



Closing Date 11 October, 2016

Time 2:00 pm EDT

REFERENCE NO.: 5Z011-15-0095

REQUEST FOR PROPOSALS

Title of Project			
Library and Archives Canada's Pest Control			
Return Bids to:			
By Hand or Messenger Service:		By Mail:	
Library and Archives Canada Business Centre – 8 th Floor 550 de la Cité Boulevard Gatineau (Québec) J8T 0A7		Library and Archives Canada Contracting Services Division Corporate Resourcing Branch 550 de la Cité Boulevard – 8 th Floor Gatineau (Québec) K1A 0N4	
From : Monday – Friday Hours : 8:00 am -12:00 pm / 1:00 pm – 4:00 pm			
Contracting Authority's Address and Issuing Office			
Library and Archives Canada Contracting and Materiel Management Division Corporate Resourcing Branch 550 de la Cité Boulevard – 8 th Floor Gatineau (Québec) K1A 0N4			
Contracting Authority	Telephone No.	Facsimile No.	E-mail :
Geneviève Rioux	343-998-1925	819-934-5263	Genevieve.Rioux@Canada.ca

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.

Bidder's Name	
Bidder's Complete Address	
NAME & TITLE OF THE PERSON AUTHORIZED TO SIGN ON BEHALF OF BIDDER (PLEASE PRINT)	
Signature	Date

THIS PAGE IS TO BE COMPLETED AND INCLUDED WITH YOUR BID



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April 2016 High Complexity Bid Solicitation and Resulting Contract Template (HC)
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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and the Insurance Requirements.

1.2 Summary

This pest management contract (PMC) is for the property at 555 des Entreprises Avenue, Gatineau QC. Control techniques include cultural methods that reduce food, water, harborage, access and environmental conditions that are favoured by pests. Library and Archives Canada (LAC) – Preventive Care and Maintenance Section (Vault and Holdings) must supply floor layouts to the successful Contractor indicating the location of glue boards and bait traps throughout the entire facility.

- 1.2.1 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 1.2.2 The requirement is subject to the provisions of the the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

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



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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#) (2016-04-04), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses

[B1000T](#) (2014-06-26) Condition of Material

2.2 Submission of Bids

Bids must be submitted only to Library and Archives Canada Bid Business Centre by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to LAC will not be accepted.

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 with FPS, bidders must provide the information required below before contract award.

2.3 Former Public Servant

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.

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



Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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



2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **555 Boul. des Entreprises, Gatineau, Qc on Wednesday September 21, 2016**. The site visit will begin at **14:00 EDT, at the loading dock**. Bidders are requested to communicate with the Contracting Authority no later than Monday September 19, 2016 at 14:00 EDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.7 Joint venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d. the name of the joint venture, if applicable.
2. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
3. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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

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



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ATTACHMENT 1 to PART 4, TECHNICAL CRITERIA

1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

1.1 Company Evaluation

Company Mandatory Requirements

Item	Qualification	Bidder Substantiating Detail/proposal reference
CM1	The Company must provide a single point of contact for all contract related issues, including problem resolution.	Provide the following contact information of one individual responsible for all contracting matters: <ul style="list-style-type: none"> • Name • Title • Telephone number • E-mail address
CM2	The Company must have been in the Pest Control Business for a minimum of 10 years, including previous ownerships and company merges, as of the closing date of this bid solicitation.	In order to demonstrate this, the Bidder must provide proof (i.e. incorporation, business registration or tax returns) in its arrangement confirming the number of years its firm has been in business. In case of a Joint Venture (JV), one member of the JV must meet the minimum 10-year requirement and all other member(s) of the JV must have been in business for a minimum of 3 years as of the closing date of this bid solicitation.
CM3	The Company must have a certified entomologist on staff or access to one for consultation purposes.	The bidder must provide a copy of their entomologist's certificates



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1.2 Personnel/Candidate Evaluation

The bidder must number the paragraphs in each resume and must use these numbers to specifically demonstrate the experience claimed. General statements of experience will not be accepted as substantiation by the evaluators.

Pest Control, Library and Archives Canada			
Criteria	Requirement	Required Supporting Information	MET / NOT MET
M1	The bidder's personnel who would be providing on site pest control services must meet all provincial requirements, for both Ontario and Quebec, regarding the exterminator license and certified pest control operator license in accordance with the Federal/Provincial pesticide laws and regulations.	The bidder must Provide the exterminator licenses and certified pest control operator licenses (Ontario and Quebec) in accordance with the Federal/Provincial pesticide laws and regulations for each employee.	



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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.



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5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.



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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance Requirements

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

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



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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

The Contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by Corporate Security Service, Library and Archives Canada.

The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information.

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of Contract Award to September 30, 2019.



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7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods 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 ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Geneviève Rioux
Title: Senior Contracting Officer
Library and Archives Canada
Address: 550 boul. De la Cité, Gatineau, Quebec, K1A 0N4

Telephone: 343-998-1925
Facsimile: 613-934-5263
E-mail address: Genevieve.Rioux@Canada.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 Project Authority

The Project Authority for the Contract is: *[To be inserted at Contract Award]*

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

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

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



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7.5.3 Technical Authority

The Technical Authority for the Contract is: *[To be inserted at Contract Award]*

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.

7.5.4 Contractor's Representative

[To be inserted at Contract Award]

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.

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



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- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex "B" for a cost of \$ [\[To be inserted at contract award\]](#). Customs duties are included and Applicable Taxes are extra.



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

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ *[To be entered at contract award]* Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Monthly Payment

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

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

7.7.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

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



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



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7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 SACC Manual Clauses

[A3050T](#) (20147-11-27) Canadian Content Definition

[A3060C](#) (2008-05-12) Canadian Content Certification

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2016-04-04), General Conditions - Higher Complexity;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated [Date to be inserted at Contract Award], (*To be inserted if the bid was clarified or amended, insert at the time of contract award.*), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Foreign Nationals (Canadian Contractor)

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

7.13 Insurance Requirements

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

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



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



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ANNEX “A”, STATEMENT OF WORK

SECTION 1

1.0 GENERAL

1.1 This pest management contract (PMC) is for the property at 555 des Entreprises Avenue, Gatineau QC. Control techniques include cultural methods that reduce food, water, harborage, access and environmental conditions that are favoured by pests. Library and Archives Canada (LAC) – Preventive Care and Maintenance Section (Vault and Holdings) must supply floor layouts to the successful Contractor indicating the location of glue boards and bait traps throughout the entire facility.

1.2 The Contractor must furnish all supervision, labour, materials and equipment necessary to accomplish the surveillance, trapping, pesticide application and pest removal components of the pest management contract. The Contractor must be responsible for providing detailed, site-specific reports to the Departmental Representative about any structural or sanitary deficiencies and make recommendations that would reduce pest food, water, harborage, access of favourable climatic condition. The Contractor must use floor layout plans provided by Preventive Care and Maintenance Section (Vault and Holdings) indicating the pest control activities for the specific site.

2.0 STAFFING

2.1 The Contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Corporate Security Service, Library and Archives Canada.

2.2 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

2.3 The Contractor must provide to the contracting authority at LAC and to the facility security officer the full name, address, telephone number and date-of-birth of each member of his personnel prior to commencement of the pest management contract.

2.4 All the Contractor’s personnel must possess proper identification and proof of credentials while on the premises. Also they must sign IN and OUT and enter the times of arrival and departure in registers or on sheets so provided at the security guards control desk or other designated areas and must be escorted while performing the pest control operations.

2.5 Throughout the term of this contract, the Contractor’s personnel providing on site pest control services must meet all provincial requirements regarding the exterminator license and certified pest control operator license in accordance with the Federal/Provincial pesticide laws and regulations.

2.6 The Contractor must have a certified entomologist on staff or access to one for consultation purposes and be able to provide a copy of their certificates.



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2.7 All the Contractor's personnel working on the premises must be suitably uniformed at all times as follows:

- 2.7.1 The company name or crest to be affixed to the shirt
- 2.7.2 Access to the premises will be denied to any non-uniformed staff.

3.0 HEALTH AND SAFETY

3.1 The Contractor must ensure that all products used in the work place are environmentally friendly and are registered under the Federal Pest Control Products Act (PCP Act) and under Provincial Pesticide Law.

3.2 The Contractor must observe all safety precautions throughout the performance of this contract. All work must comply with the applicable requirements of federal and provincial law, regulations, City ordinances and policies. All work must comply with applicable provincial and municipal safety and health requirements. The Contractor must be responsible to provide to all his employees appropriate training as per federal and provincial laws regulating the Workplace Hazardous Materials Information Systems (WHMIS). The Contractor must ensure that controlled products used, stored, handled or disposed of in the workplace are properly labelled and also be classified according the Workplace Hazardous Materials Information Systems (WHMIS).

3.3 Appropriate personal protective equipment must be provided by the contractor for their personnel and used where required in the facility.

3.3 The Contractor must provide to the Departmental Representative the current labels and Material Safety Data Sheets (MSDS) of all pesticide products to be used on site and list and describe pesticide application equipment. The Contractor must ensure that Material Safety Data Sheets (MSDS) are made available to workers for education and training purposes. A binder with the copies of the MDS D sheets must be kept on the premises and updated when new products are purchased.

4.0 MATERIAL AND EQUIPMENT

4.1 The Contractor must supply all equipment, materials and products to carry out the pest management contract.

4.2 The Contractor must ensure that all equipment used to perform the services is in a state of good repair. The Departmental Representative reserves the right to have equipment which is judged to be defective or not suitable, taken out of service and the Contractor must supply suitable replacement equipment within one working day.

5.0 EMERGENCY SERVICES

5.1 The Contractor must respond to all emergency service calls 24 hours a day, 7 days a week within ½ hour and be on site within 1 hour of notification. Also the Contractor must respond to all calls initiated by the National Service Call Centre (NSCC) and confirm the completion of the work to the National Service Call Centre (NSCC) and the Departmental Representative.

6.0 WORK SCHEDULE

6.1 The Departmental Representative will provide the date for the scheduled inspection at the commencement of each upcoming year of the contract.



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SECTION 2

1.0 DESCRIPTION OF SERVICES

- 1.1 The Contractor must implement an effective pest control program to maintain a pest free environment that must include:
- 1.1.1 Monitoring a population by inspecting or trapping where the pest is most likely to be present;
 - 1.1.2 Pest identification and counts provided on the LAC form;
 - 1.1.3 Planning preventative measures that modify the habitat to make it unattractive to pests;
 - 1.1.4 Implementing the most appropriate controls at the right time in the pest life cycle;
 - 1.1.5 Placing controls where they will have the optimal effect;
 - 1.1.6 Providing sanitation recommendations; and
 - 1.1.7 Obtaining permission from the Departmental Representative prior to any and all pesticide application.
- 1.2 Basic Routine Pest Control Service:
- 1.2.1 Routine service provided by the Contractor must be designed to eliminate and control minor infestations of commonly found insects and rodents. Typically, service frequency will be no less than once a month.
 - 1.2.2 Routine service includes twice-yearly (spring, fall) application of a barrier spray to the exterior perimeter of the building. This includes the application of barrier spray to the parapets and all roof /wall edging in the fall to limit the number of pests entering the roofline.
 - 1.2.3 The Contractor must provide a pest control program that utilizes an Integrated Pest Management (IPM) decision making process to minimize adverse health and environmental impacts, reduce pollution, protect property, protect non-target species, protect species diversity and rare species, and to continually improve pest management in using the least toxic methods available.
 - 1.2.3 Proper identification and treatment of pests is crucial. Upon properly identifying the pest, the Contractor will determine the most effective method of treating the pest problem considering specific pest behaviour, biology with structure and potential health hazards of the pest and treatment. The first consideration for solving the pest problem will always be **a treatment without using pesticides**. Such treatments are the use of vacuum devices, mechanical traps or mechanisms for exclusion. If the Contractor determines that a pest treatment will be necessary, the Contractor should evaluate the various products labelled for use in the specific circumstance and make a decision on which product and treatment method is most appropriate considering potential health hazards of the pest and the treatment. The Departmental Representative must approve the pest treatment prior to application.
 - 1.2.4 Any cleaning associated with the pest management program must use only Environmentally Friendly product approved by Green Seal, Environmental Choice, Environmental Protection Agency, or any other seal approved by the Department Representative.
- 1.3 Pest Types:
- 1.3.1 Included pests for which the Contractor must provide basic routine IPM services are as follows: mice, rats, spiders, dooryard insects, Indian meal moths, ants, cockroaches, sow bugs, book lice, springtails, earwigs, fruit flies, silverfish, stored product beetles, flies, bees, hornets and wasps.



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1.3.2 Excluded pests are to include (but not limited to): birds, raccoons, squirrels, ground hogs, chipmunks, cats, skunks, bats, termites, pharaoh ants, and carpenter ants.

1.4 Covered Areas:

1.4.1 Exterior areas to be covered include: the exterior walls, the ground surface immediately below exterior walls and surrounding grounds, lights immediately exterior to the building, doors leading to the exterior of the building, windows at the perimeter of the building, garbage/compactor containers and bins, recycling bins.

1.4.2 Interior areas to be covered include all common areas such as the following: foyer, reception, lobbies/concourse, hallways, lounges, elevator rooms, storage rooms, locker rooms, mail rooms, mechanical and electrical rooms, telephone rooms (Bell), HVAC rooms, boiler rooms, shipping/receiving rooms, garbage/waste and recycling rooms, janitor/custodial rooms, washrooms, all floor drains, lunchrooms, dining areas, kitchens, cafeteria/food preparation and service areas, unless otherwise specified by the Departmental Representative. It also includes collection areas, processing spaces and supply rooms.

1.5 Control Devices:

1.5.1 Contractor must deploy various control devices as required that must include mechanical traps, tamperproof interior and exterior bait stations, glue boards, pheromone traps, small animal live traps, glue trap monitors, dusts, fly lights, foaming agents, and pesticides. When fly traps are being utilized, the Contractor must be held responsible for the service maintenance of these devices. This must include the timely replacement of the fly traps and light tubes when required or as per manufacturer recommendations.

1.5.2 Monitoring should include the use of devices known as “sticky traps” or “trap monitors”. These devices contain no pesticides but have sticky surfaces that retain the pests within the device. The types of monitors and the number of monitors placed in the building on the service list should be agreed upon by the Contractor and Departmental Representative at the time of contract signing. Monitors should be used in the building and lunchrooms and all other room, collection areas, classrooms, lounges, offices, vending machine areas and monitored with no fewer than 4 monitors each. The number of monitors placed in each room and the exact location can be modified by the Departmental Representative as deemed appropriate. Monitors are to be inspected not less than monthly by the Contractor and results of monitors reported on the inspection form as provided by the Department Representative. The type and number of pests observed through the monitoring program should be reported to Preventive Care and Maintenance Section (Vault and Holdings) within five (5) working days. The specific location of the monitors with pests should be noted on the inspection form. Damaged monitors will be reported on the form.

1.5.3 Fly Lights: Inspect the traps to remove and replace the glue boards inside the fly lights. Fly lights are not to be installed directly over a food handling area. Clean the fly light and inspect the trap to make sure that it is functioning correctly. Service the existing fly lights owned by Public Service and Procurement Canada (PSPC) by checking for infestations, lamp replacement, glue board replacement, cleaning and over-all inspection of the units.

1.6 Drain Maintenance:



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1.6.1 The Contractor must provide the following services for drain fly maintenance: Inspect all drains and remove grates and treat drains to eliminate harborage of flies.

Using drain brush, loosen any large organic matter and remove it from the drain.

1.6.2 Apply foaming agent and cleaning product to clean all areas of the drain, and remove organic matter.

1.7 West Nile Virus:

1.7.1 The Contractor will complete an evaluation (prior to the onset of mosquito season and not later than May of each year) of West Nile Virus (WNV) potential at the site using the checklist provided.

1.7.2 If it is deemed that WNV potential exists, the Contractor will collaborate with the Departmental Representative and the local municipality to determine the recommended course of action. If treatment (ex. Pellet treatment) is required the actions must be undertaken by a fully licensed technician upon approval by the Departmental Representative.

1.7.3 The cost of remedies to reduce WNV potential must be additional to the base agreement and included as "As Needed" services in section 2.0.

1.8 Integrated Pest Management Log Book:

1.8.1 An Integrated Pest Management logbook must be maintained by the Contractor at each site and must include all reports as described in Section 6.0.

1.8.2 It is the responsibility of the Contractor to provide the logbook. The logbook will be considered the property of LAC.

1.9 Bird Trapping and Exclusion:

1.9.1 The basic routine pest control service will include the monitoring of bird infestations on rooftops, shipping and receiving areas, canopies, balconies, lights, eaves troughs, vents, ducts, and signs.

1.9.2 Should an infestation be identified, it is the responsibility of the Contractor to inform the Departmental Representative of said infestation and upon approval execute the following, consistent with the terms of "As needed services (Section 2.0)":

- Supply, setup and maintenance of traps for small populations of birds.
- Ensure adequate food and water supply in traps for the birds.
- Removal of birds, removal and clean-up of bird dropping, nesting material, eggs, eggshell, and other miscellaneous debris.
- Control strategies must also include stealth netting, bird wire, bird coil and bird points or bird spikes, as required.
- All structures affected by birds must be cleaned and decontaminated by use of anti-bacterial and deodorizing treatments, which must be applied as required and as permitted by the Departmental Representative.

2.0 AS NEEDED SERVICES

2.1 "As needed" Service may be required from time to time to eliminate large infestations of insects or to capture or eliminate "excluded pests" defined above, but are not limited to such pests. When such service is required the Contractor will provide a quotation for a customized solution and will obtain the Departmental Representative's approval before implementing the program.

2.2 Such quotations will be subject to the hourly rate as quoted in the Contractor's submission to this Request for Proposal (RFP).



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3.0 PESTICIDE USE

3.1 Full scale spraying of pesticides for the purpose of eliminating large infestations of insects must only be done as a last resort and only with the prior approval of the Departmental Representative.

3.2 Selection:

3.2.1 Prior to application, the Contractor must inform the Departmental Representative of the type of pesticides proposed for eliminating an infestation.

3.2.2. If the application of pesticides is necessary, the following selection criteria must be followed:

- Pesticides which are least toxic to humans
- Least environmental impact
- Have the lowest impact on non-target organisms
- Pesticides most specific to the target species
- Formulations that minimize the amount of pesticide used
- Least disruptive of natural controls
- Most likely to produce long term reductions in pest recurrences
- Most cost effective over time

3.3 Application

3.3.1 The Contractor must have a spill contingency plan in place prior to mixing and spraying. Property adjacent to school yards, picnic areas, and public parks are not sprayed during hours of prime use.

3.3.2 Drift must be minimized by spraying large droplets and only when wind velocity is less than ten (10) km per hour, or by using a buffer zone, or drift control shield.

3.3.3 Spraying in interiors must be done during non-regular working hours and allows for eight (8) hours or more air exchange before the next work period.

3.3.4 Spot treatment may be done where practical.

3.3.5 Spraying must not be carried out if rain is expected within twenty-four (24) hours or the temperature is to surpass twenty- five (25) degrees Celsius. Liquid applications must be preferred rather than granular to limit potential toxic effects.

3.4 Indoor Notification and Signage:

3.4.1 Contractor must advise Departmental Representative at least five (5) working days in advance of intent to apply pesticides.

3.4.2 Signs must be posted in both Canadian official languages.

3.4.3 Warning signs must be posted to comply with federal and provincial regulations.

3.4.4 Signs must remain posted for at least forty-eight (48) hours after the application, unless a longer time is required for re-entry. In addition, signs should also include recommendations to prevent exposure

3.4.5 Five (5) days prior to application, the Departmental Representative must be informed of the intended pesticide application by way of posted signs and a notice. Both signs and notices must include:

- Name of the product to be used;
- PCP registration number;
- Reason for application;
- Date of applications;
- Telephone number to contact for information and;
- Time for safe re-entry into the treated area.

3.5 Outdoor Notification and Signage



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- 3.5.1 Warning signs must be posted seventy-two (72) hours prior to application and must remain posted for at least forty-eight (48) hours after the application, unless a longer time is require for re- entry.
- 3.5.2 Signs must be in both Canadian official languages; French language is placed first.
- 3.5.3 Signs must be made from weather resistant materials. They must be approximately forty (40) cm wide x fifty (50) cm high and contain the following wording:
"ATTENTION PESTICIDES UTILISÉS / WARNING PESTICIDES USED"
- 3.5.4 The sign must also contain a warning picture that warns the public not to touch or walk on the treated areas.
- 3.5.5 Signs should include recommendations to prevent or minimize exposure.
- 3.5.6 The sign must also indicate the following:
 - Date of the application
 - Name of the pesticide used
 - PCP registration number
 - Reason for application
 - Telephone number for information
 - Safe re-entry date

3.6 Storage and Disposal:

- 3.6.1 The storage of chemical pesticides or application equipment IS NOT permitted at LAC facilities. The Contractor must use precise quantities of pesticides required thereby avoiding storage and unnecessary disposal.

4.0 SCHEDULES AND RESPONSE TIMES

4.1 Basic Routine IPM Service:

- 4.1.1 Routine inspections and servicing for included pests must be carried out once per month as per the schedule agreed to by Departmental Representative and performed during regular working hours- Monday to Friday 8:00 am -4:00pm or as permitted by Departmental Representative.
- 4.1.2 Contractor must be available twenty-four (24) hours, seven (7) days per week.
- 4.1.3 Intensified service will be provided for locations when an infestation requires additional treatments beyond the normal visit. An intensified service will be rendered until an infestation is resolved to the satisfaction of the Contractor and the Departmental Representative.
- 4.1.4 Contractor must be allowed increased frequency of visits until a problem is resolved and as permitted by Departmental Representative. Such service visits must be performed during times of low tenant activity when possible.
- 4.1.5 Contractor may service sites between 8:30am-4:00pm Monday- Friday and as permitted by the Departmental Representative.
- 4.1.6 Contractor will respond on site to any emergency service to treat an included pest within a two (2) hour response time. For emergencies, signage/communication to the tenant must be implemented 24 hours before application (other than a least-toxic pesticide).
- 4.1.7 Contractor must arrange for monitoring of live traps on a daily basis when deployed. Rodents or small animals must be immediately removed from the site once discovered by the Contractor. The removal of these rodents and small animals must adhere to the applicable laws governing the affected site. The relocation of these animals must be performed using a relocation distance that is significant and approved by the Departmental Representative and according to local bylaws.



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4.1.8 If the monitoring of bird infestations is inclusive to the Basic Routine IPM service then the frequency of said monitoring will be consistent with routine service.

4.2 "As Needed" Services:

- 4.2.1 The Contractor must guarantee a maximum on site reaction time of two (2) hours in responding to emergency situations for excluded pests.
- 4.2.2 If an unexpected excluded pest issue rises Contractor must respond on site within two (2) hours.
- 4.2.3 If heavy cockroach activity is noted, arrangements must be made to carry out treatments during shut down periods.
- 4.2.4 Contractors must use the appropriate method of control to ensure that the service is carried out effectively and in the event that it is not effective within fifteen (15) days of the application, the Contractor agrees to return to the site to complete an additional application without additional charge to LAC. Contractor must adjust frequency of service to whatever is needed to rectify the problem.
- 4.2.5 Contractor must arrange for monitoring of live traps on a daily basis when deployed.
- 4.2.6 Contractor must be available twenty-four (24) hours, seven (7) days per week.

5.0 REGULATIONS

5.1 Contractor must retain a valid Pest Control Operators license issued by the Provincial Ministry of Environment having jurisdiction.

5.2 A Pesticide Structural Class 2 Exterminator licensed by the Provincial Ministry of Environment having jurisdiction must apply all pesticides used.

5.3 Contractor must perform all work in accordance with the latest revisions of the following acts and regulations:

5.3.1 Federal:

- Federal Pest Control Products Act
- Federal Pest Control Products Regulations

5.3.2 Province of Quebec:

- Pesticide Act
- Regulation 914

5.4 Contractor's technicians must be in uniform must wear identification at all times when present at the LAC site. ID must note Contractor's name, and technician's ID number.

6.0 REPORTS

6.1 Along with a receipt at the time of the service call, the Contractor will provide to the Departmental Representative a documented report following each inspection or service call. The report must cover any pest activity and evidence thereof, related findings, all treatment procedures and control measures applied. The following details should be included:

- 6.1.1 Date and time of inspection.
- 6.1.2 Identification of specific areas inspected and/or serviced.
- 6.1.3 Type of pest observed and a judgement of level of infestation.
- 6.1.4 Current conditions conducive to pests harborage, and concerns affecting potential pest activity.



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- 6.1.5 Documented list of all temporary and permanent placement and removal of pest control devices, including specific device type, and targeted pest.
 - 6.1.6 Recommendations with regards to maintenance/exclusion that will relieve pest concern.
 - 6.1.7 Damaged, defective and missing devices (i.e. black lights).
 - 6.1.8 Detail description of sanitation/structural concerns relating to pest control.
 - 6.1.9 Building maintenance issues, required support from the local facility manager, branch responsibility issues.
 - 6.1.10 Identifications of any other health and safety concerns or other building deficiencies observed during the inspection or execution of the work.
- 6.2 The Contractor will report results of *monitoring devices* within 5 working days of the inspection.
- 6.2.1 The results will be reported using the form provided by the Departmental Representative.
- 6.2 The Contractor must ensure that the Departmental Representative signs the service report in addition to the Contractor.
- 6.3 The Contractor must contact the Departmental Representative upon arrival to the building site. A review of any pest concerns must be conducted with the Departmental Representative upon completion of the inspection visit or service call.
- 6.4 All findings must be reviewed with the Departmental Representative upon completion of the inspection visit or service call.
- 6.5 If any pesticides are used, a record of application must be completed and must include the following:
- 6.5.1 Name of the person who approved the pesticide application and supporting approval documentation;
 - 6.5.2 The name of the person, the organization, and the license number of the organization that applied the pesticide;
 - 6.5.3 Location and date where the pesticide was applied;
 - 6.5.4 Name of the pest and purpose for which the pesticide was applied (provide detailed justification/explanations);
 - 6.5.5 Approved common name or trade name of the pesticide and the Pest Control Products Act (Canada) registration number;
 - 6.5.6 Application rate and the total undiluted quantity of the pesticide applied (ensure the unit of measure is provided);
 - 6.5.7 Application rate and total quantity of the pesticide applied;
 - 6.5.8 Method of application (i.e. spraying, fogging, or dusting with dry chemical);
 - 6.5.9 Meteorological conditions prevailing at the time of application, including temperature, humidity, precipitation and approximate wind speed and direction of the pesticide was applied outside an enclosed structure;
 - 6.5.10 Location and distance of any pesticide used or applied within thirty (30) horizontal meters of an open body of water;
 - 6.5.11 Personal protection equipment (PPE) used by the Contractor;
 - 6.5.12 Instructions for the Departmental Representative post application;
 - 6.5.13 A documented spill contingency plan if mixing and spraying of pesticide use is involved;



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6.5.14 MSDS sheets for all chemical used (and proposed) must be provided; a detailed explanation of likely positive and negative impacts of the proposed chemical with a supporting verbal explanation to the Departmental Representative.

6.6 Contractor must provide an annual Pesticide Usage report (as provided by the contract authority) summarizing any/all pesticides used during the fiscal year (April 1 -March 31). The annual report will be due no later than April 1.

6.7 Prior to the end of the contract, the IPM program and treatment(s) from the previous year must be reviewed by LAC to evaluate the success of the program and to make recommendations for continual improvement.

6.8 The review must be accomplished by the completion of an annual IPM checklist as provided by LAC.

7.0 Departmental Support

- LAC will provide the date for the scheduled inspection at the commencement of each upcoming year of the contract;
- LAC will provide the Inspection form as provided by the Department Representative; and
- Annual IPM checklist, the WNV checklist, floor plans and monitor Inspection form will be provided by LAC



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ANNEXE 1: WNV Checklist

How to tell if your building is at risk of the West Nile Virus

Must read before starting checklist

This checklist has been broken into five categories:

- Background Information
- Serious Warnings
- Maintenance on Property / Major Causes
- Maintenance on Property / Minor Causes
- Surrounding your Property

Each category has been given specific questions and if you have a total number of YES answers in a certain category then it is recommended that your building receive the pellet treatment to reduce your chances of coming into contact with West Nile Virus.

Background Information - If your building has already had a West Nile risk assessment, then you may not have to fill out this checklist. This checklist is being conducted to see if your facility should receive pellet treatments to reduce the chance of coming into contact with the West Nile Virus. If your facility has already had a pellet treatment conducted this year, you do not have to fill out this checklist. (i.e. Property Managers for DND, Agriculture)

Serious Warnings - If a bird or employee has been diagnosed with the West Nile virus at your facility, it is recommended that your facility implement the pellet treatment, to protect yourself and the facility from legal complications.

Maintenance on Property / Major Causes - If you answered YES to at least **three** questions in this section, it is recommended that your facility implement the pellet treatment.

Maintenance on Property / Minor Causes - If you answered YES to all **three** questions in this section, it is recommended that your facility implement the pellet treatment.

Surrounding your Property - If you answered YES to at least **four** questions in this section, it is recommended that your facility implement the pellet treatment.

If you answered YES to at least **seven** questions between these categories: Maintenance on Property / Major Causes, Maintenance on Property / Minor Causes, and Surrounding your Property, it is recommended that facility implement the pellet treatment.

Risk Assessment for the West Nile Virus - Property Checklist

Building and location	Date	Property Manager



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Background Information

	Yes	No	N/A
Are there any or have there been any West Nile Virus control measures done on your property this year? If so, what have you done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Serious Warnings

	Yes	No	N/A
Have there been any dead crows found on your property? If yes, when?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

--

	Yes	No	N/A
Was there any test done on the crows found? If yes, what were the test and results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
Have any of your employees showed symptoms of the West Nile Virus? (<i>optional</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any employees been diagnosed with the West Nile Virus? (<i>optional</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Maintenance on Property / Major Causes



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	Yes	No	N/A
Do your eaves troughs/rain gutters not get cleaned regularly? If not, how often are they cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
Does the roof of the building accumulate water often? If so, how do you drain it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
Is there temporary pools when strong rains occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there standing water that collects on the property and remains there for more than 5 days before remediation efforts take place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have drainage ditches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your drainage ditches not get unclogged or regraded regularly? If so, how often?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How often do you unclog your drainage ditches?

	Yes	No	N/A
Do they often get clogged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any storm water ponds on your property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Wet	Dry	Other
If so, what type of stormwater ponds are they?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



How are they maintained?

Maintenance on Property / Minor Causes

	Yes	No	N/A
Do you keep your grass, shrubs or hedges trimmed regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there some windows in your building that are not screened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your lawn get over watered by sprinklers or rain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any catch basins on your property? If so, how many?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Surrounding your Property

	Yes	No	N/A
Does your property have any bird baths?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your property have any Plant Trays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there wooded areas on your property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the property used by the public? (i.e. Picnics, bike paths etc...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your building near wetlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your building near a park?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your building near a forest or wooded areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your building near an outdoor storage area for equipment or containers or equipment that might hold standing water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Glossary

Catch Basin - A cistern or vault at the point where a street gutter discharges into a sewer, to catch bulky matters which would not pass readily through the sewer.



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Drainage Ditches - Storm drains and ditches divert water and debris away from road surfaces, public access areas, or low basins where water collection could be unhealthy and dangerous.

Dry Ponds - A dry pond is designed to capture and slowly release runoff water for a period of 72 hours or less after a precipitation event. Dry ponds do not treat storm water and are typically constructed in areas where flood control is the greatest concern.

Standing Water - Not flowing; stagnant water.

StormWater Ponds - Are built to collect run-off water from heavy rain falls.

Wet Ponds - Also called stormwater ponds, retention ponds or wet extended detention ponds, these facilities are basins that have a permanent pool of water throughout the year. The wet pond is constructed to store runoff during and after storms. Wet ponds treat and filter stormwater runoff through settling and through nutrient uptake by plants and other aquatic organisms.

Important If your property has a wet pond, it will require at least an assessment of that pond if not an automatic move towards a WNV program.



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ANNEXE 3: MONITOR INSPECTION FORM

Below are several screen captures of the CSF IPM Monitor Inspection form. The actual excel file will be provided.

CSF IPM 2014

Trap	Pest	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals	Pest	
1	Ant													0	Ant	
	Beetle													0	Beetle	
	Beetle larva													0	Beetle larva	
	Book lice													0	Book lice	
	Cricket													0	Cricket	
	Drain fly														0	Drain fly
	Fly														0	Fly
	Fungus gnat														0	Fungus gnat
	Mouse fur														0	Mouse fur
	Moth														0	Moth
	Mosquito														0	Mosquito
	Spider														0	Spider
	Sow bug														0	Sow bug
	Silver fish														0	Silver fish
	Springtail														0	Springtail
	Thrip														0	Thrip
Unidentified														0	Unidentified	
Wasp														0	Wasp	
2	Ant													0	Ant	
	Beetle													0	Beetle	
	Beetle larva													0	Beetle larva	
	Book lice													0	Book lice	
	Cricket													0	Cricket	
	Drain fly													0	Drain fly	
	Fly													0	Fly	
	Fungus gnat													0	Fungus gnat	
	Mouse fur													0	Mouse fur	
	Moth													0	Moth	
	Mosquito													0	Mosquito	
	Spider													0	Spider	
	Sow bug													0	Sow bug	
	Silver fish													0	Silver fish	
	Springtail													0	Springtail	

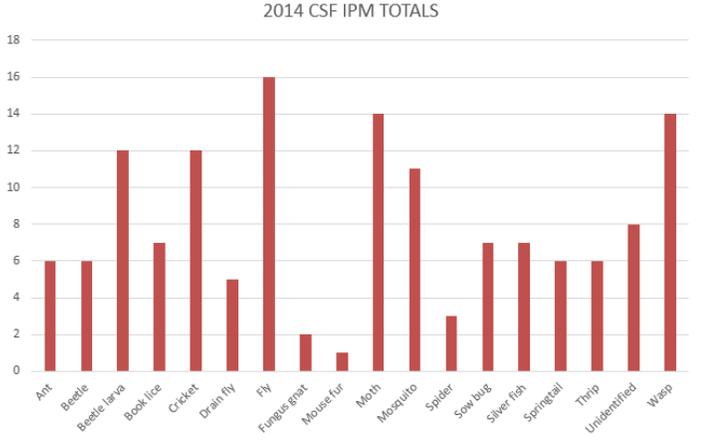
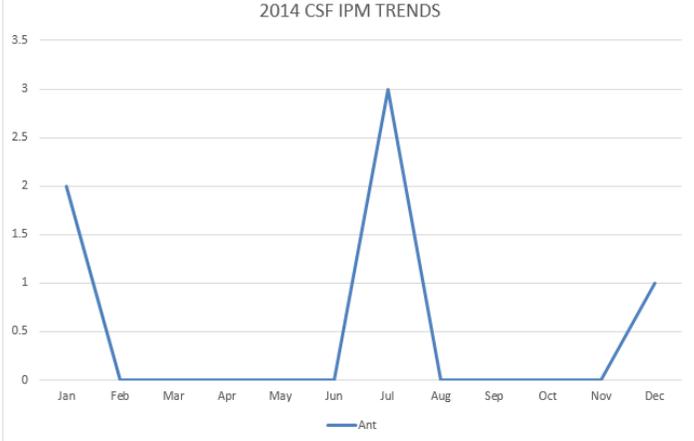


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TOTALS	2014												Totals	Pest	
	Pest	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov			Dec
	Ant	2	0	0	0	0	0	3	0	0	0	0	1	6	Ant
	Beetle	3	0	0	0	0	0	0	0	0	0	2	1	6	Beetle
	Beetle larva	0	2	5	0	4	0	0	0	0	1	0	0	12	Beetle larva
	Book lice	0	2	1	0	0	0	0	0	0	0	3	1	7	Book lice
	Cricket	1	0	0	2	1	0	6	0	1	1	0	0	12	Cricket
	Drain fly	0	0	0	1	0	0	3	0	1	0	0	0	5	Drain fly
	Fly	2	7	2	1	4	0	0	0	0	0	0	0	16	Fly
	Fungus gnat	1	0	0	0	0	0	0	0	0	1	0	0	2	Fungus gnat
	Mouse fur	0	0	0	0	0	0	0	0	1	0	0	0	1	Mouse fur
	Moth	0	0	1	2	1	1	0	3	1	4	1	0	14	Moth
	Mosquito	2	0	1	1	0	1	0	4	0	2	0	0	11	Mosquito
	Spider	0	0	0	2	0	0	1	0	0	0	0	0	3	Spider
	Sow bug	0	3	1	0	1	1	0	0	0	1	0	0	7	Sow bug
	Silver fish	1	0	0	1	1	0	2	1	0	0	0	1	7	Silver fish
	Springtail	0	2	0	0	0	2	1	0	1	0	0	0	6	Springtail
	Thrip	0	3	0	0	2	1	0	0	0	0	0	0	6	Thrip
	Unidentified	3	2	0	0	0	2	1	0	0	0	0	0	8	Unidentified
	Wasp	1	0	3	0	2	2	1	0	2	0	0	3	14	Wasp

Top 5

Pest	Count
Fly	16
Moth	14
Wasp	14
Beetle larva	12
Cricket	12





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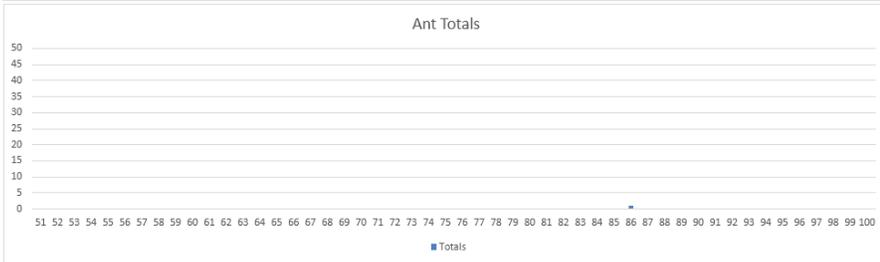
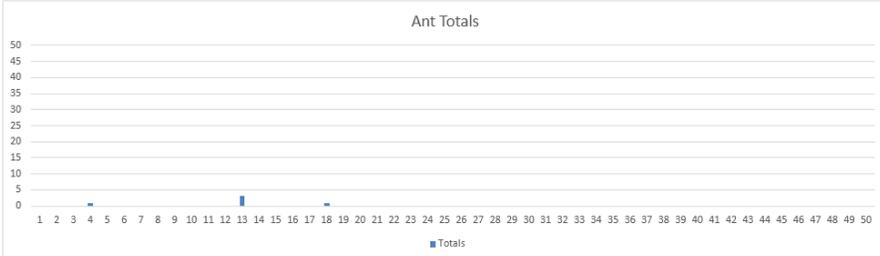
Ant

[Return To Totals](#)

Trap	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
1	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0	0	0
4	1	0	0	0	0	0	0	0	0	0	0	0	1
5	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	3	0	0	0	0	0	3
14	0	0	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	1	0	1
19	0	0	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0	0	0
26	0	0	0	0	0	0	0	0	0	0	0	0	0
27	0	0	0	0	0	0	0	0	0	0	0	0	0
28	0	0	0	0	0	0	0	0	0	0	0	0	0
29	0	0	0	0	0	0	0	0	0	0	0	0	0
30	0	0	0	0	0	0	0	0	0	0	0	0	0
31	0	0	0	0	0	0	0	0	0	0	0	0	0
32	0	0	0	0	0	0	0	0	0	0	0	0	0
33	0	0	0	0	0	0	0	0	0	0	0	0	0
34	0	0	0	0	0	0	0	0	0	0	0	0	0
35	0	0	0	0	0	0	0	0	0	0	0	0	0
36	0	0	0	0	0	0	0	0	0	0	0	0	0
37	0	0	0	0	0	0	0	0	0	0	0	0	0
38	0	0	0	0	0	0	0	0	0	0	0	0	0
39	0	0	0	0	0	0	0	0	0	0	0	0	0
40	0	0	0	0	0	0	0	0	0	0	0	0	0
41	0	0	0	0	0	0	0	0	0	0	0	0	0

Top 5

Trap	Count
13	3
4	1
18	1
86	1
1	0



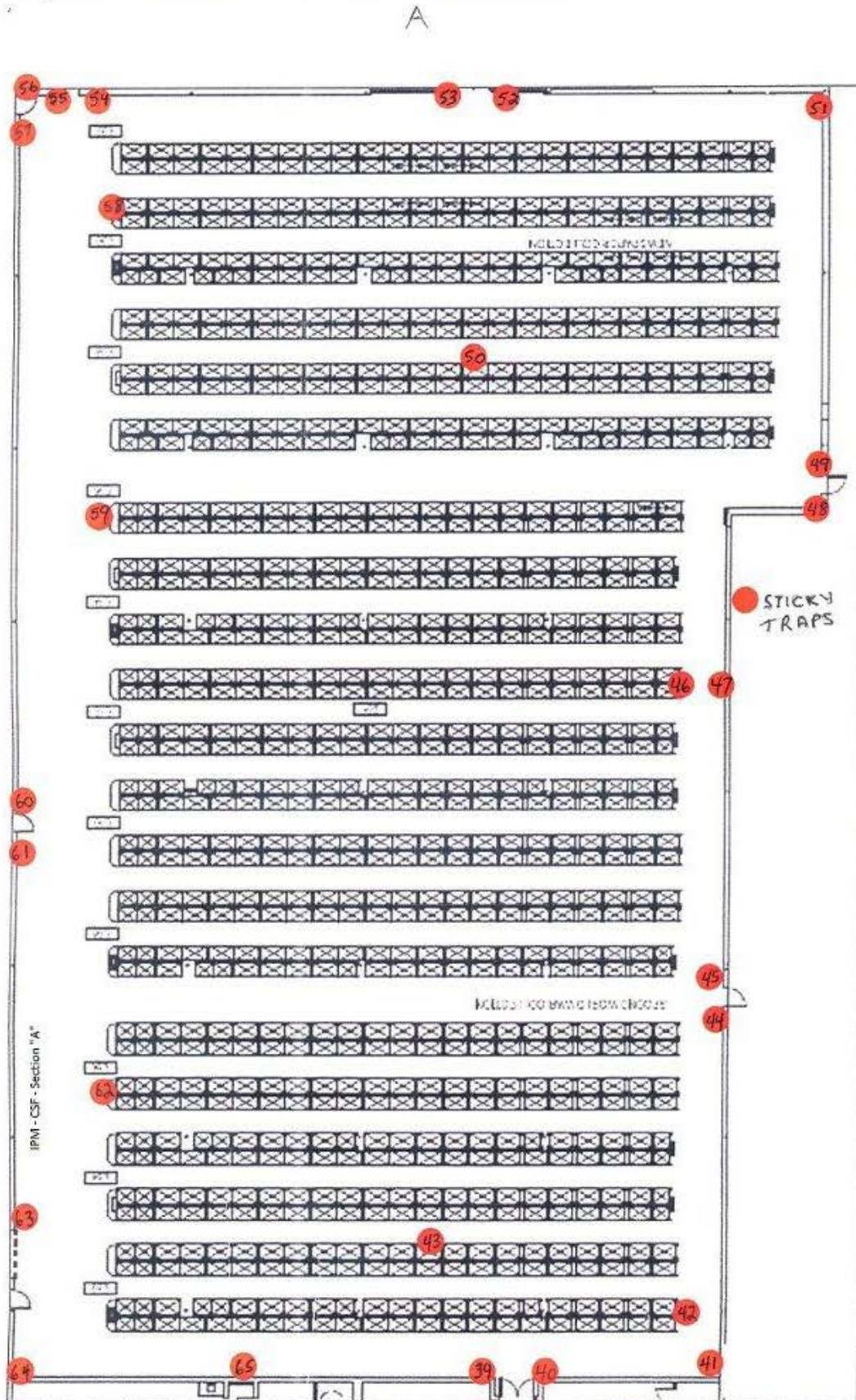


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ANNEXE 4: TRAP LOCATIONS



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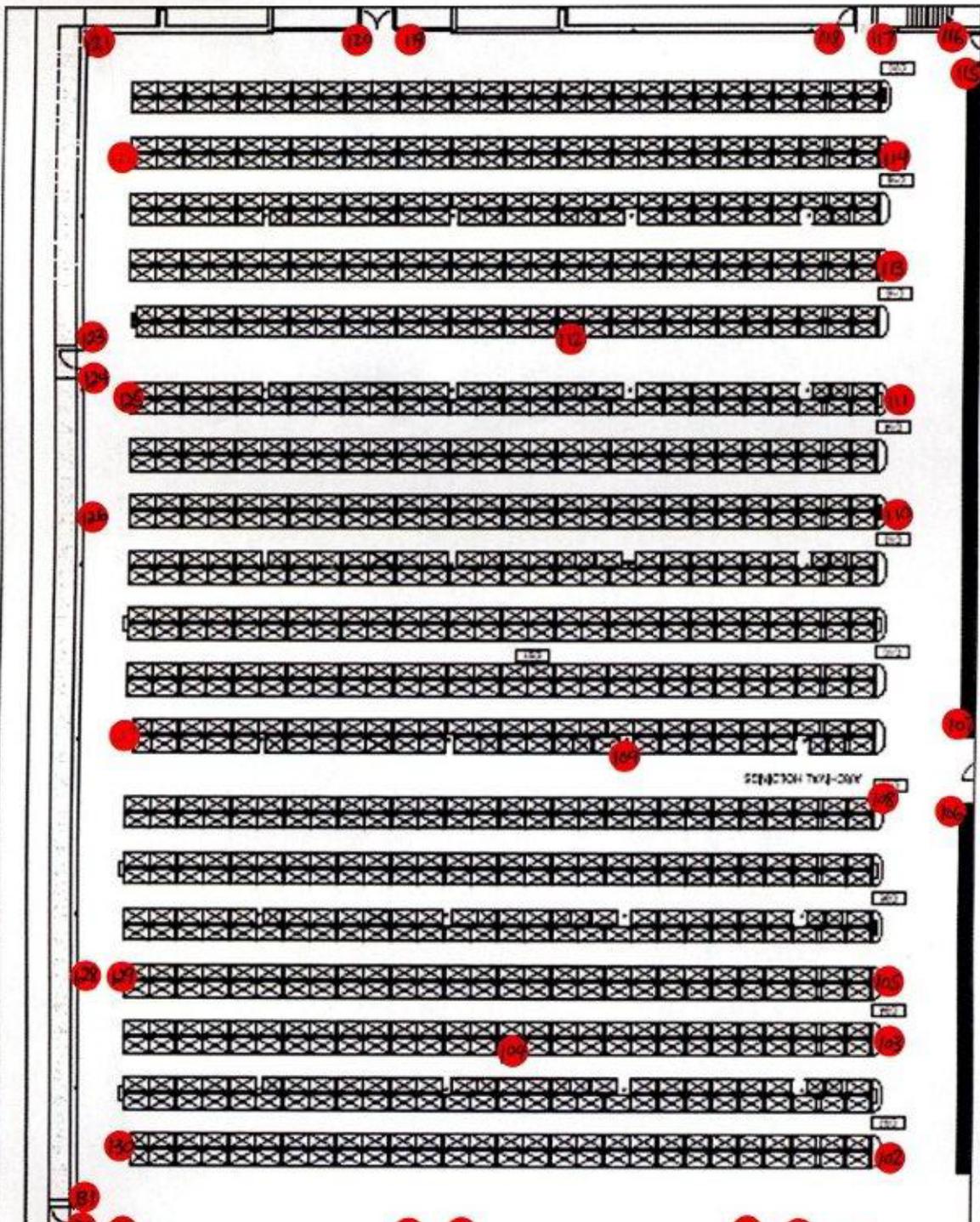


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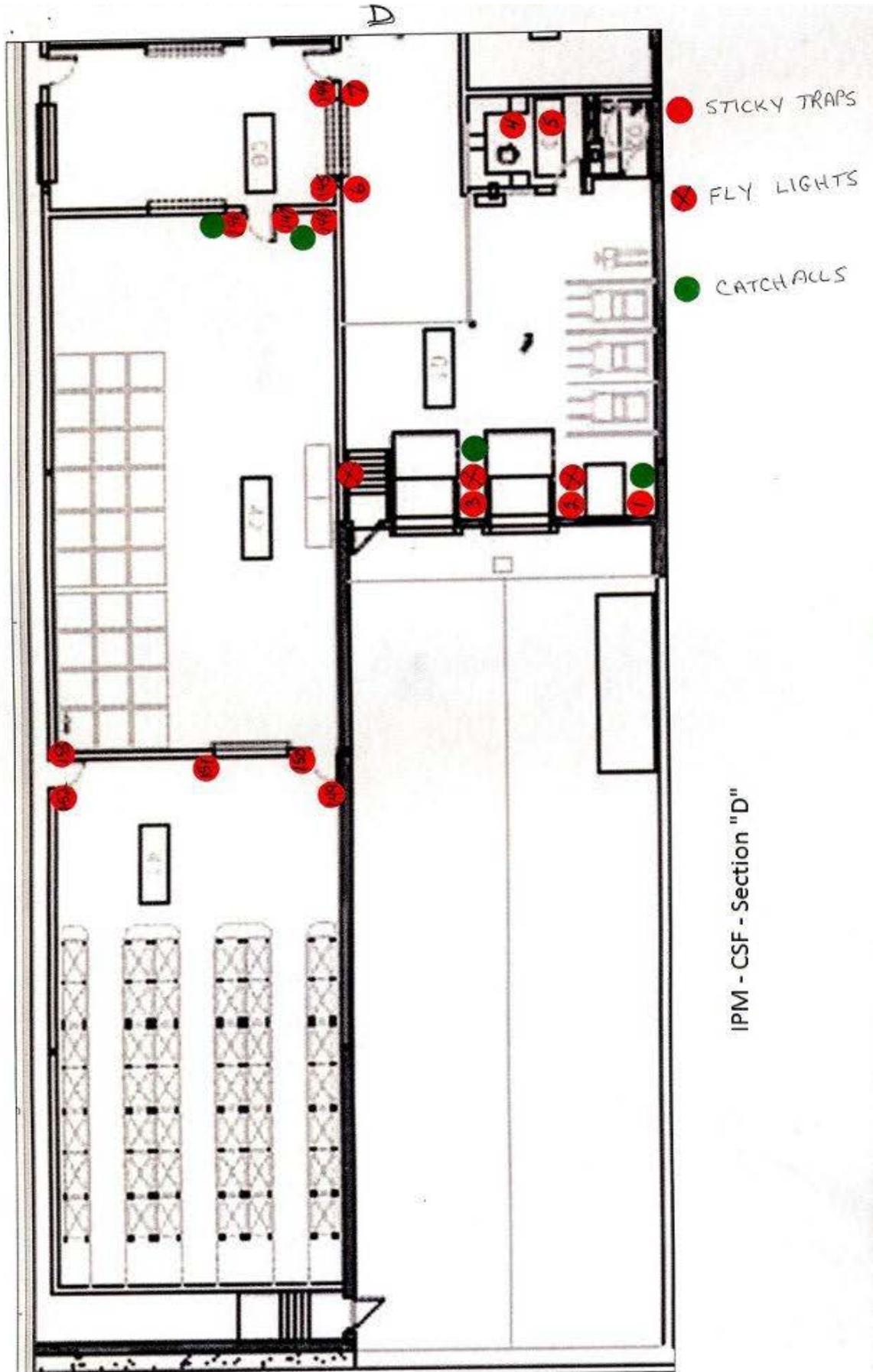
● STICKY TRAPS

IPM - CSF - Section "C"



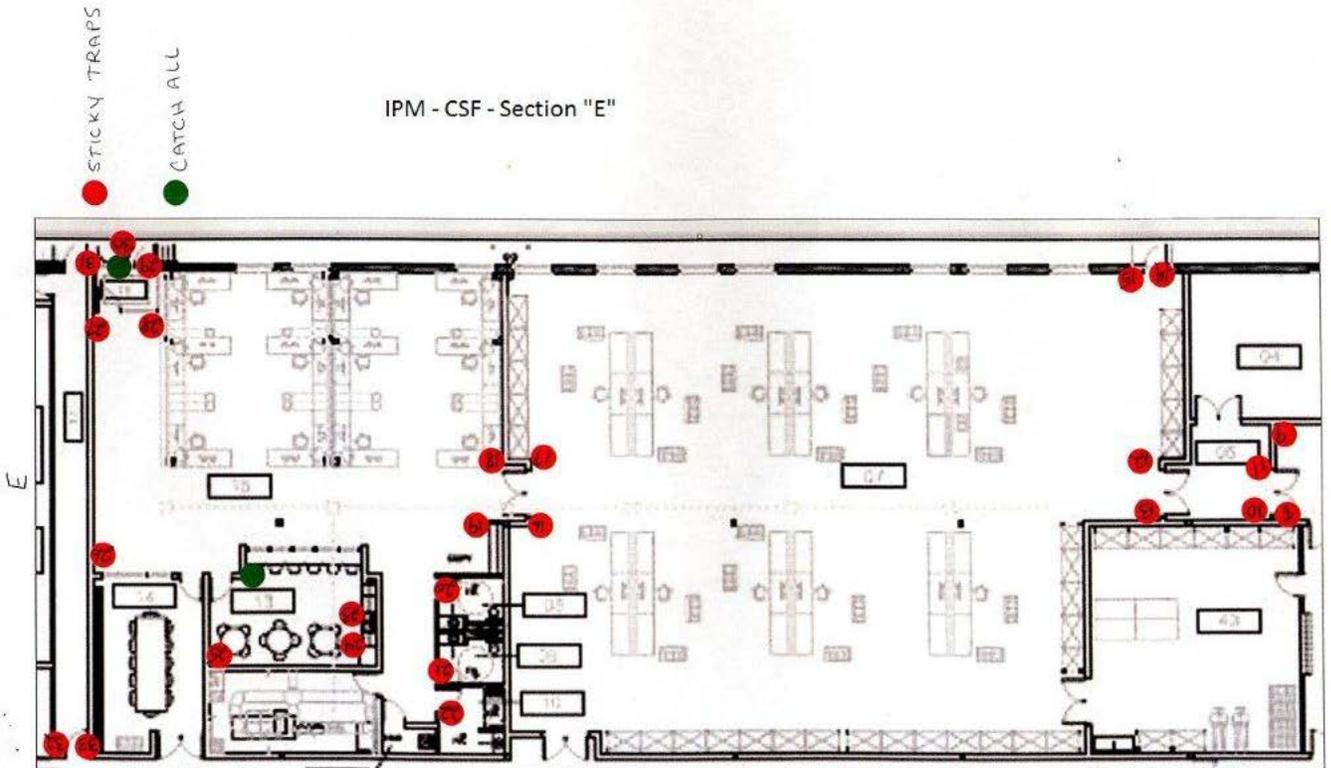


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ANNEX “B”, BASIS OF PAYMENT

1.1 In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a monthly rate as follows, for work successfully performed in accordance with the Contract. PST and/or GST is extra, if applicable:

Services & Products	Monthly Cost 1 st year	Monthly Cost 2 nd year	Monthly Cost 3 rd year	Monthly Cost 1 st Option year	Monthly Cost 2 nd Option year	Monthly Cost 3 rd Option year	TOTAL PRICE for all contract years and options (A)
Monthly Insect & Rodent Control & Two Routine Exterior Treatments (Spring & Fall) & Drain Maintenance & West Nile Evaluation (153 Monitors) 67 Exterior Baiters) (7 Ketchalls)	\$	\$	\$	\$	\$	\$	\$

¹ Include investment of equipment.

1.2 The Contractor will be paid up to a maximum price of \$5,000.00 per year for work successfully performed on an **as and when needed services** as specified bellow, for work successfully performed in accordance with the Contract. PST and/or GST is extra, if applicable:

As Needed Services	Rates 1 st year	Rates 2 nd year	Rates 3 rd year	Rates 1 st Option Year	Rates 2 nd Option Year	Rates 3 rd Option Year	TOTAL PRICE for all contract years and options
As needed Hourly rate	\$ / Hour	\$ / Hour	\$ / Hour	\$ / Hour	\$ / Hour	\$ / Hour	(B) \$
Bird trapping programs	\$ / Monthly	\$ / Monthly	\$ / Monthly	\$ / Monthly	\$ / Monthly	\$ / Monthly	(C) \$
Bird exclusion (Stealth Netting)	\$ / Square feet	\$ / Square feet	\$ / Square feet	(D) \$			
West Nile Virus Program (Price will vary dependent of amount of storm drains) Programs run from May till October	\$/month	\$/month	\$/month	\$/month	\$/month	\$/month	(E) \$

TOTAL BID PRICE (A+B+C+D+E)	\$
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1.3 Taxes

The estimated PST and/or GST, if applicable, is included in the total estimated cost on page 1 of the Contract. The PST and/or GST is not included in the Contract amount but will be paid by Canada as provided in the Invoice Submission. The Contractor agrees to remit to Canada Revenue Agency any amounts of PST and/or GST paid or due.

The GST is a separate item, estimated at \$[To be inserted at contract award] and payable by Canada.

1.4 Total Contract Amount \$[To be inserted at contract award].



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ANNEX "C", SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

5Z011-17-0095

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		2. Branch or Directorate / Direction générale ou Direction
LAC		Preservation
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 Monthly Integrated Pest Management (IPM) contract for the CSF building by a third party supplier that may not be escorted within LAC collection storage space to carry out such activities as: monitoring via bug and bait traps, execute LAC approved remedial actions, reporting back to LAC.		
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 / A ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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

Special comments:
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / 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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Jean-Michel Smith	Title - Titre Manager, PC&M	Signature 	Date 23-Aug.-2016.
Telephone No. - N° de téléphone 613-894-4006	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jean-michel.smith@canada.ca	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Jamie Louks	Title - Titre Physical Security Officer	Signature 	Date
Telephone No. - N° de téléphone 613-301-6916	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jamie.louks@canada.ca	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) GENEVIEVE RIOUX	Title - Titre SENIOR CONTRACTING OFFICER	Signature 	Date 23-Aug.-2016.
Telephone No. - N° de téléphone 343-998-1925	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel GENEVIEVE.RIOUX@CANADA.CA	
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



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ANNEX "D", INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability Insurance policy must include the following:
 - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Library and Archives 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 endeavor 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) Non-owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.