7.2 Standard Clauses and Conditions

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

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

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

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:

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(a) Security Requirements Check List and security guide, attached at Annex C;

(b) Industrial Security Manual (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from October 1, 2016 to September 30, 2019 inclusive.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one-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 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: Ken Dunphy  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 86 Clarence St. 2nd floor  
Telephone: (613) 545-8060  
Facsimile: (613) 545-8067  
E-mail address: [Ken.Dunphy@pwgsc.gc.ca](mailto:Ken.Dunphy@pwgsc.gc.ca)

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

### 7.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Solicitation No. - N° de l'invitation  
W0125-15L058/A  
Client Ref. No. - N° de réf. du client  
W0125-15-L058

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-46042

Buyer ID - Id de l'acheteur  
KIN710  
CCC No./N° CCC - FMS No./N° VME

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the 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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

For the Work described in the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid the firm all-inclusive monthly price for a cost of \$\_\_\_\_\_ (*insert the amount at contract award*) as set out in Table 2 of Annex B, Basis of Payment. Customs duties are included. Applicable Taxes are extra.

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

#### 7.7.2 Basis of Payment - Limitation of Expenditure

For the Work described in the Statement of Work in Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with Table 3 of the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

### 7.7.3 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s) – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm all-inclusive price per call-out and if applicable, firm additional hourly rate, in accordance with the basis of payment, in Annex B, Table 1, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

### 7.7.4 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ in accordance with the table below, of this Contract. Customs duties are included and Applicable Taxes are extra.

Description	Fixed Costs (Services) (A)	Fluid Reclamation (B)	Standby Costs Task Authorizations (C)
Year 1			
Year 2			
Year 3			
Year4 (Option 1)			
Year 5 (Option 2)			

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

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

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

### 7.7.5 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

### 7.7.6 SACC Manual Clauses

[A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department  
[C2604C](#) (2013-04-25) Customs Duties, Excise Taxes and Applicable Taxes - Non-resident

### 7.7.7 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### 7.7.8 Time Verification

SACC *Manual* clause [C0711C](#) (2008-05-12) Time Verification

### 7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 7.9 Certifications and Additional Information

#### 7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### 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 \_\_\_\_\_.

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### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Electronic Payment Instruments;
- (g) Annex F, Insurance Requirements;
- (h) Annex G, DND 626 Task Authorization Form;
- (i) Annex H, Data Item Description (DID) PM-001 – Project Management Plan;
- (j) Annex I, Data Item Description (DID) PM-002 – Project Master Schedule;
- (k) Annex J, Data Item Description (DID) PM-003 – Risk Management Plan;
- (l) the signed Task Authorizations (including all of its annexes, if any);
- (m) the Contractor's bid dated \_\_\_\_\_

### 7.12 Defence Contract

SACC *Manual* clause [A9006C](#) (2012-07-16) Defence Contract

### 7.13 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC *Manual* clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

### 7.13 Foreign Nationals (Foreign Contractor)

SACC *Manual* clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

### 7.14 Insurance Requirements

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

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

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

### 7.15 SACC Manual Clauses

Solicitation No. - N° de l'invitation  
W0125-15L058/A  
Client Ref. No. - N° de réf. du client  
W0125-15-L058

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-46042

Buyer ID - Id de l'acheteur  
KIN710  
CCC No./N° CCC - FMS No./N° VME

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A9062C (2011-05-16) Canadian Forces Site Regulations  
B9028C (2007-05-25) Access to Facilities and Equipment  
D3010C (2016-01-28) Delivery of Dangerous Goods/Hazardous Products

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**ANNEX "A"**

**STATEMENT OF WORK**



**8 Wing CFB Trenton  
Aircraft De-Icing Glycol Fluid Reclamation**

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1.0 SCOPE

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- 3.1 Tasks
- 3.2 Technical Requirements
- 3.3 Constraints
- 3.4 Supplemental Information

4.0 DELIVERABLES

**1.0 SCOPE**

1.1 Purpose

1.1.1 8 Wing CFB Trenton, Ontario has a requirement to collect, recycle and dispose of glycol, glycol-contaminated snow and water and all other glycol-contaminated materials related to the Aircraft Ground-icing Program. It is critical that glycol collection activities are started and completed immediately after the completion of aircraft de-icing.

1.2 Background

1.2.1 8 Wing CFB Trenton is the home of the Canadian Air Force's medium and heavy lift air transport fleets. Its mandate is to provide support to Canadian Forces (CF) operations both at home and abroad in all climatic conditions.

1.2.2 In supporting Canada's military missions 8 Wing must accommodate a myriad of aircraft types. These range from large passenger/cargo aircraft to search and rescue helicopters and fighter aircraft. Each of these CF and non-CF aircraft have varied support requirements and de-icing certifications.

1.2.3 Although a variety of "visiting" aircraft are de-iced at 8 Wing/CFB Trenton, the primary aircraft de-iced and anti-iced are the CC-130 Hercules, the CC-150 Polaris (Airbus A-310) the CC177 (C-17), the CL60 Series Bombardier Challenger and the Beech 200 King Air. It is difficult to predict aircraft mission requirements or winter weather conditions, but the following statistics provide insight into scope of de-icing activities at 8 Wing:

- (a) Number of Aircraft De-iced – 84 (14/15); and
- (b) Number of Aircraft De-snowed – 325 (14/15),
- (c) Quantity of Type I Glycol Used – 77,228 litres (14/15).

1.2.4 The flight line of 8 Wing/CFB Trenton is located approximately 1 km north of the Eco sensitive Bay of Quinte in direct proximity to watershed areas that lead into the environmentally sensitive Bay of Quinte. The Bay of Quinte is a source of drinking water for the Quinte West area and is the basis for an economically critical fishing and tourism industry.

1.2.5 8 Wing Trenton presently utilizes a dedicated area for the de-icing of aircraft. The dedicated de-icing area is connected, by various surface and subsurface storm drainage systems, to the Bay of Quinte. It is critical that glycol collection activities are started and completed immediately after the completion of aircraft de-icing.

### 1.3 Terminology

#### **LIST OF ACRONYMS AND ABBREVIATIONS**

ADF - aircraft de-icing fluid  
AGIP - aircraft ground icing program  
AMS - air maintenance squadron  
ATC – Air Traffic Control  
CF - Canadian Forces  
DDC - defensive driving course  
DND - Department of National Defence  
DWO - Duty Watch Officer  
GRV – glycol recovery vehicle  
HOT - holdover tables  
IAW - in accordance with  
IOSC - icing operations standing committee  
LOUT - lowest operational use temperature  
MOC - military occupation code  
MSE Op - mobile support equipment operator  
PPM - parts per million  
PWGSC - public works and government services Canada  
SAP – Special Area pass  
SOW - statement of work  
STP - sewage treatment plant  
TC - Transport Canada  
WOps - Wing Operations

WOpsO - Wing Operations Officer  
WCE - Wing Construction Engineering  
W Env - Wing Environment  
WRT – With Respect To  
WSO - Wing Standing Order

## 2.0 APPLICABLE DOCUMENTS

2.1 Transport Canada (TC) publication TP 14052, Guidelines for Aircraft Ground-icing Operations (English and French versions found at <http://www.tc.gc.ca/eng/civilaviation/publications/tp14052-menu-314.htm> )

2.2 Canadian Council of Ministers of the Environment criteria for the Protection of Aquatic Life (document can be found at: <http://ceqg-rcqe.ccme.ca/download/en/181/> )

## 3.0 REQUIREMENTS

### 3.1 Tasks

3.1.1 The contractor is responsible to the Wing Operations Section (WOpsO) through the Duty Watch Officer (DWO) for the performance of Glycol recovery exclusively for Type 1 ADF, based on the actual volume of applied Type 1 ADF. The scope of the work includes all equipment, supplies and personnel required to collect, recycle and dispose of glycol, glycol-contaminated snow and water and all other glycol contaminated materials related to aircraft de-icing.

3.1.2 The seasonal term for this work will include three (3) periods.

3.1.2.1 The operational period will be from 15 October to 15 April, during this period the full compliment of equipment, supplies and personnel required to perform all the work must be positioned and available for use on-site at 8 Wing

3.1.2.2 There will also be two (2) Stand-by periods, 01 October – 14 October and 16 April - 30 April, during which time sufficient equipment and personnel must be available to perform the work within two hours of being called.

3.1.3 The capability to provide the service must be available on-site Monday to Friday from 0600 to 1800 hours. Aircraft departures may be scheduled outside of these hours. In this event the contractor must contact the DWO a minimum of two (2) hours prior to the scheduled departure time to confirm whether glycol recovery services are required.

3.1.3.1 The services will be available all other times on a two (2) hour callout for all unscheduled flights, as initiated through the DWO.

3.1.4 The contractor must adhere to Reference 2.2; the acceptable glycol release concentration guideline is a maximum of 100 ppm.

3.1.5 The contractor must test the glycol concentration of the standing water in the deicing area and once it is below 100 ppm, the contractor will then notify the DWO who will call the duty WEnv Tech to retest and verify the reading.

3.1.6 The contractor must not release any water into the storm water drainage system without the WEnv Officer's approval.

### 3.2 Technical Requirements

3.2.1 The contractor must collect all glycol and glycol contaminated-snow and water and other materials from the dedicated de-icing area surfaces immediately after the deicing of aircraft.

3.2.2 The contractor must dispose or recycle all glycol and glycol-contaminated materials. Dilute waste (less than 4%) may be disposed of through the 8 Wing/CFB Trenton sewage treatment plant at the sole discretion of DND.

3.2.3 The contractor must carry out all required testing, in co-ordination with Wing Environment and Sewage Treatment Plant (STP) staff to determine the maximum allowable flow rates and glycol concentration. Contact information will be provided by DND.

**3.2.4 The contractor must seek and receive permission of STP staff before any transfer of glycol-contaminated materials to the STP.** Any material that exceeds the concentration allowed at the STP must be disposed of or recycled by the contractor in accordance with all applicable federal, provincial and municipal laws and regulations.

3.2.5 Minimum Reclamation Equipment: The contractor must provide a minimum of one (1) GRV, one (1) vacuum truck and one (1) supervisory vehicle.

3.2.5.1 The contractor must have the capability to provide backup equipment as noted in 3.2.5.

3.2.5.2 The contractor must be able to provide full backup equipment within 24 hours.

Glycol Storage: Reclaimed glycol fluids may be stored in any of the 124 storage tanks owned by 8 Wing/CFB Trenton. These 124 tanks are located above ground, in the Glycol storage site adjacent to the de-icing pad. The 124 tanks have capacities of 50,000 litres each and must be used solely for the storage of low concentrate fluids. The fifth tank is an underground tank of 28,000 litre capacity located in the vicinity of the de-icing pad. This 5th tank is available for use at the discretion of the contractor for the temporary storage of spent glycol and glycol contaminated liquids removed from the de-icing pad as per 3.2.5.4. Drainage of this tank (if so utilized by the contractor) will require a vehicle with sufficient suction to draw fluid from a depth of up to 4 meters.

**3.2.5.3 The contractor must ensure that there is always sufficient reserve capacity in these tanks to permit prompt and timely glycol recovery.**

3.2.5.4 8 Wing considers a high concentrate to be greater than or equal to 4%. Any and all high concentrate fluid must be disposed of in accordance with local, provincial and federal regulations and cannot be stored on site at 8 Wing for any period greater than seven (7) days. Provision of storage tanks for high concentrated fluids is a contractor responsibility.

3.2.5.5 Contractor owned tanks must be removed promptly within 14 days of end of the stand-by period.

3.2.6 Sampling and Analysis: The contractor must prepare and maintain, over the life of the contract, records which include the following:

3.2.6.1 Sampling and analysis of glycol-contaminated water before the start of every de-icing operation.

3.2.6.2 Swab tests of the flight line surface immediately after every de-icing operation.

3.2.6.3 Sampling and analysis, specifying date, time, air temperature, weather conditions and analytical results. This record must be made available to the Wing Environment Officer on demand.

3.2.7 Glycol analytical equipment must be approved by the Wing Environment Officer.

3.2.8 Spill Response: The contractor must ensure that every vehicle or equipment owned or operated in the performance of this work is equipped with sufficient spill containment equipment to contain all hazardous materials and liquids contained on the vehicle or equipment.

3.2.8.1 The contractor must ensure that every spill of glycol or other hazardous material, regardless of quantity, is immediately reported to the Wing Fire Department and Wing Duty Watch Officer. A list of emergency contacts will be provided by DND.

3.2.8.2 The contractor must perform cleanup of all spills. Every spill cleanup is considered completed when approved as complete by the Wing Environmental Officer.

3.2.8.3 The contractor must provide a spill response protocol to the Wing Environmental Officer, and ensure all personnel involved in the performance of the work are trained in the application of this spill response protocol. The contractor can be expected to provide to the Wing Environmental Officer, on request, documentary evidence in the form of statements signed by personnel of such training.

3.2.8.4 In the event that the Contractor requires 8 Wing/CFB Trenton assistance in the cleanup or containment of a spill, the Contractor must compensate DND for all costs incurred.

3.2.9 Health and Safety

3.2.9.1 The contractor must have a site specific company health and safety plan in force for the entire period of the contract.

3.2.9.2 The contractor's personnel must be WHMIS trained, current for the basic standard of First Aid, and trained as to safety and labour code standards. Proof of training must be provided to DND on request.

### 3.3 Constraints

3.3.1 Environmental Controls: The contractor must adhere to Reference 2.2; the acceptable glycol release concentration guideline is a maximum of 100 ppm.

3.3.2 Equipment Mobilization and Siting: The contractor must liaise with the TA for all contractor provided equipment that will be stored on-site WRT location and size so as to ensure that it meets

---

with DND infrastructure siting and fire code requirements. No equipment is to be mobilized until approved and 8 Wing requirements have been met.

3.3.3 The contractor can expect to have no indoor or heated storage provided by DND.

3.3.4 Motorized Vehicle and Equipment Technical Requirements:

3.3.4.1 Glycol Recovery Vehicles (GRV): The GRV equipment must be specifically designed to recover spent ADF and glycol-contaminate storm water. During frost removal operations the contractors' equipment must be outfitted with spray bars to facilitate the removal of ADF trapped within the surface of the asphalt or concrete. This requirement excludes the use of modified street cleaning equipment.

3.3.4.2 Vacuum truck: The vacuum truck must be specifically designed to vacuum and store liquids from asphalt and concrete surfaces in winter conditions.

3.3.4.3 Supervisor's truck: The supervisor vehicle must be properly equipped to operate on aerodrome surfaces in winter conditions.

3.3.4.4 Each contractor vehicle must be equipped with radios capable of communicating on airport frequencies. Furthermore, the contractor is required to ensure that this equipment is functioning properly at all times.

3.3.4.5 The contractor must ensure that all necessary individuals are properly trained to operate the VHF communication radios.

3.3.4.6 All vehicles and motorized equipment must be serviceable and must meet all provincial regulations with respect to vehicle licensing and markings. These standards must be upheld throughout the duration of the contract periods.

3.3.4.7 All vehicles designated for use solely on the aerodrome apron (i.e. deicing trucks) may be operated without the vehicle licensing markings described at 3.3.4.6 above.

3.3.4.8 DND reserves the right to inspect any and all contractor supplied vehicles to verify their serviceability in accordance with manufacturers and federal / provincial guidelines.

3.3.5 Personnel Security and Control: All personnel on site or proposed to be on site must meet the contractual security requirements.

3.3.5.1 The contractor must provide a list of all personnel to the TA, or a designated representative, prior to their arrival at 8 Wing.

3.3.5.2 The contractor must provide an updated list to the TA any time there has been a change from the previously provided list and must ensure that those personnel listed on the updated list have the required Security Clearances.

3.3.5.3 DND will issue all personnel an 8 Wing Trenton Secure Area Passes (SAP) prior to accessing the secure areas of the aerodrome. These passes are the property of DND and must be returned to DND at the end of each operational season (Sections 3.1.2 above) or at termination

of employment. It is the contractor's responsibility to ensure that these procedures are adhered to.

3.3.5.4 All personnel driving contractor supplied vehicles will be required to have a current Aerodrome DDC issued by DND. Arrangements for this requirement will be made, by the contractor as early as possible upon contract award, through the Technical Authority or the Chief DWO.

### 3.4 Supplemental Information

The only service available at the de-icing pad is electrical as follows:

Voltage avail: 120/208

Amperage: 60

Amerage available to each of the plugs at the designated parking spots: 15

Available voltage and amperage to each of the two cables that will be the feed line for a mobile crew facility (provided by the contractor if required): 120/208 @ 30 Amps

Water and sewer services are not available at the de-icing pad. DND will not provide any washroom facilities. Portable toilets may be brought in and situated and secured near the Contractor's crew facilities. The supply and maintenance (pumping out) of the portable toilets, are the responsibility of the Contractor.

A dedicated VHF frequency is available from DND in order for the Contractor to communicate with Air Traffic Control to access the de-icing pad after an aircraft has been de-iced.

At end of each de-icing season it is the Contractor's responsibility to remove all vehicles, tanks, pumps, hoses and ancillary equipment from the de-icing pad. The crew facilities may remain during the summer at the discretion of the Technical Authority.

Fuel is provided by DND on a cost recovery basis for the Contractor's reclamation equipment. Due to fluctuations in fuel pricing a defined per litre cost cannot be provided prior to contract award.

The storage area for de-icing and anti-icing fluids as well as waste fluid is approximately 400ft from the de-icing pad.

There will be no indoor space provided to the Contractor for the purpose of executing maintenance on their reclamation vehicles.

DND is responsible for all snow removal on the de-icing pad.

DND does not pay to recover Type IV fluid.

### 4.0 DELIVERABLES

NO	DELIVERABLES	DELIVERY DATE	QUANTITY & FORMAT	DELIVERY ADDRESS
4.1	The contractor must maintain Sampling and Analysis Records as detailed under Section 3.2.6.	ON REQUEST	3 HARD/ 1 SOFT COPY	Attn: Current Ops-Infra 8 Wg CFB Trenton Bldg 50, Room 134

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				<b>54 North Star Dr. Astra, On K0K3W0</b>
4.2	The contractor must provide statements signed by project personnel evidencing spill response training (3.2.8.3).	<b>ON REQUEST</b>	<b>3 HARD COPIES</b>	<b>Attn: A5 Plans 5 8 Wg CFB Trenton Bldg 50, Room 134 54 North Star Dr. Astra, On K0K3W0</b>
4.3	The Project Management Plan that was submitted with the bid must be updated annually and submitted to the TA in both hard and electronic copy.	<b>by Sept 15th each year of the contract</b>	<b>3 HARD/ 1 SOFT COPY</b>	<b>Attn: Current Ops-Infra 8 Wg CFB Trenton Bldg 50, Room 134 54 North Star Dr. Astra, On K0K3W0</b>
4.4	The Project Master Schedule that was submitted with the bid must be updated and submitted to the TA in both hard and electronic copy.	<b>Sept 15th each year of the contract</b>	<b>3 HARD/ 1 SOFT COPY</b>	<b>Attn: Current Ops-Infra 8 Wg CFB Trenton Bldg 50, Room 134 54 North Star Dr. Astra, On K0K3W0</b>
4.5	The Risk Management Plan that was submitted with the bid must be updated and submitted to the TA in both hard and electronic copy.	<b>Sept 15th each year of the contract</b>	<b>3 HARD/ 1 SOFT COPY</b>	<b>Attn: Current Ops-Infra 8 Wg CFB Trenton Bldg 50, Room 134 54 North Star Dr. Astra, On K0K3W0</b>

**ANNEX "B"**

**BASIS OF PAYMENT**

*All information in italics will be removed from any resultant contract.*

All pricing is firm in Canadian Currency FOB destination, applicable taxes excluded.

<b>Table 1: Standby Pricing (Task Authorization)</b>				
Call-out Periods for each year of the contract are as follows:				
October 1 to October 14 April 16 to April 30				
The Contractor will receive a DND 626 Task Authorization Form as authorization to perform this work "as and when required". During these periods, sufficient equipment and personnel must be available to perform the work within two hours of being called. Each call-out during this period includes travelling to the work site and 2 hours of glycol recovery, recycling and disposal services. The additional hourly rate includes all personnel and equipment required in the recovery, recycling and disposal of fluids and will only be used in the event a call-out exceeds 2 hours of reclamation services. These call-out and hourly rates will only be chargeable during the Standby Periods listed herein.				
<b>#</b>	<b>Standby Work</b>	<b>Firm All-inclusive Price per Call-Out</b>	<b>#</b>	<b>Firm Additional Hourly Rate for Reclamation of Fluids</b>
1.1	<b>Standby Period 1 during Contract:</b> October 1, 2016 to October 14, 2016 April 16, 2017 to April 30, 2017	<i>To be filled in by the Contracting Authority</i>	1.6	<i>To be filled in by the Contracting Authority</i>
1.2	<b>Standby Period 2 during Contract:</b> October 1, 2017 to October 14, 2017 April 16, 2018 to April 30, 2018	<i>To be filled in by the Contracting Authority</i>	1.7	<i>To be filled in by the Contracting Authority</i>
1.3	<b>Standby Period 3 during Contract:</b> October 1, 2018 to October 14, 2018 April 16, 2019 to April 30, 2019	<i>To be filled in by the Contracting Authority</i>	1.8	<i>To be filled in by the Contracting Authority</i>
1.4	<b>Standby Period during Option 1 Year 4:</b> October 1, 2019 to October 14, 2019 April 16, 2020 to April 30, 2020	<i>To be filled in by the Contracting Authority</i>	1.9	<i>To be filled in by the Contracting Authority</i>
1.5	<b>Standby Period during Option 2 Year 5:</b> October 1, 2020 to October 14, 2020 April 16, 2021 to April 30, 2021	<i>To be filled in by the Contracting Authority</i>	1.10	<i>To be filled in by the Contracting Authority</i>

**Table 2: Firm Monthly All-Inclusive Price for Provision of Services (excluding the firm unit price per sprayed litre for reclamation)**

To provide the services detailed in Annex A, Statement of Work, excluding the firm unit price per sprayed litre for reclamation, during the operational period of October 15 to April 15.

#	Operational Periods	Firm All-Inclusive Price Per Month
2.1	<b>Operational Period 1 in Year 1:</b> October 15, 2016 to April 15, 2017	<i>To be filled in by the Contracting Authority</i>
2.2	<b>Operational Period 2 in Year 2:</b> October 15, 2017 to April 15, 2018	<i>To be filled in by the Contracting Authority</i>
2.3	<b>Operational Period 3 in Year 3:</b> October 15, 2018 to April 15, 2019	<i>To be filled in by the Contracting Authority</i>
2.4	<b>Option 1 Year 4:</b> October 15, 2019 to April 15, 2020	<i>To be filled in by the Contracting Authority</i>
2.5	<b>Option 2 Year 5:</b> October 15, 2020 to April 15, 2021	<i>To be filled in by the Contracting Authority</i>

**Table 3: Firm Unit Price Per Sprayed Litre of Type I (De-icing) Fluid for Reclamation**

#	Period of Contract	Firm Unit Price Per Litre
3.1	<b>Contract Period 1:</b> October 1, 2016 to April 30, 2017	<i>To be filled in by the Contracting Authority</i>
3.2	<b>Contract Period 2:</b> October 1, 2017 to April 30, 2018	<i>To be filled in by the Contracting Authority</i>
3.3	<b>Contract Period 3:</b> October 1, 2018 to April 30, 2019	<i>To be filled in by the Contracting Authority</i>
3.4	<b>Option 1 Year 4:</b> October 1, 2019 to April 30, 2020	<i>To be filled in by the Contracting Authority</i>
3.5	<b>Option 2 Year 5:</b> October 1, 2020 to April 30, 2021	<i>To be filled in by the Contracting Authority</i>

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

**See attached**

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## **ANNEX "D" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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**ANNEX "E" to PART 5 OF THE BID SOLICITATION**

**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 any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – 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 permanent full-time and/or permanent part-time employees.

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 ESDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-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 ESDC-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)

## **ANNEX "F"**

### **INSURANCE REQUIREMENTS**

#### **1.0 Aviation Liability Insurance**

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
  - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
  - g. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
  - i. Permission to Transport Hazardous Goods. The Insured must also obtain all the applicable provincial or federal permission to transport hazardous material in addition to this endorsement.

#### **2.0 Automobile Liability Insurance**

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

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### 3.0 Environmental Impairment Liability Insurance

1. The Contractor must obtain Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The Contractors Pollution Liability insurance 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

### 4.0 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

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- 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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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**ANNEX "G"**

**DND 626 TASK AUTHORIZATION FORM**

**See attached**

**ANNEX "H"**

**DATA ITEM DESCRIPTION (DID) PM-001 - PROJECT MANAGEMENT PLAN**

<b>1. TITLE - TITRE</b> Project Management Plan (PMP)	<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b> DID PM-001	
<b>3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET</b> <b>3.1.</b> The PMP provides an overview of the different project processes and how they fit together to form a totally integrated management system for the project. The Contractor uses the PMP, including or supplemented by subordinate plans, to provide direction and guidance to the Contractor's management team responsible for conduct of the work. The Crown uses the PMP to: <ul style="list-style-type: none"> <li>a. Gain visibility into the Contractor's planning;</li> <li>b. Understand and evaluate the Contractor's approach to managing the project; and</li> <li>c. Provide input into the Crown's planning.</li> </ul> <b>3.2.</b> The PMP is the primary plan for the Contract. All other plans related to the Contract fit beneath the umbrella of the PMP.		
<b>4. APPROVAL DATE - DATE D'APPROBATION</b> 4 weeks	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> PM XXXX	<b>6. GIDEP APPLICATION - PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENTES</b> N/A
<b>7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE</b> Annex X		
<b>8. ORIGINATOR - AUTEUR</b> PWGSC Contract Authority	<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b> N/A	

## 10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES

### 10.1. Generic Format and Content

The PMP shall be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans shall be submitted in printed form on plain white bond paper and on CD-ROM in Microsoft Office 2000 (Word, Excel, etc).

### 10.2. Specific Content

#### 10.2.1. General

- 10.2.1.1. The PMP shall be a stand-alone document that provides sufficient information to allow the reader to understand how the project will be managed without referring to other documents. It is not acceptable to simply reference a document, procedure or standard without providing an overview of the material referenced.
- 10.2.1.2. The PMP shall be the master planning document, integrating, summarising and referencing other project plans and schedules required in this DID and elsewhere in the Contract.
- 10.2.1.3. The following paragraphs outline the framework of the PMP. This framework should not limit the Contractor in developing the PMP, which must reflect the way in which the Contractor wishes to manage the project during the Contract.
- 10.2.1.4. The PMP need not be developed as one document. It may be divided into volumes, sections and/or sub plans provided that the head document links all sub documents together as a cohesive whole.

#### 10.2.2. Project Objectives

- 10.2.2.1. The PMP shall describe the objectives related to success of the project overall, with particular emphasis on the Contract. Project objectives may be related to capability, cost, schedule, Industrial Benefits, environment, security, safety, law, and other outcomes as appropriate.

#### 10.2.3. Not Used

#### 10.2.4. Project Scope

- 10.2.4.1. The PMP shall clearly identify:
  - a. The scope of work undertaken for this project, including the scope undertaken by the Contractor and Subcontractors; and
  - b. Areas that are not within scope, if there is a possibility of the reader misinterpreting the scope (interfaces with other projects or systems are typical areas that may be misinterpreted);
  - c. Any assumptions made by the contractor that are relevant to its plans for meeting the contractual requirements

#### 10.2.5. Project Organization

- 10.2.5.1. The PMP shall describe the organizational structure responsible for managing and performing the scope of work under the contract. Content shall include:
  - a. The Contractor's company organization structure;
  - b. The Contractor's project management organization;
  - c. What elements and/or resources are already in place and what is additionally required for this contract
  - d. The Contractor's contractual relationship with Subcontractors for the purpose of the project;
  - e. Each Subcontractor's organizational and project structure to the extent applicable to the project;
  - f. The identification of Key Staff Positions within the Contractor's and Subcontractor's organizations (*Typically Project Manager, Sub-Contractor Mgr, Contract, Financial Mgr*);

- g. The definition of the person/position specifications, or responsibilities and authorities for each Position within the project team organization and the skill sets needed to fill that position; and
- h. the identification of relevant background skills and experience of each Position.
- i. Not Used

10.2.5.2. Not Used

10.2.5.3. Not Used

**10.2.6. Contract Master Schedule**

10.2.6.1. The PMP shall contain integrate and reference the Contract Master Schedule (CMS) prepared as described in DID PM - 002.

10.2.6.2. Not Used

**10.2.7. Business Resource Planning**

10.2.7.1. The PMP shall demonstrate that company resources are available to meet the current and future obligations of this Contract. In particular addressing:

- a. Obligations in regard to current and future project/work;
- b. Use of resources such as:
  - (1) Human Capital in relation to current and envisaged Projects
  - (2) Financial Resources
  - (3) Physical Resources
  - (4) Not Used
  - (5) Other organizational Resources
  - (6) Subcontractor Relationships and other supply arrangements;
- c. Details of the company's capabilities to satisfactorily discharge its responsibilities under the Contract in relation to the above;
- d. Arrangements for reprioritizing resources across the company's span of commitment.

**10.2.8. Project Planning and Control**

10.2.8.1. This section of the PMP must contain an overview of the processes used by the Contractor to ensure the integration of services, equipment, material supply and schedule planning and control for the management of the project.

10.2.8.2. The PMP shall identify the tools to be used in support of project management, and shall describe the planned purpose and method of usage of each tool. Example of tools that may be addressed are management information systems, scheduling tools and decision analysis tools.

**10.2.9. Project Risk Management**

10.2.9.1. This section of the PMP shall contain an overview of the Risk Management processes, tools and Risk Register to be used by the Contractor. It shall integrate and reference the Risk Management Plan prepared as described in DID PM - 003.

**10.2.10. Subcontract Management**

10.2.10.1. The Contractor shall identify the subcontractors involved in major activities and tasks. This section shall describe the Contractor's approach to sub-contract management including:

- a. Sub-contractors along with description of relationship and responsibilities;;
- b. Flow down provisions;
- c. Policies and procedures applicable to changes, termination and management of contractual agreements;

d. Access to subcontractor's work and data;

e. Safety and security;

**10.2.11. Security Management**

10.2.11.1. The PMP shall include an overview of the processes implemented by the Contractor to satisfy security requirements and shall refer to any separate Security Management Plan if such a plan exists.

**10.2.12. Project Communications Management**

10.2.12.1. The PMP shall define the processes and information flows associated with project communications, both within the Contractor's organization and between the team and other stakeholders.

**10.2.13. Meetings**

10.2.13.1. The requirements for Project Management meetings, service scheduling, and close-out at the end of each service period throughout the conduct of the project shall be outlined in the PMP. Meeting agendas and minutes for meetings, reviews and conferences, as and when required, shall be prepared and submitted to the TA

**10.2.14. Human Resources**

10.2.14.1. The PMP shall contain the Contractor's staffing strategy, including the Contractor's approach to recruiting and retaining staff.

**10.2.15. Crown Resources**

10.2.15.1. The PMP shall describe the Contractor's expectations with respect to Crown resources (space for vehicles, storage, services) to enable the Contractor to meet its obligations under the Contract, including an indication of types, quantities and time scales, and where these requirements will be detailed.

10.2.15.2. The PMP shall detail arrangements for the collocation of any project personnel at the Contractor's premises, as required by the Contract.

**10.2.16. Government Furnished Resources**

10.2.16.1. The PMP shall describe the Contractor's arrangements for the receipt, custody, storage, care, maintenance and use of any Government Furnished Resources (GFR) provided to the Contractor under the Contract

**ANNEX "I"**

**DATA ITEM DESCRIPTION (DID) PM-002 - PROJECT MASTER SCHEDULE**

<b>1. TITLE - TITRE</b> Project Master Schedule	<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b> DID PM-002	
<b>3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET</b> 3.1 The Project Master Schedule shall reflect the time-phased sequence of the Contractor Work Breakdown Structure-based activities, events and milestones for the Contractor's work on the Project. All tasks and deliverables identified in the SOW must be included. The Project Master Schedule will be used to depict the schedule status of the overall project. A draft Master Schedule must be provided with the Proposal's Technical Volume		
<b>4. APPROVAL DATE - DATE D'APPROBATION</b> 4 weeks after contract award	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> TA	<b>6. GIDEP APPLICATION - PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENTES</b> N/A
<b>7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE</b> Annex X		
<b>8. ORIGINATOR - AUTEUR</b> PWGSC Contract Authority	<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b> N/A	
<b>10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b> 10.1. The contractor shall prepare the Project Master Schedule using proven commercial scheduling practices. 10.2. The Master Schedule shall be prepared in the Contractor's format (it is preferable that the electronic submission be in Microsoft Project). It shall consist as a minimum of the following sections: a. Title Page; b. Table of Contents; c. Document Control Log; d. Revision Record; e. Subject Matter; f. Notes; and g. Appendices. 10.2.1. Title Page. The Title page shall contain the following information: a. Title: Project Master Schedule; b. Contract No:		

- c. CDRL No: PM-002;
  - d. Prepared For: Canadian Department of National Defence, XXXX Project Management Office
  - e. Prepared By: Contractor's name and address;
  - f. Approved by: DND XXXX Project approval signature(s) and date; and
  - g. Authenticated By: Contractor approval signature(s) and date.
- 10.2.2. Table of Contents. The Table of Contents should list the title and page number of each titled paragraph and subparagraph, figure, table and appendix.
- 10.2.3. Document Control Log. The Document Control Log should contain three columns: Revision, Date and reason for the change.
- 10.2.4. Revision Record. The Revision Record should contain a listing of pages and their revision status.
- 10.2.5. Plan Subject Matter. Plan text that addresses the material that is to be included in the document.
- 10.2.6. Notes. This section shall contain any general information that aids in the understanding of the document (eg. background information, glossary). This section should include an alphabetical listing of all acronyms, abbreviations and their meanings as used in the plan. This listing shall be included with the final plan.
- 10.3. The Project Master Schedule shall include the Contractor's major and significant events, deliverables, milestones and summary activities.
- 10.4. The requirements of the Project Master Schedule are as follows:
- a. A summary level time scaled bar chart showing the Contactor's Work Breakdown Structure (CWBS) elements/codes and work activities along the vertical axis and the time scale in months along the horizontal axis.
  - b. A critical path schedule showing the keyTasks/activities to be scheduled and shall include (but not be limited to) the Level 3 and should include Level 4 activities from the CWBS;
  - c. All tasks and deliverables must be included from contract award until contract completion;
  - d. A baseline schedule bar should be retained for each work activity, event and milestone along with the start/finish dates and total duration, for comparison to a current schedule;
  - e. A current schedule bar should be shown for each work activity, event and milestone along with the start/finish dates and total duration;
  - f. A separate schedule shall clearly identify the critical path; and
  - g. Appropriate titles and legends should define all symbols used on the Project Master Schedule.
- 10.5. A monthly progress update submission shall be in the form of a re-issuance of the complete Project Master Schedule.
- 10.6. The Project Master Schedule status reporting requirements shall be as follows:
- a. The "as of date" shall be indicated by a line extending from the appropriate point of the time scale and clearly labelled in the legend; and
  - b. Progress indications and planned or actual schedule slippage/accelerations of the current schedule shall be clearly shown in relation to the baseline schedule.

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10.7. The Project Master Schedule should be prepared and delivered in electronic format if prepared in MS Project or on plotter paper if prepared in another software package.

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**ANNEX "J"**

**DATA ITEM DESCRIPTION (DID) PM-003 - RISK MANAGEMENT PLAN**

<b>1. TITLE - TITRE</b> Risk Management Plan	<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b> DID PM-003	
<b>3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET</b> 3.1 The Risk Management Plan (RMP) shall list and thoroughly explain the areas of risk associated with all aspects of the Project. It shall identify, analyse and evaluate medium and high-risk items. The RMP shall predict potential problem areas and describe the procedures and assigned responsibilities for problem resolution. A draft RMP shall be provided in the Bidder's Technical Volume		
<b>4. APPROVAL DATE - DATE D'APPROBATION</b> 2 weeks	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> PM XXXX	<b>6. GIDEP APPLICATION - PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENTES</b> N/A
<b>7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE</b> All Annexes		
<b>8. ORIGINATOR - AUTEUR</b> PWGSC Contract Authority	<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b> N/A	
<b>10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b> 10.1. The RMP shall be prepared in the Contractor's format  10.2. It shall consist as a minimum of the following sections: a. Title Page; b. Table of Contents; c. Document Control Log; d. Revision Record; e. Subject Matter; f. Notes; and g. Appendices. 10.2.1. Title Page. The Title page shall contain the following information: a. Title: Risk Management Plan; b. Contract No: XXXX; c. CDRL No: PM-XXX;		

- d. Prepared For: Canadian Department of National Defence, XXXX Project Management Office
  - e. Prepared By: Contractor's name and address;
  - f. Approved by: DND XXXX Project approval signature(s) and date; and
  - g. Authenticated By: Contractor approval signature(s) and date.
- 10.2.2. Table of Contents. The Table of Contents should list the title and page number of each titled paragraph and subparagraph, figure, table and appendix.
- 10.2.3. Document Control Log. The Document Control Log should contain three columns: Revision, Date and reason for the change.
- 10.2.4. Revision Record. The Revision Record should contain a listing of pages and their revision status.
- 10.2.5. Plan Subject Matter. Plan text that addresses the material that is to be included in the document.
- 10.2.6. Notes. This section shall contain any general information that aids in the understanding of the document (eg. background information, glossary). This section should include an alphabetical listing of all acronyms, abbreviations and their meanings as used in the plan. This listing shall be included with the final plan.
- 10.3. The Risk Management Plan shall contain the following sections:
- a. Introduction, Purpose and Scope;
  - b. Concept for Management of Risk;
  - c. Risk Identification;
  - d. Risk Analysis;
  - e. Risk Items, Risk Mitigation Strategies, Contingency Plans;
  - f. The Risk Register; and
  - g. Risk Tracking and Reporting Procedures.
- 10.4. The Contractor shall develop and implement a Risk Management Plan that:
- a. identifies and analyses all risk areas other than those that are LOW risk;
  - b. defines each risk in terms of the Probability of it occurring in comparison to its Impact on the Project in terms of Cost, Schedule and Performance;
  - c. outlines mitigation strategies;
  - d. details contingency plans with timelines in the event that the intended risk mitigation strategies are unsuccessful. The necessary action(s) that would 'trigger' the contingency plan(s) and the roles and responsibilities of the Contractor and the Crown shall be identified;
  - e. monitors risk areas for significant trends that would indicate an increase or decrease in a risk area;
  - f. defines a continuous risk management process whereby risks are tracked throughout the Project. The continuous risk management process shall include: assigning the management of specific risks to specific individuals, meetings **between the Contractor**

and the Crown to track, review and update risk items including the implementation of contingency plans, the development and maintenance of a Risk Register, including the prioritisation of risks and the process which will be used to prioritise risks; and

- g. includes a Risk Register that, as a minimum: summarises the risks, assigns responsibility for the management of each risk, identifies risk mitigation strategies and outlines contingency plans for each risk as discussed above in sub paras a-d. The Risk Register shall be capable of being updated throughout the life of the Project.

- 10.5. After each Risk Management meeting requested by the TA, the Contractor shall prepare minutes and include an updated copy of the Risk Register.
- 10.6. The draft plan should be submitted in typewritten form on plain white bond paper. The final plan shall be submitted in typewritten form on plain white bond paper and on CD-ROM in Microsoft Office Suite 2000(Word, Excel, etc).
- 10.7. CD-ROM's shall be labelled with the following minimum information::
  - a. The project name: XXXX Project;
  - b. The Contract Number; XXXX
  - c. The Subject Matter: Risk Management Plan; and
  - d. The date of delivery

**ANNEX "K"**

**TECHNICAL EVALUATION CRITERIA**

#	Mandatory Criteria
1	The Bidder must demonstrate how they meet the Minimum Reclamation Equipment stipulations under point 3.2.5 of the Statement of Work (SOW), Annex A. In particular, the Bidder must demonstrate that at bid closing it either owns the equipment identified or has an executed agreement, a copy of which must be provided with the bid. A detailed equipment list must be provided. The Bidder must demonstrate how they will provide vehicles that are specifically designed to carry out the Work.
2	The Bidder must demonstrate how they will meet the backup provision at (3.2.5.1 & 3.2.5.2 of the SOW), Annex A)
3	The Bidder must meet the minimum technical requirement under 3.3.4.1 of the SOW, Annex A and must provide a detailed list of these vehicles. The Bidder must provide aircraft glycol recovery vehicles that are specifically designed to recover spent ADF and glycol contaminated storm water. During frost removal operations the contractors' equipment shall be outfitted with spray bars to facilitate the removal of ADF trapped within the surface of the asphalt or concrete. This requirement excludes the use of modified street cleaning equipment.
4	<p>Bidders must demonstrate corporate experience providing aircraft de-icing glycol fluid recovery service at a minimum of one (1) airport meeting the classification requirements for a National Airports System (NAS) or non-NAS Regional airport as defined in the Canadian National Airports Policy (<a href="http://www.tc.gc.ca/eng/programs/airports-policy-regulation-305.htm">www.tc.gc.ca/eng/programs/airports-policy-regulation-305.htm</a>) with *similar climatic conditions.</p> <p>*Similar climatic conditions are defined as the same amount or more annual snowfall and the same or a lower average temperature than the average winter temperature at CFB Trenton in accordance with the national environmental service.</p> <p>Corporate experience: These services must have been performed for a minimum of three (3) seasons in the past five (5) years, of which two (2) of those seasons must be within the last three (3) years. Corporate experience must be demonstrated by providing: a) a detailed description of project services provided; b) the date (start and end dates) of services provided; c) client name, telephone # and location; d) contract value.</p>
5	Bidder must provide a spill response protocol as described in article 3.2.8.3 of the SOW. Bidders must provide a plan to train all of their proposed on-site personnel prior to commencement of work at CFB Trenton.
6	<p><b>PROJECT MANAGEMENT PLAN (PMP)</b></p> <p>The Bidder must provide a draft PMP with their Technical Proposal meeting all requirements of the Data Item Description (DID) PM-001 "Project Management Plan" at Annex H.</p> <p>The PMP will be used to confirm the Bidder's understanding of the Work requirements, their corporate and personnel capabilities to undertake and manage the Work and to demonstrate to DND that all requirements of the SOW have been addressed and planned for in their proposal.</p> <p>The Bidder must base their Project Management Plan on an award date of no earlier than August 31, 2016 (anticipated).</p>
7	<p><b>PROJECT MASTER SCHEDULE (PMS)</b></p> <p>The Bidder must provide a draft PMS with their Technical Proposal meeting all the requirements of DID PM-002 "Project master Schedule" at Annex I.</p>

	<p>The MPS will be used in conjunction with the PMP (PM 001) to demonstrate that the Bidder has developed a logically sequenced and comprehensive implementation plan to meet all requirements of the SOW from contract award until contract completion. The PMS will be assessed during the evaluation for completeness (addresses all aspects of the SOW), achievability (the timelines for achievement are realistic and will meet the contractual timeframes specified in the SOW) and for clear identification and recognition of the time required for all approvals and interfaces with DND personnel.</p> <p>The Bidder must base their Project Master Schedule on an award date of no earlier than August 31, 2016 (anticipated).</p>
<p>8</p>	<p><b>RISK MANAGEMENT PLAN (RMP)</b></p> <p>The Bidder must provide a draft RMP with their Technical Proposal meeting all requirements of DID PM-003 "Risk Management Plan" at Annex J.</p> <p>The RMP will be used in conjunction with the PMP (PM-001) to thoroughly explain the areas of risk associated with all aspects of the Project. It must identify, analyse and evaluate the medium and high-risk items. The RMP must predict potential problem areas and describe the procedures and assigned responsibilities for problem resolution. A draft RMP must be provided in the Bidder's Technical Volume.</p> <p>The Bidder must base their Risk Management Plan on an award date of no earlier than August 31, 2016 (anticipated).</p>
<p>9</p>	<p><b>RESUMES OF PROPOSED PERSONNEL</b></p> <p>The Bidder must provide resumes of all personnel dedicated to performing the tasks detailed in the SOW, directly relating to the reclamation of aircraft de-icing glycol fluids. Project Personnel must have a minimum of one (1) year experience within the past two (2) years directly relating to the reclamation of aircraft de-icing glycol fluids at an airport which had *similar climatic conditions as CFB Trenton.</p> <p>The resumes must clearly demonstrate details of the proposed Project Personnel and experience directly relating to the reclamation of aircraft de-icing glycol fluids. Resumes must include specific details on which airport the services were performed, who the services were performed for, when the required qualifications and experience were obtained. If insufficient experienced personnel are identified to carry out the work proposed by the bidder, the bid will be deemed non-compliant.</p> <p>*Similar climatic conditions are defined as the same or greater amount of annual snowfall and the same or lower average temperature than the average winter temperature at CFB Trenton in accordance with the national environmental service.</p>

**ANNEX "L"**

**PRICING TABLES FOR EVALUATION PURPOSES**

The firm unit price per sprayed litre for reclamation services will be paid on the basis of per litre of Type I (de-icing) fluid applied. The application data will be verified by the Department of National Defence and will be provided to the Contractor for billing purposes. All pricing is in Canadian Currency FOB destination, applicable taxes excluded.

The estimated quantities given below are for evaluation purposes only.

<b>Table 1: Standby Pricing</b>				
Call-out Periods for each year of the contract are as follows:				
October 1 to October 14 April 16 to April 30				
The Contractor will receive a DND 626 Task Authorization Form as authorization to perform this work "as and when required". During these periods, sufficient equipment and personnel must be available to perform the work within two hours of being called. Each call-out during this period includes travelling to the work site and 2 hours of glycol recovery, recycling and disposal services. The additional hourly rate includes all personnel and equipment required in the recovery, recycling and disposal of fluids and will only be used in the event a call-out exceeds 2 hours of reclamation services. These call-out and hourly rates will only be chargeable during the Standby Periods listed herein.				
<b>#</b>	<b>Standby Work</b>	<b>Estimated Number of Call Outs Per Period</b>	<b>Firm All-Inclusive Price Per Call-Out</b>	<b>Extended Price</b>
1.1	<b>Standby Period 1 during Contract:</b> October 1, 2016 to October 14, 2016 April 16, 2017 to April 30, 2017	2		
1.2	<b>Standby Period 2 during Contract:</b> October 1, 2017 to October 14, 2017 April 16, 2018 to April 30, 2018	2		
1.3	<b>Standby Period 3 during Contract:</b> October 1, 2018 to October 14, 2018 April 16, 2019 to April 30, 2019	2		
1.4	<b>Standby Period during Option 1 Year 4:</b> October 1, 2019 to October 14, 2019 April 16, 2020 to April 30, 2020	2		
1.5	<b>Standby Period during Option 2 Year 5:</b> October 1, 2020 to October 14, 2020 April 16, 2021 to April 30, 2021	2		

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#	Standby Work	Estimated Number of Hours Per Period	Firm Additional Hourly Rate for Reclamation of Fluids	Extended Price
1.6	<b>Standby Period 1 during Contract:</b> October 1, 2016 to October 14, 2016 April 16, 2017 to April 30, 2017	1		
1.7	<b>Standby Period 2 during Contract:</b> October 1, 2017 to October 14, 2017 April 16, 2018 to April 30, 2018	1		
1.8	<b>Standby Period 3 during Contract:</b> October 1, 2018 to October 14, 2018 April 16, 2019 to April 30, 2019	1		
1.9	<b>Standby Period during Option 1 Year 4:</b> October 1, 2019 to October 14, 2019 April 16, 2020 to April 30, 2020	1		
1.10	<b>Standby Period during Option 2 Year 5:</b> October 1, 2020 to October 14, 2020 April 16, 2021 to April 30, 2021	1		
<b>Total of Table 1:</b>				

<b>Table 2: Firm Monthly All-Inclusive Price for Provision of Services (excluding the firm unit price per sprayed litre for reclamation)</b>				
To provide the services detailed in Annex A, Statement of Work, excluding the firm unit price per sprayed litre for reclamation, during the operational period of October 15 to April 15.				
#	Operational Periods	Number of Months of Work Per Period	Firm All-Inclusive Price Per Month	Extended Price
2.1	<b>Operational Period 1 in Year 1:</b> October 15, 2016 to April 15, 2017	6		
2.2	<b>Operational Period 2 in Year 2:</b> October 15, 2017 to April 15, 2018	6		
2.3	<b>Operational Period 3 in Year 3:</b> October 15, 2018 to April 15, 2019	6		
2.4	<b>Option 1 Year 4:</b> October 15, 2019 to April 15, 2020	6		
2.5	<b>Option 2 Year 5:</b> October 15, 2020 to April 15, 2021	6		
<b>Total of Table 2:</b>				

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<b>Table 3: Firm Unit Price Per Sprayed Litre of Type I (De-icing) Fluid for Reclamation</b>				
<b>#</b>	<b>Period of Contract</b>	<b>Estimated Number of Litres of Type I (De-icing) Fluid Per Period of Contract</b>	<b>Firm Unit Price Per Litre</b>	<b>Extended Price</b>
3.1	<b>Contract Period 1:</b> October 1, 2016 to April 30, 2017	80,000		
3.2	<b>Contract Period 2:</b> October 1, 2017 to April 30, 2018	80,000		
3.3	<b>Contract Period 3:</b> October 1, 2018 to April 30, 2019	80,000		
3.4	<b>Option 1 Year 4:</b> October 1, 2019 to April 30, 2020	80,000		
3.5	<b>Option 2 Year 5:</b> October 1, 2020 to April 30, 2021	80,000		
			<b>Total of Table 3:</b>	

**EVALUATED PRICE (SUM OF EXTENDED PRICE OF ALL TABLES): \$ \_\_\_\_\_**



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DND		AIR FORCE
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		
GLYCOL RECLAMATION SERVICES FOR RCAF AIRCRAFT AT 8 WING TRENTON ASTRA, ONTARIO		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / A ne pas diffuser <input type="checkbox"/>		
Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

BS/SCT 350 103(2004/12)

Security Classification / Classification de sécurité

Canada



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC Information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity  
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC Information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments / Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  
11. b) Will the supplier be required to safeguard COMSEC Information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui  
 No / Non  Yes / Oui



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

For users completing the form manually use the summary chart below to indicate the category(les) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

WB125-15-4058

Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13 Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres mouées) <b>MATTHEW EVANS</b>		Title - Titre <b>CAPT</b>	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone <b>613-392-2811 x 7893</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>MATTHEW.EVANS@FORCES.GC.CA</b>	Date <b>04 May 2015</b>

**14 Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres mouées) <b>Dawn Murray</b>		Title - Titre <b>SSSO - Industrial Security SRC' Team Lead</b>	Signature <i>[Signature]</i>
Tel: <b>613-996-0274</b>		E-mail: <b>dawn.murray@forces.gc.ca</b>	

15 Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  
 No / Non  Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres mouées) <b>HERB CHOQUETTE</b>		Title - Titre <b>TEAM LEADER - ACQUISITIONS</b>	Signature
Telephone No. - N° de téléphone <b>613-536-4874</b>	Facsimile No. - N° de télécopieur <b>613-545-8067</b>	E-mail address - Adresse courriel <b>Herb.Choquette@pwgsc-tpsgc.gc.ca</b>	Date

**17 Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres mouées)		Title - Titre	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date <b>Jun. 6, 2016</b>

Maria Mendoza  
 Contract Security Officer, Contract Security Division  
 Maria.Mendoza@tpsgc-pwgsc.gc.ca  
 Tel/Tél - 613-948-1618 / Fax/Téloc - 613-954-4171

## TASK AUTHORIZATION AUTORISATION DES TÂCHES

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date <span style="margin-left: 150px;">for the Department of National Defence</span> pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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

### Nota :

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