



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St./ 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT  
"CE DOCUMENT COMPORTE DES EXIGENCES  
RELATIVES À LA SÉCURITÉ"  
Snow Removal - Déneigement

<b>Title - Sujet</b> Snow Removal/Déneigement	
<b>Solicitation No. - N° de l'invitation</b> EJ196-170922/A	<b>Date</b> 2016-08-18
<b>Client Reference No. - N° de référence du client</b> 20170922	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-258-71425	
<b>File No. - N° de dossier</b> fk258.EJ196-170930	<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 2016-09-28</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 type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hill, Cris	<b>Buyer Id - Id de l'acheteur</b> fk258
<b>Telephone No. - N° de téléphone</b> (873) 469-4891 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 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**

Maintenance & Professional Consulting Services Division  
(FK)  
11 Laurier St./ 11, rue Laurier  
3C2, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

<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>

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**IMPORTANT NOTICE TO BIDDERS**

**Security**

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

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

Additional information on PWGSC security can be found on the following web site:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION**

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

**PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws
- 2.6 Mandatory Site Visit

**PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1 Bid Preparation Instructions
  - Section I Technical Bid
  - Section II Financial Bid
  - Section III Certifications
  - Section IV Additional Information

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

**PART 5 - CERTIFICATIONS**

- 5.1 Certifications Required Precedent to Contract Award
- 5.2 Additional Certifications Precedent to Contract Award

**PART 6 - SECURITY REQUIREMENT**

- 6.1 Security Requirement
- 6.2 Employee Information for Security

**PART 7 - RESULTING CONTRACT CLAUSES**

- 7.1 Statement of Work
- 7.2 Standard Clauses and Conditions
- 7.3 Security Requirement
- 7.4 Term of Contract
- 7.5 Authorities
- 7.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)
- 7.7 Payment
- 7.8 Invoicing Instructions - Maintenance Services
- 7.9 Certifications
- 7.10 Applicable Laws
- 7.11 Priority of Documents
- 7.12 Foreign Nationals (Canadian Contractor)
- 7.13 Insurance Requirements
- 7.14 Financial Security
- 7.15 Cellular Phones and/or Pagers
- 7.16 Site Regulations
- 7.17 Pre-commencement Meeting

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**List of Annexes:**

Annex A	Statement of Work
Annex B	Financial Bid – Pricing Basis (Annex B)
Annex C	Security Requirements Check List (SRCL)
Annex D	Snow Clearing Daily Maintenance Schedule
Annex E	Site Plan
Annex F	Complete List of names of all individuals who are currently directors of the Bidder
Annex G	Federal Contractors Program for Employment Equity
Annex H	Hazard Assessment Form

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Financial: includes specific requirements that must be addressed by bidders; and 01
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

- the Statement of Work,
- the Financial Bid (Annex B),
- the Security Requirement Check List (SRCL),
- the Federal Contractors Program for Employment Equity Certification,
- a Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder,
- Snow Clearing Daily Maintenance Schedule
- Hazard Assessment Form

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**1.2 Summary**

**1.2.1 Requirement**

To provide Snow Removal Service including all labour, material, equipment, supervision and transportation for Public Works and Government Services Canada (PWGSC), Sir John A Macdonald Building (144 Wellington, Wellington Building (180 Wellington) and National Press Building (150 Wellington) Ottawa, Canada. The services must be provided in accordance with the PWGSC Grounds Maintenance Specifications attached at Annex A.

**1.2.2 Period of contract**

The period of any resulting Contract will be for a period of **one (1) year** estimated November 1, 2016 - October 31, 2017, with Canada retaining an irrevocable option to extend the contract for a period of **two (2)** additional consecutive twelve (12) month periods.

**1.2.3 Security Requirement**

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

1.2.4. "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)."

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

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

**1.3 Debriefings**

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

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**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.

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

Delete: sixty (60) days

Insert: *one hundred twenty (120) days*

**2.2 Submission of Bids**

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

**2.3 Former Public Servant**

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

**Definitions**

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to 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.

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**Former Public Servant in Receipt of a Pension**

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

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

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

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

**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

**2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

**2.5 Applicable Laws**

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

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

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**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 at 180 Wellington Street (Wellington Building), on September 20, 2016, the site visit will begin at 9:00am.

Bidders must communicate with the Contracting Authority no later than September 13, 2016 to confirm attendance and provide the name(s) of the person(s) who will attend and a cell phone number. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit.

Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**PART 3 - BID PREPARATION INSTRUCTIONS**

**3.1 Bid Preparation Instructions**

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

Section I: Technical Bid

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

Section III: Certifications

Section IV: Additional Information

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

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

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

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

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

**Section I: Technical Bid**

**3.1.1 Submission of Evidence**

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

It is the sole responsibility of the Bidder to ensure that it provides a contact that is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference.

The technical evaluation team will attempt to contact the Bidders customer reference by telephone and/or email a maximum of three (3) times during the 5 working days of the technical evaluation between 8:00 am - 4:00 pm local time. If the customer reference does not provide a reference the Bidders proposal will be deemed non-responsive and receive no further evaluation.

The evidence provided by the bidder may be verified by Canada. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory, the proposal shall be considered non-responsive and no further consideration will be given to the Bidder.

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**3.1.1.4 Full time Supervisor**

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

<b>Name of Supervisor for Snow Removal Services</b>	
---	--

*(as required)*

<b>Name of Supervisor for Snow Removal Services</b>	
---	--

**3.2 (MANDATORY) Contractor's Experience and Past Performance**

The bidder must provide evidence of its experience and past performance as a contractor by providing references from **one (1) Site Location** for Snow Removal Services. The referenced project/contract must each be for minimum duration of three (3) consecutive years, for work satisfactorily **completed within the last ten (10) years** for each reference.

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

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

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

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
 Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
 Wellington) and National Press Building (150 Wellington)**

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

**3.2.1 a) Mandatory Reference for contracts which include Snow Removal**

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

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
 Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
 Wellington) and National Press Building (150 Wellington)**

---

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

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**Section IV: Additional Information**

**3.4.1 Contractor's Representative**

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

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

**3.4.2 Determination of Cost - Addition or deletion of work**

The Department may from time to time, require changes to the areas to be maintained due to operational requirements, on-site projects, or construction of new areas to be maintained or deletion of areas to be maintained; the Firm Price will be adjusted accordingly based on 80% of the Firm Price shown in Pricing Schedule 1 and/or 2 (adjust accordingly), as follows:

Firm Price break down for the calculation of additional or deletion of m<sup>2</sup> :

- 20% of the original firm price remains unchanged. **Operating Cost**
- 80% of the original firm price for the calculation of addition or deletion:

The increase or decrease in the monthly firm price for the areas added or deleted is based on 80% of the firm price and will be calculated by dividing the firm price for snow removal by the number of square meters listed in Annex E Snow Removal Site Plan and then multiplied by the square meter area to be added or deleted.

**Example:**

A Contract in Year 1 (firm price of \$65,000.00) with a total area of **2,805m<sup>2</sup>**, from which a reduction of **358m<sup>2</sup>** must be applied effective January 1<sup>st</sup>:

<b>PERIOD OF CONTRACT November 1<sup>st</sup> to April 30<sup>th</sup></b>	<b>ANNUAL FIRM PRICE</b>
<b>Year 1</b>	<b>\$ 65,000.00</b>
<b>Option Year 1</b>	<b>\$ 74,000.00</b>
<b>Option Year 2</b>	<b>\$ 78,000.00</b>

Price breakdown for the calculation of deletion:

	<b>Year 1</b>	<b>Option Year 1</b>	<b>Option Year 2</b>
20% of Firm Price	\$13,000.00	\$14,800.00	\$15,600.00
80% of Firm Price	<b>\$52,000.00</b>	\$59,200.00	\$62,400.00

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

Formula: **\$52,000.00** (80% of the \$65,000.00) / 2,805m<sup>2</sup> = \$18.54 x 358m<sup>2</sup> = \$6,637.32 (total reduction based on the total firm price.)

Price breakdown reduction (Snow Only) effective January 1<sup>st</sup>:

- January = \$6,637.32 @ 25% = \$1,659.33
- February = \$6,637.32 @ 25% = \$1,659.33
- March = \$6,637.32 @ 20% = \$1,327.46
- April = \$6,637.32 @ 5% = \$331.87

Total Reduction = **\$4,977.99**

Verification of the price breakdown: \$6,637.32 x 75% (remaining period to apply the reduction, beginning January 1<sup>st</sup>) = \$4,977.99

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

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

**4.1.1 Technical and Financial Evaluation - Mandatory Requirements**

- (1) Mandatory Site Visit attendance;
- (2) (Mandatory) Security Clearance of **Site Access**, at bid closing, in accordance with Part 6, Security Requirements;
- (3) (Mandatory) Employee Information for Security **at bid closing** in accordance with Part 6, 6.2
- (4) (Mandatory) Contractor's Experience and Past Performance in accordance with Part 3, Section 1: Technical Bid.
- (5) (Mandatory) Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section II: Financial Bid Annex B;

**4.2 Basis of selection**

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

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

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**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 [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.

**5.2 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 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 F 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.



**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
 Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
 Wellington) and National Press Building (150 Wellington)**

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

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

**7.1 Requirement**

To provide Snow Removal Service including all labour, material, equipment, supervision and transportation for Public Works and Government Services Canada (PWGSC), Sir John A Macdonald Building (144 Wellington, Wellington Building (180 Wellington) and National Press Building (150 Wellington) Ottawa, Canada. The services must be provided in accordance with the PWGSC Grounds Maintenance Specifications attached at Annex A.

**7.1.1 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

(a) the name, qualifications and experience of the proposed replacement; and

(b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

**7.1.2 Names of qualified employees**

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

<b>EMPLOYEES</b>	
<b>Employees</b>	<b>Legal Name (First &amp; last) (Please Print)</b>
Full Time Supervisor Snow Maintenance	
Employee	

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**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 - Services, apply to and form part of the Contract.

**7.3 Security Requirement**

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

1. The Contractor/Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, **EACH** hold a valid **SITE ACCESS** Clearance, granted or approved by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror must comply with the provisions of the *Security Requirements Check List* and security guide (if applicable), attached at Annex C.

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

**7.4 Term of Contract**

**7.4.1 Period of Contract**

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

**7.4.2 Option to Extend Contract (if applicable)**

*The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to \_\_\_\_\_ additional consecutive twelve (12) month periods each under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.*

*Canada may exercise this option at any time by sending a written notice to the Contractor at least 60 days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.*

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Cris Hill  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisition Branch  
Directorate: RPCD (Real Property Contracting Directorate)  
3C2 - 11 Laurier, Place du Portage, Phase  
III, Gatineau, Québec K1A 0S5  
Telephone: 873-469-4891 (NEW)  
Facsimile: 819-956-3600  
E-mail address: cris.hill@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 *"TO BE PROVIDED AT CONTRACT AWARD"***

The Technical Authority for the Contract is:

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

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

**7.5.3 Contractor's Representative**

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

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

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

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

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

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

**7.7 Payment**

**7.7.1 Limitation of Expenditure**

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Applicable Taxes Extra) of which \$ **(to be determined)** (Applicable Taxes extra) is for goods and/or services enumerated or described in **Pricing Schedule 1 and 2**, and \$ **(to be determined)** (Applicable Taxes extra) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in **Pricing Schedule 3, 4 and 5**.

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

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

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

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

**Snow Seasons**

November = 5% of the Firm Lot Price  
December = 20% of the Firm Lot Price  
January = 25% of the Firm Lot Price  
February = 25% of the Firm Lot Price  
March = 20% of the Firm Lot Price  
April = 5% of the Firm Lot Price

- (a) **``As and When Requested`` Work**

Any costs incurred for **"Snowfall in Excess of 254 cm"**, **"Special Operations"** and for **"Extra Work"** shall be paid, on an "as and when requested" basis, in accordance with **Pricing Schedule 2, 3 and 4**, after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted.

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

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

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

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

notify the Contracting Authority whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor must provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing by the Contracting Authority, prior to their incorporation into the work.

**7.7.3 Determination of Cost - Addition or deletion of work**

The Department may from time to time, require changes to the areas to be maintained due to operational requirements, on-site projects, or construction of new areas to be maintained or deletion of areas to be maintained; the Firm Price will be adjusted accordingly based on 80% of the Firm Price shown in Pricing Schedule 1 and/or 2 (adjust accordingly), as follows:

Firm Price break down for the calculation of additional or deletion of m<sup>2</sup>:

- 20% of the original firm price remains unchanged. **Operating Cost**
- 80% of the original firm price for the calculation of addition or deletion:

The increase or decrease in the monthly firm price for the areas added or deleted is based on 80% of the firm price and will be calculated by dividing the firm price for snow removal by the number of square meters listed in Annex C Snow Removal Site Plan and then multiplied by the square meter area to be added or deleted.

**Example:**

A Contract in Year 1 (firm price of \$65,000.00) with a total area of **2,805m<sup>2</sup>**, from which a reduction of **358m<sup>2</sup>** must be applied effective January 1<sup>st</sup>:

<b>PERIOD OF CONTRACT</b>	<b>ANNUAL FIRM PRICE</b>
<b>November 1<sup>st</sup> to April 30<sup>th</sup></b>	
<b>Year 1</b>	<b>\$ 65,000.00</b>
<b>Option Year 1</b>	<b>\$ 74,000.00</b>
<b>Option Year 2</b>	<b>\$ 78,000.00</b>

Price breakdown for the calculation of deletion:

	<b>Year 1</b>	<b>Option Year 1</b>	<b>Option Year 2</b>
20% of Firm Price	\$13,000.00	\$14,800.00	\$15,600.00
80% of Firm Price	<b>\$52,000.00</b>	\$59,200.00	\$62,400.00

Formula: **\$52,000.00** (80% of the \$65,000.00) / 2,805m<sup>2</sup> = \$18.54 x 358m<sup>2</sup> = \$6,637.32 (total reduction based on the total firm price.)

Price breakdown reduction (Snow Only) effective January 1<sup>st</sup>:

- January = \$6,637.32 @ 25% = \$1,659.33
  - February = \$6,637.32 @ 25% = \$1,659.33
  - March = \$6,637.32 @ 20% = \$1,327.46
  - April = \$6,637.32 @ 5% = \$331.87
- Total Reduction = \$4,977.99**

Verification of the price breakdown: \$6,637.32 x 75% (remaining period to apply the reduction, beginning January 1<sup>st</sup>) = \$4,977.99

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**7.7.4 SACC Manual Clauses**

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

**7.8 Invoicing Instructions - Maintenance Services**

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

The invoices for "Landscaping" shall be submitted at the end of each calendar month from November to April for each year, in accordance with Basis of Payment Clause hereafter.

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

Invoices are to be made out and mailed to:

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

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

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

**7.8.1 ELECTRONIC PAYMENT**

The Contractor accepts to be paid by Electronic Payment:

Direct Deposit (Domestic and International)

Company Name: \_\_\_\_\_

Email for Direct Deposit info: \_\_\_\_\_

**7.9 Certifications**

**7.9.1 Compliance**

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

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**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 Ontario.

*Contracting Officer: Please edit according to your requirement.*

**7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04) *revise date as needed*;
- (c) Annex "A", Statement of Work
- (d) Annex "C", Security Requirements Check List (SRCL)
- (e) Annex "D", Snow Clearing Daily Maintenance Schedule
- (f) Annex "E", Site Plan
- (g) Annex "G" Sample Extra Work Quote
- (h) The Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*)

**7.12 Foreign Nationals (Canadian Contractor)**

*A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) (if applicable), apply to and form part of the Contract.*

**7.13 Insurance Requirements**

**7.13.1 Insurance Requirements**

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

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

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

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

**7.13.2 Commercial General Liability Insurance**

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

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

**7.14 Financial Security (E0007C 2011-05-16)**

The Contractor must provide one of the following contract financial securities within 14 calendar days after the date of contract award:

- (a) performance bond form [PWGSC-TPSGC 505](#) in the amount of **20 percent** of the [Pricing Schedule 1 and/or 2](#) of the Contract Price; or
  - (b) a security deposit as defined [in clause E0008C](#) in the amount of **20 percent** of the [Pricing Schedule 1 and/or 2](#) of the firm Contract Price.
  - (c) an irrevocable standby Letter of Credit as defined in clause E0008C in the amount of **20 percent** of the firm contract price.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Acceptable Bonding Companies (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appl>).

**7.14.1 Security Deposit Definition (E0008C 2014-09-25)**

*1. "security deposit" means*

- a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or*
- b. a government guaranteed bond; or*
- c. an irrevocable standby letter of credit, or*
- d. such other security as may be considered appropriate by the Contracting Authority and*

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

*approved by Treasury Board;*

2. "approved financial institution" means

a. any corporation or institution that is a member of the Canadian Payments Association;

b. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;

c. a credit union as defined in paragraph 137(6) of the Income Tax Act;

d. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or

e. the Canada Post Corporation.

3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:

a. payable to bearer;

b. accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;

c. registered in the name of the Receiver General for Canada.

4. "irrevocable standby letter of credit"

a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,

i. will make a payment to or to the order of Canada, as the beneficiary;

ii. will accept and pay bills of exchange drawn by Canada;

iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or

iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.

b. must state the face amount which may be drawn against it;

c. must state its expiry date;

d. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;

e. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;

f. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and

**Request for Proposal (RFP) EJ196-170922/A Snow Removal Cris Hill FK258  
Sir John A Macdonald Building (144 Wellington), Wellington Building (180  
Wellington) and National Press Building (150 Wellington)**

---

g. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

**7.15 Cellular Phones and/or Pagers**

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

**7.17 Government Site Regulations**

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

**7.18 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical.

The Contractor is to supply the Technical Authority with a copy of its Plan of Operation and safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

## GROUNDS MAINTENANCE SPECIFICATIONS

### **SECTION 1 SCOPE**

#### **1. Purpose**

The purpose of this Statement of Work (SOW) is to provide House of Commons, Sir John A. MacDonald building 144 Wellington, National Press building 150 Wellington and Wellington building 180 Wellington with snow removal maintenance services.

### **SECTION 2 GENERAL**

#### **2.1 Response Time**

The Contractor will advise the Technical Authority of the telephone number, including cellular, where their Supervisors can be reached twenty-four (24) hours per day seven (7) days per week in the event of an emergency.

The Contractor must take corrective action of any deficiencies in the service of this Contract within one (1) hour of notification.

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

#### **2.2 Sustainable Landscaping**

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

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

The Contractor will follow best salt management practices.

#### **2.3 Working Hours**

Sir John A. MacDonald building 144 Wellington, National Press building 150 Wellington and Wellington building 180 Wellington are operational twenty-four (24) hours per day, seven (7) days per week..

#### **2.4 Addition or deletion of work**

The Department may from time to time, require changes to the zones to be maintained due to operational requirements, on-site projects, or construction of new zones to be maintained or deletion of zones to be maintained.

#### **2.5 Pick up Litter**

The entrances and grounds must be free of litter from November 1 to April 30 round. Litter includes cigarette butts, weeds, soil, grit as well as organic and inorganic debris. After the spring thaw, all hard surfaces must be free of ice-control agents by May 15.

#### **2.6 Disposal Costs**

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

## **2.7 Damages**

The Contractor must tour the site with the Technical Authority at the beginning of the season. The Contractor is to request pictures of all damages on-site from the Technical Authority. At the end of the season, another joint inspection will be carried out.

The Contractor must immediately report to Technical Authority all damages on-site caused by the Contractor's personnel and equipment or by a third party. Any damages caused by the Contractor will be repaired at the Contractor's cost and within a mutually agreed timeframe. All repairs will be completed to the satisfaction of the PWGSC Site Authority. The Contractor must receive confirmation from the Technical Authority that repairs are have been approved.

## **2.8 Maintenance schedules and contractor inspections**

The Snow Clearing Daily Maintenance Schedules must be kept at the Sir John A. MacDonald building security desk for all three sites, to record the Contractor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's Supervisor on a daily basis from November 1 to April 30. The required copies are to be submitted electronically to the Technical Authority each following Monday. The Snow Clearing Daily Maintenance Schedules must be kept up to date in order for invoices to be processed.

## **2.9 Identification**

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

## **2.10 Vehicles**

All vehicles used on the site must be licensed by the Provincial Department of Transportation (DOT), clean and meet provincial safety standards. All motorized vehicles must have the required safety features and be in good working order. The Contractor must supply a list of all equipment required for site operations complete with the make, model, Vehicle Identification Number (VIN) and licence numbers.

## **2.11 Plan of Operation**

The Contractor must submit in writing at the pre-commencement meeting, an operating plan indicating the following items:

1. Description of methodologies, techniques, and timing of maintenance used to provide the required services. The timing of maintenance must be detailed to allow for follow up inspections by the Technical Authority.
2. How equipment breakdowns or labour shortages will be addressed.
3. List of equipment and vehicles; (with vehicle identification numbers and license plate numbers).
4. Administrative resources and capability
5. Description of Contractor's approach to responding to requests from the Technical Authority
6. Quality control methods of services to be provided including identifying the back up Full Time Supervisor who must meet the same qualifications as the regular Full Time Supervisor.

The Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work

Contractor agrees the levels of staff and equipment agreed to in the approved Plan of Operation will be maintained and available throughout the life of the maintenance contract. The Technical Authority must be notified of any changes to the equipment list.

Contractor must advise the Technical Authority in writing if there is any change made to the site, within one (1) business day after the change has been made, which may affect the maintenance as per the terms and conditions of the Contract.

## 2.12 Additional Work

The Contractor must have written approval from the Technical Authority, in the form of a Call-Up, in advance of performance of any extra work and removal of snow in excess of two hundred and fifty four (254) cm or outside of the regular season.

## 2.13 Health and Safety

1. The Contractor will have to submit a site-specific Health and Safety Plan at the pre-commencement meeting. A sample list of potential items to be included in the site specific Health and Safety plan has been included as a reference guide but is not limited to:

- .1 A site-specific safety hazard assessment;
- .2 Safety and health risk or hazard analysis for site tasks and operation;
- .3 The use of personal protective equipment;
- .4 procedures to be implemented during emergency situations;
- .5 All necessary staff certifications must be attached to the plan including but not limited to staff certificates for Workplace Hazardous Materials Information System (WHMIS), MSDS/SDS sheets for all products used on-site (current), Occupational Health and Safety (OHS) Awareness Training for Workers and Supervisors, and First Aid. A binder will be kept on-site at the Sir John A. MacDonald building security desk for all sites with up to date copies of all licenses, WSIB certifications, liability insurances, MSDS/SDS sheets, labels and a copy of all staff training certificates, service records.

*Example: Anticipated H&S plans to include a traffic control plan where work is conducted in or next to a road.*

2. Annually, submit an updated copy of the Contractor's Health and Safety Plan. Ensure that the Health and Safety Policy and the Violence and Harassment Policy are both dated and signed to confirm that they have been reviewed annually as required.

### 3. General Conditions

- .1 Continue to implement, maintain, and enforce plan until final demobilization from site.
- .2 Relief from or substitution for any portion or provision of reviewed site-specific health and safety plan must be submitted to the Technical Authority in writing, either accepting or requesting improvements.
- .3 Update health and safety plan as required.

### 4. Responsibility

- .1 The Contractor must be responsible for safety of persons and property on-site and for the protection of persons off-site and environment to the extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of the Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, immediately stop work and advise the Technical Authority verbally and in writing.

### 5. Correction

- .1 Immediately address health and safety noncompliance issues identified by the Technical Authority.
- .2 Provide the Technical Authority with written report of action taken to correct noncompliance of health and safety issues identified.
- .3 The Technical Authority may stop work if noncompliance of health and safety regulations is not corrected.

6. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

#### 7. Training

The Contractor will provide a training report with supporting documented proof to demonstrate staff have received training to operate and maintain equipment they utilize on-site. Staff must have received training on Best Salt Management practices and winter maintenance training must include, but not limited to: anti-icing and de-icing products and technologies, salt management plans, proper plowing techniques, equipment maintenance and calibration, material selection to mitigate environmental impacts, mitigating blowing snow and winter maintenance management. Staff must date and sign the documentation that they have received the training. The Contractor will provide the Technical Authority with updated training records for all staff training during the life of this contract.

### 2.14 Supervisor

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

The full time Supervisor must inspect the sites daily or more frequently as required, for the Section 3 requirements to ensure all contractual obligations are being met.

## SECTION 3 SNOW REMOVAL

### 3.1 Stock piling

No snow will be stock piled anywhere on the three sites.

### 3.2 Safety

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

### 3.3 Clear snow and ice from building entrances, roads

Building entrances, emergency exits, sidewalks, steps, doorways, ramps for disabled persons, must be free of snow and ice to bare pavement to their full width by 06:00 A.M., seven (7) days a week at all three locations. All entrances must be cleared from doorway right up to the street by 6:00 A.M. This includes any banked snow left by city clearing operations along the road or on/near the sidewalks leading to the entrances. If snow accumulation occurs after this time, clearing of these zones will commence once there is an accumulation of four (4) cm. During ice forming conditions, ice-control agents will be applied to these zones as needed. Vents located on along the loading dock access must be maintained clear of snow for access. All storage bins must be accessible.

Roads, access to loading dock from Wellington, ramps for disabled person on Wellington, stairs, and access to main roads will be clear of snow and ice to bare pavement to their full width by 06:00 A.M., 7 days a week at all three locations. If snow accumulation occurs after this time, clearing will commence once there is an accumulation of five (5) cm. During ice forming conditions, ice control agents will be applied as required.

### **3.4 Ice-control agents**

The Contractor must submit a Salt Management Plan. The Salt Management Plan must be submitted at the pre-commencement meeting. This plan will be reviewed by the Site Authority and Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work. The Salt Management Plan must outline under the Best Practices section what products will be used and under what conditions.

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

Excess ice-control agents will be removed when requested by the Technical Authority.

### **3.5 Clear snow from fire route and standpipes**

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

### **3.6 Clear snow from garbage and recycling dumpsters**

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

### **3.7 Clear snow from directional signs**

Directional signage must be free of snow obstruction.

### **3.8 Snow piles**

Snow piles are not allowed at any time. All snow must be hauled off site at the Contractor's cost.

### **3.9 Catch Basins**

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

### **3.10 Repairs**

Repairs to signs, curbs, buildings and walkways due to snow removal operations will be completed by May 15<sup>th</sup>.

## **SECTION 4 EXTRA WORK**

### **4.1 Extra Work**

The Contractor will provide services and materials for extra work on an "as and when requested" basis where charges must be made for actual materials used, actual hours of a labourer and/or actual equipment with operator costs.

Estimates or amendments to estimates for extra work are to be provided by the Contractor to the Technical Authority within two (2) working days as per the sample format. A Call-Up must be obtained from the Technical Authority prior to conducting any extra work.

Additional hours and materials must have prior approval from the Technical Authority. The Call-Up will then be amended to reflect the additional hours and materials.

Advise the Technical Authority when the Call-Up work will be completed so an inspection can be conducted to verify the tasks have been completed as per the Statement of Work on the Call-Up.

**Annex B – Financial Bid – Pricing Basis**  
**EJ196-170922/A**

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

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

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

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

**Pricing Schedule 1:**

**1.1 Snow Removal Services up to 254 cm**

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all relates costs (excluding HST/GST) and shall include all Snow Removal requirements up to a total accumulation of 254cm of snowfall per snow season as recorded by Environment Canada at the MacDonald-Cartier Airport from November 1 to April 30 and in accordance with the **Statement of Work** attached at Annex A and Site Plan attached Annex E.

<b>Snow Season 1 November to 30 April Snowfall up to 254 cm</b>				
<b>Period</b>	<b>Sir John A MacDonald Lot Price Per Year</b>	<b>National Press Bldg Lot Price Per Year</b>	<b>Wellington Bldg Lot Price Per Year</b>	<b>Total Per year</b>
<b>Year 1 2016/2017</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>Option Year 1 2017/2018</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>Option Year 2 2018/2019</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>1.1 - Total for all Buildings:</b>				\$ _____

**All Years - SNOWFALL UP TO 254 CM GRAND TOTAL for Price Schedule 1.1: \$ \_\_\_\_\_**

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

**Annex B – Financial Bid – Pricing Basis**  
**EJ196-170922/A**

**Pricing Schedule 2:**

**2.1 Snowfall in excess of 254 cm**

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

\* Estimated centimeters per period is for evaluation purposes only.

<b>Snow Season 1 November to 30 April</b>			
<b>* Snowfall in excess of 254 cm</b>			
<b>Building</b>	<b>YEAR 1 2016/2017</b>	<b>OPTION YEAR 1 2017/2018</b>	<b>OPTION YEAR 2 2018/2019</b>
<b>Sir John A MacDonald</b>	\$ _____/cm X 50 cm = \$ _____	\$ _____/cm X 50 cm = \$ _____	\$ _____/cm X 50 cm = \$ _____
<b>National Press Bldg</b>	\$ _____/cm X 50 cm = \$ _____	\$ _____/cm X 50 cm = \$ _____	\$ _____/cm X 50 cm = \$ _____
<b>Wellington Bldg</b>	\$ _____/cm X 50 cm = \$ _____	\$ _____/cm X 50 cm = \$ _____	\$ _____/cm X 50 cm = \$ _____
<b>2.1 Sub-Total</b>	\$ _____	\$ _____	\$ _____

**All Locations, All Years – Total for Price Schedule 2.1: \$ \_\_\_\_\_**

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

**2.2. Snowfall outside the Snow Season**

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

\* Estimated centimeters per period is for evaluation purposes only.

<b>SNOWFALL OUTSIDE THE SNOW SEASON</b>			
<b>Building</b>	<b>YEAR 1 2016/2017</b>	<b>OPTION YEAR 1 2017/2018</b>	<b>OPTION YEAR 2 2018/2019</b>
<b>Sir John A MacDonald</b>	\$ _____/cm X 10 cm = \$ _____	\$ _____/cm X 10 cm = \$ _____	\$ _____/cm X 10 cm = \$ _____
<b>National Press Bldg.</b>	\$ _____/cm X 10 cm = \$ _____	\$ _____/cm X 10 cm = \$ _____	\$ _____/cm X 10 cm = \$ _____
<b>Wellington Bldg.</b>	\$ _____/cm X 10 cm = \$ _____	\$ _____/cm X 10 cm = \$ _____	\$ _____/cm X 10 cm = \$ _____
<b>2.2 Sub-Total</b>	\$ _____	\$ _____	\$ _____

**All Locations, All Years – Total for Price Schedule 2.2: \$ \_\_\_\_\_**

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

**Annex B – Financial Bid – Pricing Basis**  
**EJ196-170922/A**

**Pricing Schedule 3: Extra Work**

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

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

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

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

**Our firm hourly rate for Equipment and Operator shall be:**

**3.1 (i) One 4-wheel drive loader with a minimum 3.08 m<sup>3</sup> (4 yd<sup>3</sup>) bucket or larger with operator.**

LOCATION: ALL SITES			
	YEAR 1 2016/2017 RATE	OPTION YEAR 1 2017/2018 RATE	OPTION YEAR 2 2018/2019 RATE
Equipment with Operator	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	_____	_____	_____
** Extended Price:	\$ _____	\$ _____	\$ _____
<b>3.1 (i) SUB-TOTAL:</b>			<b>\$ _____</b>

**3.1 (ii) One dump truck with a minimum 11.46m<sup>3</sup> (15yd<sup>3</sup>) dump box with operator.**

LOCATION: ALL SITES			
	YEAR 1 2016/2017 RATE	OPTION YEAR 1 2017/2018 RATE	OPTION YEAR 2 2018/2019 RATE
Equipment with Operator	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	_____	_____	_____
** Extended Price:	\$ _____	\$ _____	\$ _____
<b>3.1 (ii) SUB-TOTAL:</b>			<b>\$ _____</b>

**Annex B – Financial Bid – Pricing Basis**  
**EJ196-170922/A**

**3.1 (iii) One 4x4 Pick up truck with operator.**

LOCATION: ALL SITES			
Equipment with Operator	YEAR 1 2016/2017 RATE	OPTION YEAR 1 2017/2018 RATE	OPTION YEAR 2 2018/2019 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	_____	_____	_____
** Extended Price:	\$ _____	\$ _____	\$ _____
<b>3.1 (iii) SUB-TOTAL:</b>			<b>\$ _____</b>

**3.1 (iv) One skidsteer with operator.**

LOCATION: ALL SITES			
Equipment with Operator	YEAR 1 2016/2017 RATE	OPTION YEAR 1 2017/2018 RATE	OPTION YEAR 2 2018/2019 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	_____	_____	_____
** Extended Price:	\$ _____	\$ _____	\$ _____
<b>3.1 (iv) SUB-TOTAL:</b>			<b>\$ _____</b>

**3.1 (v) One Self Contained Sweeper/Vacuum with operator**

LOCATION: ALL SITES			
Equipment with Operator	YEAR 1 2016/2017 RATE	OPTION YEAR 1 2017/2018 RATE	OPTION YEAR 2 2018/2019 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	_____	_____	_____
** Extended Price:	\$ _____	\$ _____	\$ _____
<b>3.1 (v) SUB-TOTAL:</b>			<b>\$ _____</b>

**Annex B – Financial Bid – Pricing Basis**  
**EJ196-170922/A**

**3.1 (vi) One Labourer with hand tools**

LOCATION: ALL SITES			
	YEAR 1 2016/2017 RATE	OPTION YEAR 1 2017/2018 RATE	OPTION YEAR 2 2018/2019 RATE
Equipment with Operator	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	_____	_____	_____
** Extended Price:	\$ _____	\$ _____	\$ _____
<b>3.1 (vi) SUB-TOTAL:</b>			<b>\$ _____</b>

**All Locations, All Years - GRAND TOTAL for Price Schedule 3.1 \$ \_\_\_\_\_**

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

**3.2 Labour: Firm hourly rate per qualified labourer with hand tools for landscaping services. This rate will include adequate supervision.**

\* "Estimated hours" per year and price is for evaluation purposes only.

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

LOCATION: ALL SITES			
	YEAR 1 2016/2017 RATE	OPTION YEAR 1 2017/2018 RATE	OPTION YEAR 2 2018/2019 RATE
3.2(i) Regular Hours 08:00 to 17:00 Monday to Friday	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	10	10	10
** Extended Price:	\$ _____	\$ _____	\$ _____
<b>3.2 (i) SUB-TOTAL:</b>			<b>\$ _____</b>

**Annex B – Financial Bid – Pricing Basis**  
**EJ196-170922/A**

<b>LOCATION: ALL SITES</b>			
<b>3.2 (ii) Outside Regular Hours Saturday, Sunday &amp; Statutory Holidays</b>	<b>YEAR 1 2016/2017 RATE</b>	<b>OPTION YEAR 1 2017/2018 RATE</b>	<b>OPTION YEAR 2 2018/2019 RATE</b>
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	10	10	10
** Extended Price:	\$ _____	\$ _____	\$ _____
<b>3.2 (ii) SUB-TOTAL:</b>			<b>\$ _____</b>

**All Locations, All Years - GRAND TOTAL for Price Schedule 3.2 \$ \_\_\_\_\_**

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

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

<b>LOCATION: ALL SITES</b>			
	<b>YEAR 1 2016/2017 RATE</b>	<b>OPTION YEAR 1 2017/2018 RATE</b>	<b>OPTION YEAR 2 2018/2019 RATE</b>
Mark-up	_____ %	_____ %	_____ %
*Estimated expenditure:	\$1,000.00	\$1,000.00	\$1,000.00
** Extended Price:	\$ _____	\$ _____	\$ _____
<b>3.3 SUB-TOTAL</b>			<b>\$ _____</b>

**All Locations, All Years - GRAND TOTAL for Price Schedule 3.3 \$ \_\_\_\_\_**

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

**All Locations, All Years - GRAND TOTAL for Price Schedule 3. (3.1 + 3.2 + 3.3):**  
**\$ \_\_\_\_\_**

For Evaluation Purposes

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

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

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

**Annex B – Financial Bid – Pricing Basis**  
**EJ196-170922/A**

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

**AUTHORIZATION FOR DELIVERY:**

The consignee shall request delivery of goods/services identified in Pricing Schedule 2 and 3 on form PWGSC GC 227 – Call up against a contract.

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

**Sum of Pricing Schedules**

Pricing Schedule 1: **GRAND TOTAL** \$ \_\_\_\_\_ =

**(A) Total Firm Price** \$ \_\_\_\_\_

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

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

**(B) Total "as & when" Price** \$ \_\_\_\_\_

**TOTAL BID PRICE** \$ \_\_\_\_\_



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EJ196-17-0922
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction PPB
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 New snow removal contract at 144 Wellington, 150 Wellington and 180 Wellington		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion.		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	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"/>

Annex C (E) SRCL  
EJ196-170922/A



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat EJ196-17-0922
Security Classification / Classification de sécurité UNCLASSIFIED

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / 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 / 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 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 checked="" type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS |   |   |  |

Special comments: **Only screened personnel to used for this contract**  
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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  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?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  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?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

Annex C (E) SRCL  
EJ196-170922/A



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat EJ196-17-0922
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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

SNOW CLEARING DAILY MAINTENANCE SCHEDULE							
SITE: _____ CONTRACT NO.: _____ WEEK OF: _____							
<b>This is to verify that the following areas are clear (c) fallen or drifting snow and ice, and/or have been salted (s) or sanded (sn) - including the use of chip stone as per Section 2 of this contract.</b>							
LOCATION	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
Note timeframe work completed - including ice control measures.							
Sidewalks & Handicap Ramps							
Roadways, ramps & gates							
Fire Routes, standpipes							
Doorways and emergency exits to buildings							
A. C. Units or other mechanical areas							
Culverts, drains							
Loading Docks							
Pumps							
Roof ladders							
Refuse Bins							
Litter Picked Up							
Remarks:							
Supervisor's Initials							
Time Supervision Completed							

DATE: \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

CONTRACTOR'S SIGNATURE: \_\_\_\_\_





**Annex G** EP305-170922/A

**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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



**HAZARD ASSESSMENT FORM**  
**FORMULAIRE D'ÉVALUATION DES DANGERS**

WSMS No. - N° du SGST  
**various**

Performed by - Effectué par Véronique Faillie	Date 2016-07-14	Project No. - N° de projet <b>EJ196-17-0922</b>
Project Description - Description de projet Snow removal at 144 Wellington, 150 Wellington and 180 Wellington		
Project Manager - Gestionnaire de projet Véronique Faillie		

Hazard Danger	Yes Oui	No Non	N/A S.O.	Mitigating Safety Measures Mesures de sécurité et d'atténuation
Lifting Hazards (Material Handling) Danger lié au levage d'objets (manutention)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand shovelling snow - use ergonomic lifting techniques, warm up, pace yourself. Material handling - use ergonomic lifting techniques. Enlever la neige à la pelle - utiliser des techniques ergonomiques pour soulever la neige, faire des exercices d'échauffement, à votre rythme. Manipulation du matériel - utiliser des techniques ergo. pour manipuler des matériaux.
Hoarding Danger lié à la palissade de chantier	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Environment Hazard (Asbestos / Lead / Mold) Danger lié à l'environnement (amiante, plomb, moisissure)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Dust Danger lié à la poussière	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Confined Spaces Danger lié aux espaces clos	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Electrical Danger lié à l'électricité	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fall Hazards Danger de chute	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slip and fall on ice and snow are part of potential risks. Glisser et tomber sur la glace et la neige fait parti des risques possibles.
Chemical Hazards Danger chimique	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follow WHMIS 2015 guidelines when handling any chemicals. Suivre les lignes directrices du SIMDUT 2015 lors de la manipulation des produits chimiques.
Shoring protection Danger lié à l'étaisage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Explosion Hazard Danger d'explosion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Traffic Hazards Danger lié à la circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have a traffic plan in place when working on or near roads. Mettre en place un plan de circulation lorsque vous travaillez sur ou près des routes.
Other (Specify) Autre (préciser)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wear proper Personal Protective Equipment. Porter des équipements de protection individuel.