



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

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

Title - Sujet Grounds Maintenance	
Solicitation No. - N° de l'invitation W0125-15K029/A	Date 2016-07-21
Client Reference No. - N° de référence du client W0125-15-K029	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-560-6957	
File No. - N° de dossier KIN-6-46039 (560)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-08-31	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Bellmore, Heather	Buyer Id - Id de l'acheteur kin560
Telephone No. - N° de téléphone (613) 545-8208 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE WCE Contracts STN FORCES P.O.BOX 1000 ASTRA Ontario K0K3W0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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Solicitation No. - N° de l'invitation

W0125-15K029/A

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

W0125-15-K029

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-6-46039

Buyer ID - Id de l'acheteur

KIN560

CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 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 6 - 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 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](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 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

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.

1.4 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (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: 90 days

2.1.1 SACC Manual Clauses

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 15 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held on August 09, 2016 at **RP Op's Det. Trenton (formerly Wing Construction Engineering) CFB Trenton, 14 Alert Blvd., Astra, Ontario** (Note: At this time, the building still has the "8 WCE – EGC" lettering on it). The site visit will begin at **10:00am**, in **Room #208**.

Site maps for Middleton Park, Mountain View Detachment, Belleville Armories, TX Site, Pt Petrie and RX Site Carrying Place and various other satellite locations for CFB Trenton will be provided at the Mandatory Site Visit. The site visit will cover CFB Trenton grounds only.

Bidders must communicate with the Contracting Authority no later than 5 days prior to the site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex “F” 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.

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

Bidders must submit documentation with their bid proving they meet the Mandatory Technical Criteria stated below. Failure to submit the documentation will render the bid non-responsible and no further consideration will be given.

4.1.1.1 Mandatory Technical Criteria

4.1.12 The Bidder's firm must possess a minimum of 3 years' experience, within the past 8 years, in providing grounds maintenance services similar to the Work described in Annex “A”, on areas totalling a minimum of 70 acres under a single or multiple contracts up to a maximum of 5 contracts. The Bidder must provide details regarding relevant experience and expertise of the firm in relation to this requirement. A year of experience is defined as providing grounds maintenance services from April to October.

To demonstrate this experience, the bidder must:

A) Provide a summary/description of current/previous work that has occurred, and project(s) covering a minimum of 70 acres of ground maintenance; and

B) Indicate when the work was carried out, the dollar value and client/customer contact information.

4.1.2 Financial Evaluation

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

4.1.2.1 Calculation of Evaluation of Price

The extended pricing for Pricing Basis A, B1, B2, C, D and E in Annex B is the product of the bidder's unit prices multiplied by the estimated usage for all pricing periods.

The Evaluated Price is the sum of the extended prices for Pricing Basis A, B1, B2, C, D and E in Annex B.

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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.

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 [Inteligibility 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.

5.2 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 provided 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) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by ISP) 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 the CISD/PWGSC.
3. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of the CISD/PWGSC.

4. The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List attached at Annex E.
- b) Industrial Security Manual (Latest Edition).

6.2 Statement of Work

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

6.3 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.

6.4 Task Authorization Process

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 "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex D.
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 48 hours 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.

6.5 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions.

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

6.6 Canada's Obligation – Portion of the Work – Task Authorizations

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

6.7. Periodic Usage Reports – Contracts with Task Authorizations

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

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

The data must be submitted to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

6.8 Task Authorization – Department of National Defence

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

6.9 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.

6.9.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.10 Term of Contract

6.10.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2019.

6.11 Authorities

6.11.1 Contracting Authority

The Contracting Authority for the Contract is:

Heather Bellmore
Team Leader
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 613-545-8208
Facsimile: 613-545-8067
E-mail address: heather.bellmore@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.

6.11.2 Project Authority – To be filled in at time of Contract award.

The Project Authority for the Contract is:

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

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

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

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.11.3 Contractor's Representative – To be filled in by Bidder.

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

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

6.12 Payment

6.12.1 Basis of Payment

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

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

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

6.12.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
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, 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.

6.12.3 Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.12.4 Electronic Payment of Invoices – Contract

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

- a. MasterCard Acquisition Card; and
- b. Direct Deposit (Domestic and International);

6.13 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the Task Authorization document and any other documents as specified in the Contract

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority and the Technical Authority identified under the section entitled "Authorities" of the Contract.

6.14 Certifications and Additional Information

6.14.1 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.

6.14.2 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.

6.15 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.16 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Task Authorization Form;
- (g) Annex E, Security Requirements Check List;
- (h) Annex F, Electronic Payment
- (i) the Contractor's bid dated _____

7. Insurance Specific Requirements

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

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

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

Annex A - Statement of Work, Maintain and Upgrade Grounds

Department of National Defence, 8 Wing Trenton Ontario



Index to Statement of Work:

Section A – General Scope of Work (A1 – A14)
Section B – Maintain and Upgrade (B1 – B10)

SECTION A

1. SCOPE OF WORK

a. General

The work under this Statement of Work comprises the furnishing of all labour, material and equipment required for the maintenance and upgrading of grounds at 8 Wing CFB Trenton, Middleton Park, Mountain View Detachment, Belleville Armouries, TX Site, Pt Petrie, RX Site Carrying Place and various other satellite locations shown in the specification.

b. Work Included

Work covered in this Contract includes, but is not necessarily confined to the following:

- (a) Maintenance and upgrading of grounds as specified and/or indicated.

2. SITE ACCESS

- a. The movement of personnel material and equipment within the Wing and building must be subject to the approval of the Real Property Operations Officer in Command (RP OPS OC).
- b. Access to 8 Wing Trenton will be restricted to military personnel, authorized government employees and civilians who have received prior authorization to enter the Base area. To obtain authorization, all contractors must provide to the Site Authority, the name(s), address(es) and phone number(s) of all employees who require access to Base facilities for the performance of their contractual obligations. It will be the Contractor's responsibility to maintain accurate and up-to-date employee lists. Canada will not be held responsible for failure to meet delivery dates and contractual obligations should their employees be denied access because prior authorization for them has not been obtained.

3. REFERENCE TO TRADE NAMES

- a. When trade names are used in this specification they are not necessarily restrictive unless specifically noted. The acceptability of materials other than those specified will be determined by the Technical Authority.

4. ACCEPTABILITY OF MATERIAL AND/OR EQUIPMENT

- a. The acceptance of materials and/or equipment other than those specified shall be determined by the Wing Construction Engineering Officer.
- b. Request for acceptance of non-specified materials/equipment must be submitted in writing to:

8 Wing Trenton

PO Box 1000, Stn Forces
Astra, Ontario
K0K 3W0

Attention: Real Property Operations Detachment Trenton Officer in Command
The request must be supported with sufficient product information to enable the
Technical Authority to make an assessment.

5. SCHEDULE OF WORK

- a. The Contractor must arrange his work in such a manner as to cause the least inconvenience to the building occupants.
- b. The Contractor must work in cooperation with other trades on the job.
- c. Work on job site must be carried out between the hours of 0700 and 1600, Monday to Friday, unless authorized otherwise by the Technical Authority.

6. USE OF PREMISES

- a. The Contractor will be responsible for the provision of storage facilities which may be required for the storage of his equipment and materials.
- b. He must confine his apparatus, storage of materials and operations of his workmen to limits indicated by law, ordinance or the direction of the Technical Authority, and shall not unreasonably encumber the site.

7. COMMENCEMENT OF WORK

- a. The Contractor and the Technical Authority will have a kick off meeting once the contract is awarded and at the start of each season. At the start of each season the Contractor and the Technical Authority will do a walk around of the sports field only to assess any damage prior to commencing work.

8. RESPONSIBILITY

- a. The responsibility for measurements and quantities rests solely with the Contractor.
- b. The Contractor must be responsible for location and protection of underground and overhead utilities and shall contact utility companies as required.

9. DAMAGE TO EXISTING FACILITIES

- a. The Contractor must take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused must be made good without undue delay and at no expense to the owner.

10. CLEAN UP

- a. The Contractor must affect a daily clean-up of the debris resulting from his work, and all hazardous impediments must be removed from the site at the end of each day's work, subject to the satisfaction of the Technical Authority.

11. FIRE SAFETY REQUIREMENTS

b. Fire Extinguishers

- 1) The Contractor must supply fire extinguishers, as scaled by the Fire Chief, necessary to protect, in an emergency, the work in progress and the Contractors physical plant site.

b. Blockage of Roadways

- 1) The Fire Chief must be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

c. Smoking Precautions

- 1) Smoking is not permitted in any base building or facility.

d. Rubbish and Waste Materials

- (1) Rubbish and waste materials are to be kept to a minimum.
- (2) The burning of rubbish is prohibited.
- (3) Removal:
All rubbish must be removed from the work site at the end of the work day or shift or as directed.
- (4) Storage:
 - (a) Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
 - (b) Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in an approved receptacle and removed as required in 14.h.(3).

e. Flammable Liquids

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

f. Hazardous Substances

- (1) If the work entails the use of any toxic or Hazardous materials, chemicals, and/or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the National Fire Code of Canada.

- (2) The Fire Chief is to be advised, and "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
 - (3) Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers must be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch must be at the discretion of the Fire Chief. Contractors are responsible for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
 - (4) Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation must be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.
- g. Questions and/or Clarification
Any questions or clarification on Fire Safety in addition to the above requirements must be directed to and cleared through the Wing Fire Chief.

12. SAFETY AND SECURITY

1. 8 Wing Trenton Safety and Security Regulations must be issued to the Contractor by the RP OPS Det Contracts Officer, as applicable, at the first project meeting.
2. Contractor's employees will wear CSA approved safety footwear minimum Grade 1 while on site.
 - a. All work will be done in compliance with construction safety measures of National Building Code Part 8, Province of Ontario Occupational Health and Safety Act and Regulations for Construction Projects, Worker's Compensation Act including Regulation 950 and 951, C-02-D40-009/AG-000 DND General Safety Standards, 8 Wing Construction Engineering Squadron CFB Trenton Orders to Provincial Contractors Working on DND Property and Municipal authority provided that in any case of conflict or discrepancy, the more stringent will apply.

13. BLOCKAGE OF ROADWAYS

- a. The Military Police, Fire Hall and Hospital must be advised of any work that would impede traffic. This includes access to parking lots, closing off of one or both lanes resulting in re-routing of traffic, erection of barricades, lights, etc.
- b. The Contractor and Technical Authority must liaise with the Military Police to arrange traffic patterns as necessary prior to commencement of work.
- c. All barricades, lights, etc., must be provided by the Contractor.

14. WHMIS

- a. The Contractor must comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
- b. The Contractor must deliver copies of WHMIS data sheets to Technical Authority on delivery of materials.

SECTION B

1. SCOPE OF WORK

a. GENERAL

The work under this Contract comprises the furnishing of all labour, materials and equipment to maintain and/or upgrade grounds. All landscaping will be completed under Task Authorization.

b. WORK INCLUDED

- (1) Grass cutting, perambulation, clean-up and trimming as directed by the Technical Authority.
- (2) Removal and disposal of debris from ditches, culverts, grassed areas etc.
- (3) Watering of flower beds, weeding, etc.
- (4) Landscaping:
 - a. Re-contouring of grounds and ditches, as directed by the Technical Authority, to provide appropriate drainage slopes.
 - b. Excavation as directed by Technical Authority.
 - c. Backfilling as directed by Technical Authority.
 - d. Supply and placing of grass seed, sod and fertilizers, including compaction and rolling as directed by Technical Authority.
 - e. Water new sod and seeded areas during periods of no precipitation for a minimum period of two (2) weeks, for two (2) hours per day, or as directed by Technical Authority.

2. EXECUTION AND MATERIAL

Landscaping

a. Type 1 and Type 2 Granular B Fill

- (1) Granular B Type 1 – may be produced from naturally formed deposits of sand, gravel and cobbles or by crushing one or more of the following:
 - a. Quarried bedrock;
 - b. Air-cooled blast-furnace slag or nickel slag;
 - c. Reclaimed concrete material;
 - d. Reclaimed asphalt pavement up to 30% by mass;
 - e. Glass or ceramic materials up to 15% by mass combined.

- (2) Granular B Type 2 – must only obtained from crushing quarried bedrock, air-cooled blast furnace slag, or nickel slag. Steel slag and reclaimed materials must not be used in the production of Granular B Type 2.

b. Topsoil

Material capable of supporting good vegetative growth and suitable for use in top dressing, landscaping and seeding.

c. Excavating

- (1) Excavate to lines, grades, elevations and dimensions as directed by the Technical Authority.
- (2) Prior to commencing any excavation work establish location and state of use of buried utilities and structures. Clearly mark such locations to prevent disturbance during work.
- (3) Protect existing buildings and surface features which may be affected by work from damage while work is in progress and repair damage resulting from work.
- (4) Where excavation necessitates root or branch cutting, do so only as approved by Technical Authority.
- (5) Dispose of surplus and unsuitable excavated material, as directed by Technical Authority, off DND property.

d. Backfilling

- (1) Do not proceed with backfilling operations until Technical Authority has inspected and approved work
- (2) Areas to be backfilled to be free from debris, snow, ice, water and frozen ground.
- (3) Do not use backfill material which is frozen or contains ice, snow or debris.
- (4) Place backfill material in uniform layers not exceeding 150 mm compacted thickness up to grades directed by Technical Authority. Compact each layer before placing succeeding layer.

e. Restoration

- (1) Upon completion of work, remove surplus materials and debris from DND property, trim slopes and correct defects as directed by Technical Authority.
- (2) Clean and reinstate areas as directed by Technical Authority.

f. Seeding and Fertilizing

- (1) Seed: Canada "Certified" seed, "Canada No. 1 lawn grass mixture" in accordance with government of Canada "Seeds Act" and "Seeds Regulation". 60% Kentucky Bluegrass, 30% creeping Red Fescue and 10% Perennial Ryegrass.

(2) Fertilizer: Complete synthetic, slow release with 35% of nitrogen content in water insoluble from, 35-15-10 minimum to Canada "Fertilizers Act" and "Fertilizers Regulations".

(3) The requirement for the **sports field** located on RCAF Rd is in the chart laid out below. The sports field will have to be fertilized in Early May, Late June and middle of September.

(4) The **sports field** will have to be aerated once a month.

(5) The **sports field** will require over seeding, late spring (before play), late June and early September.

(6) The **sports field** will require top dressing after every over seeding.

Sports Field Maintenance Program

MONTH	FERTILIZE	AERATE	TOP DRESS	OVER SEED	WEED CONTROL	OTHER
April						Roll 1 Ton only
May (early)	Yes 50%	Yes	Yes	Yes		
June		Yes			Yes	
July		Yes				
Aug		Yes				
Sept	Yes 50%	Yes				
Oct	Yes 50%	Yes	Yes	Yes	Yes	

g. Water

Supplied by D.N.D. at designated source.

h. Seed Bed Preparation

(1) Verify that grades are correct. If discrepancies occur, notify Technical Authority and do not commence work until instructed by Technical Authority.

(2) Fine grade surface free of humps and hollows to meet existing grades to tolerance of plus or minus 15 mm, surface draining naturally.

(3) Cultivate fine grade approved by Technical Authority to 25 mm depth immediately prior to seeding.

(4) Prior to seeding, incorporate a minimum of .5 kg of actual nitrogen per 100 m².

(5) Obtain approval of top soil depth before starting seeding. A minimum depth of 100 mm screened top soil must be used.

i. Seed Placement

(1) For manual seeding:

- (a) Use "Cyclone" type manually operated seeders.
- (b) Use manually operated, water ballast, landscaping, type, smooth steel drum roller. Ballast as directed by Technical Authority.
- (c) Use equipment and method acceptable to Technical Authority.

- (2) On cultivated surfaces, sow seed uniformly at rate of 2.5 kg/100 m².
- (3) Blend applications 150 mm into adjacent grass areas to form uniform surfaces.
- (4) Sow half of required amount of seed in one direction and remainder at right angles.
- (5) Embed seed into soil to depth of 10 mm. Not less than 85% of seed to be placed at specified depth and covered by soil.
- (6) Consolidate manually seeded areas by rolling area with equipment approved by Technical Authority immediately after seeding.
- (7) Sow during calm wind conditions.
- (8) Water with fine spray to avoid seed wash-out. Water to ensure penetration of minimum 50 mm.
- (9) Protect seeded areas against damage. Remove this protection after lawn areas have been accepted by Technical Authority.
- (10) Contractor to provide keep off signs for a minimum of two (2) weeks after seeding.

j. Sodding

Sod: Number One Turf grass Nursery Sod. Sod that has been especially sown and cultivated in nursery fields as turf grass crop.

- (1) Not more than two broadleaf weeds or ten other weeds per 40 sq. m.
- (2) Density of sod sufficient so that no soil is visible when mown to height of 40 mm.
- (3) Mowing height limit: 35 to 65 mm.
- (4) Soil thickness of sod: 9 to 15 mm thickness.
- (5) Water sodded areas in sufficient quantities to maintain optimum soil moisture condition to depth of 75 to 100 mm.

k. Sod - Delivery

- (1) Schedule deliveries in order to keep storage at job site to minimum without causing delays.
- (2) Deliver, unload and store sod on pallets.
- (3) Deliver sod to site within 24 hours of being lifted and lay sod within 36 hours of being lifted.
- (4) Do not deliver small, irregular or broken pieces of sod.
- (5) During wet weather allow sod to dry sufficiently to prevent tearing during lifting and handling.
- (6) During dry weather protect sod from drying and water sod as necessary to ensure its vitality and prevent dropping of soil in handling. Dry sod will be rejected.

l. Sod – Execution

- (1) Obtain approval of topsoil grade and depth before starting sodding. A minimum depth of 50 mm of screened topsoil must be used.
- (2) Lay sod during growing season. Sodding during dry summer period, at freezing temperatures or over frozen soil is not acceptable.
- (3) Lay sod in rows, perpendicular to slope, smooth and even with adjoining areas, and with joints staggered. Butt sections closely without overlapping or leaving gaps between sections. Cut out irregular or thin sections with a sharp knife.
- (4) Provide close contact between sod and soil by means of light roller. Heavy rolling to correct irregularities in grade is not permitted.

m. Acceptance - Seeding and Sodding

Seeded and sodded areas will be accepted by Technical Authority provided that:

- (1) Areas are uniformly established and turf is free of rutted, eroded, bare or dead spots and free of weeds.
- (2) Areas have been cut at least once.
- (3) Areas have been fertilized.

n. **GRASS CUTTING**

The work outlined in this section pertains to grass cutting

1. SITE OF WORK

Grass Cutting will be done when maximum height of 4" is reached, and must be cut to a height of 2 ½" for all zones in Pricing Basis "A".

Zone 1- grassed areas (approx.40 acres) on South side of Base as indicated on Site Plan and/or as directed by Technical Authority.

Zone 2- grassed areas (approx.70 acres) located on the South & North sides of Base as indicated on Site Plan and/or as directed by Technical Authority.

Zone 3- grassed areas (approx. 144 acres) located in Middleton Park as indicated on Site Plan And/or as directed by Technical Authority.

Zone 5- grassed areas along both sides of RCAF Rd. and Hwy.2 adjoining D.N.D. property (approx.7 acres) as indicated on Site Plan and/or as directed by Technical Authority.

Zone 6- 594 English Settlement Rd. Site (approx. 4 acres) as indicated on Site plan and/ or as directed by Technical Authority.

Zone 7- ZZR Beacon Building Site located at 156 Millennium Parkway, Belleville, Ont. (approx. 2 acres) as indicated on Site plan and/ or as directed by Technical Authority.

Zone 8- Sports Field located on RCAF Rd. (approx. 11 acres) as indicated on Site Plan and/or as directed by Technical Authority. To be cut at a max of 3" and a min of 2". Schedule as directed by facility manager.

Zone 9- Belleville Armoury located at 187 Pinnacle St. (approx. 1.5 acres) weekly grass cutting and removal of grass clippings as indicated on Site Plan and/or as directed by Technical Authority.

Zone 10- Pointe Petrie TX Site (approx.3 acres) located at 275 Pt. Petrie Rd. as indicated on Site Plan and/or as directed by Technical Authority.

Zone 11- Mountain View Detachment (approx.70 acres) as indicated on Site Plan and/or as directed by Technical Authority.

Zone 12- Carrying Place RX Site located at 21124 Loyalist Parkway (approx. 5 acres) as indicated on Site Plan and/or as directed by Technical Authority.

Zones 10, 11 & 12 will be cut as and when requested (task authorization)

Zone 10- Pointe Petrie TX Site (outer areas approx.118 acres) located at 275 Pt. Petrie Rd. as indicated on Site Plan and/or as directed by Technical Authority. To be cut a min 10".

Zone 11- Mountain View Detachment (approx.40 acres) as indicated on Site Plan and/or as directed by Technical Authority.

Zone 12- Carrying Place RX Site located at 21124 Loyalist Parkway (outer areas approx. 48 acres) as indicated on Site Plan and/or as directed by Technical Authority. To be cut a min of 10".

2. EXECUTION AND MATERIAL

- (1) The cutting of grass must be within the Zone boundaries as shown on drawings and/or as directed by the Technical Authority.
- (2) Zone 8, Zone 2, and Zone 9 areas must be cut with alternating cutting patterns.
Sports field groom Monday or-Thursday mornings only.
- (3) Cutting heights may be increased during periods of drought when so determined by the Technical Authority.
- (4) Grassed areas must be cut at an even height without streaking or missed areas.

- (5) Mowing will not be carried out when in the opinion of the Technical Authority, the grass is too wet or a long period of dry weather persists.
- (6) All litter and debris must be removed from grassed areas prior to cutting.
- (7) The Contractor will be responsible for the collection and disposal of garbage from containers located in grassed areas including the supply and replacement of plastic garbage bags of the proper size to accommodate such containers each time grass cutting is performed.
- (8) Grass must be trimmed around buildings, fences, hydrants, poles, posts, signs, flower beds, hedges, trees, and all other obstructions within areas of grass cutting. Note: No trimming required on outer fence at Zone 10.
- (9) Grass trimming must be completed no later than 4 hours after mowing is completed.
- (10) Trim grass to same height as mowed grass in the applicable area.
- (11) Prevent damage to trees and other physical obstructions when using power operated trimmers.
- (12) Ditch bottoms and slopes are included and must be cut in a safe manner.
- (13) To ensure accessibility at Carrying Place RX Site and Pt. Petrie TX Site the Contractor must telephone the Technical Authority prior to leaving for site.
- (14) The Contractor must commence work within 24 hrs. of notice from Technical work to Authority requesting service and will cut through a specific zone in a pre-planned sequence. All work to be completed to the satisfaction of the Technical Authority.
- (15) The grass clippings may be left on the newly cut area provided they are evenly distributed with **exception of areas around B29 and B38 which will be left free of clippings**. Bunching of clippings is not permitted. If bunching occurs, the Contractor must remove the clippings or have them raked out evenly as directed by the Technical Authority.
- (16) Grass cutting equipment must be operated by experienced operators, capable of making all necessary adjustments to ensure a proper cut, as specified herein.
- (17) Care shall be taken when cutting grass to avoid the clippings falling on any sidewalk, road, parking lot, hardstand, flower beds, etc. Clippings so distributed must be the Contractor's responsibility for removal.
- (18) The Contractor must have sufficient personnel and equipment available to cut all areas identified in this Statement of Work within 7 calendar days. This is critical during May, June and July when cut frequency is at its highest rate.

4. RECOMMENDED EQUIPMENT

1. It is recommended that the Contractor, at a minimum, have the following pieces of equipment in order to fulfil this requirement:

-
1. Four (4) pieces of rear discharge mobile equipment capable of 60-72" cuts.
 2. Two (2) Z-turn mowers capable of 42" cuts c/w grass catchers.
 3. One (1) Rear discharge Wide Area mower capable of 16 ft. cut.
 4. One (1) Rear discharge Wide Area mower capable of 11 ft. cut
 5. Four (4) push mowers c/w grass catchers' min.21" cut.
 6. The equipment required to maintain the sports field as per below list;
 - (a) Min of 30 hp tractor with turf tires.
 - (b) 72" Ball diamond Groomer
 - (c) Overseeder, covers 60" at a time
 - (d) Top Dresser
 - (e) Aerator
 7. Bush hog for 10" grass areas.
 8. All grass cutting equipment must be in good working order. All equipment must not leak oil or fuel. The Technical Authority reserves the right to reject any equipment he deems to be unsuitable for this work.
 9. Any equipment which will be operated on roadways must be equipped with slow moving signs and yellow flashing lights
 10. Grass cutting equipment must be in a sharpened condition at all times and be of a type that is capable of being adjusted to ensure an even cut free of ridges.

Solicitation No. - N° de l'invitation
W0125-15K029/A
Client Ref. No. - N° de réf. du client
W0125-15-K029

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-6-46039

Buyer ID - Id de l'acheteur
KIN560
CCC No./N° CCC - FMS No./N° VME

Annex B - Basis of Payment

Bidder Instructions:

Bidders must submit firm, all-inclusive rates for the provision of Grass Cutting and Landscaping (Grounds Maintenance) for all 3 years. HST is not to be included in the below rates.

All estimated usages are included for evaluation purposes only and do not represent a commitment on behalf of Canada.

All font in italics will be removed from the resultant Contract.

Year #1: Date of Contract Award – March 31, 2017

Year #2: April 01, 2017 – March 31, 2018

Year #3: April 01, 2018 – March 31, 2019

Solicitation No. - N° de l'invitation
W0125-15K029/A
Client Ref. No. - N° de réf. du client
W0125-15-K029

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-6-46039

Buyer ID - Id de l'acheteur
KIN560
CCC No./N° CCC - FMS No./N° VME

Pricing Basis A – Grass Cutting

Grass must be cut when it reaches a maximum height of 4" to a minimum of 2"

Item	Description	Estimated Usage per Year	Unit of Issue: Per Cut	Year 1 Unit Price Per Cut	Year 2 Unit Price Per Cut	Year 3 Unit Price Per Cut
1	Zone 1 Sports Field (approx.40 acres)	16	Per Cut			
2	Zone 2 South Side (approx.70 acres)	20	Per Cut			
3	Zone 3 (approx.144 acres)	14	Per Cut			
4	Zone 5 (approx.7 acres)	30	Per Cut			
5	Zone 6 (approx. 6 acres)	14	Per Cut			
6	Zone 7 (approx. 2 acres)	12	Per Cut			
7	Zone 8 (approx. 11 acres)	24	Per Cut			
8	Zone 9 (approx. 1.5 acres)	20	Per Cut			

Pricing Basis B1 – Task Authorizations (as and when requested) – Grass Cutting

Item	Description	Estimated Usage Per Year	Unit of Issue: Per Cut	Year 1 Unit Price Per Cut	Year 2 Unit Price Per Cut	Year 3 Unit Price Per Cut
1	Zone 10	12	Per Cut	\$ _____	\$ _____	\$ _____
2	Zone 11	12	Per Cut	\$ _____	\$ _____	\$ _____
3	Zone 12	3	Per Cut	\$ _____	\$ _____	\$ _____

Pricing Basis B2 – Task Authorizations (as and when requested) – Grass Cutting

Item	Description	Estimated Usage Per Year	Unit of Issue: Per Acre	Year #1 Unit Price Per Acre	Year #2 Unit Price Per Acre	Year #3 Unit Price Per Acre
1	Price for mowing additional areas not listed 'as and when requested'	40	Per Acre	\$ _____	\$ _____	\$ _____

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Pricing Basis C – Task Authorizations (as and when requested) – Landscaping, (including recontouring of grounds, excavation, backfilling, ditches, drainage slopes etc.)

Item	Description	Estimated Usage Per Year	Unit of Issue	Year #1 Unit Price	Year #2 Unit Price	Year #3 Unit Price
1	Supply and Install Topsoil	160	Cubic metre	\$_____/m ³	\$_____/m ³	\$_____/m ³
2	Supply and Install Seeding	160	Squared Metre	\$_____/m ²	\$_____/m ²	\$_____/m ²
3	Supply and Install Sodding	1,000	Squared Metre	\$_____/m ²	\$_____/m ²	\$_____/m ²
4	Excavation	160	Cubic metre	\$_____/m ³	\$_____/m ³	\$_____/m ³
5	Backfilling	160	Cubic metre	\$_____/m ³	\$_____/m ³	\$_____/m ³

Pricing Basis D – Task Authorizations (as and when requested) – General Maintenance including roads, grounds and gardening

Item	Description	Estimated Usage Per Year	Unit of Issue: Hours	Year #1 Unit Price	Year #2 Unit Price	Year #3 Unit Price
1	Provision of Labour, General Maintenance to roads, grounds and gardening	160	Hours	\$_____/hr	\$_____/hr	\$_____/hr

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Pricing Basis E – Task Authorizations (as and when requested) – Material

Item	Description	Estimated Usage Per Year	Year #1 cost Mark-up %	Year #2 cost mark-up %	Year #3 cost mark-up %
1	Materials not listed in Statement of Work, to be supplied at Contractors laid down cost plus a markup (%).	\$5,000.00	%_____	%_____	%_____

Annex C - Commercial General Liability

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

p.

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

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence.

2. The policy must include the following:

- a. Third Party Liability - \$5,000,000 Minimum Limit per Accident or Occurrence
- b. Accident Benefits - all jurisdictional statutes
- c. Uninsured Motorist Protection
- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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Annex D – DND 626 Task Authorization Form

To be inserted at time of Contract Award

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Buyer ID - Id de l'acheteur

KIN560

CCC No./N° CCC - FMS No./N° VME

Annex E – Security Requirements Checklist

Attached – pdf.

Annex F to PART 3 OF THE BID SOLICITATION, ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- () MasterCard Acquisition Card; and or
- () Direct Deposit (Domestic and International)



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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?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET - SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?

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

☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? UNSCREENED PERSONNEL ONLY ACCESS PUBLIC OR RECEPTION ZONES

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

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

☒ No ☐ Yes
Non Oui

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

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

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

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

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

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

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

☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

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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 CFB TRENTON		8 WCE
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 GROUND MAINTENANCE & UPGRADING OF GROUNDS AT 8 WING TRENTON, MIDDLETON PARK, MOUNTAIN VIEW DETACHMENT, TX SITE, POINT PETRIE, RX SITE, CARRYING PLACE AND VARIOUS SATELLITE LOCATIONS OF CANADIAN FORCES BASE TRENTON.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion	All NATO countries Tous les pays de l'OTAN	No release restrictions Aucune restriction relative à la diffusion
Not releasable À ne pas diffuser		
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"/>



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	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																
IT Link / Lien électronique																

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

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

☒ No
Non

☐ Yes
Oui

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

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

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

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

☒ No
Non

☐ Yes
Oui

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Maj S. House

Title - Titre

WCEO

Signature

Telephone No. - N° de téléphone
613-382-2811 ex 3321

Facsimile No. - N° de télécopieur
613-965-4901

E-mail address - Adresse courriel
SARAH.HOUSE@forces.gc.ca

Date

7 Feb 16

14. Organization Security Authority / Autorité de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Tippy Graham ODSE Industrial Security
Center Security Analyst

Tel: 613-996-0283

E-mail: tippy.graham@forces.gc.ca

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

23 Feb 2016

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 moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name

Paul Lepinski

Signature

Telepi

Agent à la Sécurité des contrats | Contract Security Officer
Programme de la Sécurité industrielle | Industrial Security Program
Paul.Lepinski@tpsgc-pwgsc.gc.ca
Téléphone : 613 957-1294

Address - Adresse courriel

Date

08-MAR-2016