

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services / Travaux publics et services gouvernementaux

Kingston Procurement

Des Acquisitions Kingston

86 Clarence Street, 2nd floor

Kingston

Ontario

K7L 1X3

Bid Fax: (613) 545-8067

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux

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86 Clarence Street, 2nd floor

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K7L 1X3

Title - Sujet Animal and Pest Control Services	
Solicitation No. - N° de l'invitation W6837-174766/A	Date 2017-03-13
Client Reference No. - N° de référence du client W6837-174766	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-615-7164
File No. - N° de dossier KIN-6-46216 (615)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-04-24	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Denbeigh, Andrew	Buyer Id - Id de l'acheteur kin615
Telephone No. - N° de téléphone (613)484-1586 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE . OTTAWA Ontario K1A0K2 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre inclut des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirement Check List, the Insurance Requirements, the Standing Offer Reporting Form, Form PWGSC-TPSGC 942 – Call-up Against a Standing Offer, and the Electronic Payment Instruments.

1.2 Summary

The Department of National Defence (DND), Canadian Forces Base (CFB) Trenton has a requirement for the provision of all labour, materials, equipment and transportation required to provide Animal and Pest Control Services on an “as-and-when-requested” basis. These services will be required at various industrial, office, and residential buildings throughout CFB Trenton and various satellite locations. The locations supported through this Standing Offer include, but are not limited to: CFB Trenton, Canadian Forces Detachment (CFD) Mountain View, Belleville Armouries, Peterborough Armouries, Carrying Place Communications Complex, and Point Petrie Communications Complex.

It is the intention of the Crown to issue one (1) Standing Offer.

The period for placing call-ups against the Standing Offer will be from issuance to 31 March 2020, with the irrevocable option to extend the period of the Standing Offer by one (1) additional one-year period.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA).

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1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Offers

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

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable

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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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

Section I: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section II: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration:

- a) Offers must not contain any alteration to the Pricing Basis other than the addition of the Offeror's unit prices.
- b) Pricing must be provided for all items and all pricing periods. If the Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- c) Offers must not contain any condition or qualification placed upon the offer.
- d) Pricing must be firm in Canadian currency, excluding applicable taxes, and must not be indexed or tied to an escalation factor.

4.1.2.1 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The evaluated price of an offer will be determined as follows:

For each Item, with the exception of Items C23 and C24, the sum of the pricing for all pricing periods will be multiplied by the respective Annual Estimated Usage to calculate the extended price of the Item. For Items C23 and C24, the sum of the mark-up percentage for all pricing periods will be multiplied by the respective Annual Estimated Usage, and the resulting amount will be added to the Annual Estimated Usage to calculate the extended price of the Item.

The extended prices of all Items will be added together to calculate the total Evaluated Price.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory evaluation criteria to be declared responsive. The responsive offer with the lowest Evaluated Price will be recommended for issuance of a Standing Offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

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>), the Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer 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>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the Employment and Social Development Canada-Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Pesticides Operator Licence

The Offeror must provide a copy of their Ontario Ministry of the Environment's Pesticides Operator Licence (valid at time of solicitation closing date), as defined by the *Pesticides Act* and Regulation 63/09.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors 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 Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

[2005](#) (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from issuance of the Standing Offer to 31 March 2020. *[Note to Offerors: Canada will insert information (dates) at time of issuance]*

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) year period, from 1 April 2020 to 31 March 2021 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Andrew Denbeigh
Title: Supply Specialist

Public Works and Government Services Canada
Acquisitions Branch
Directorate: Acquisitions Kingston
86 Clarence Street, 2nd Floor
Kingston, Ontario K7L 1X3

Telephone: 613-484-1586
Facsimile: 613-545-8067
E-mail address: andrew.denbeigh@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for

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any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative *[Note to Offerors: Please fill out required information]*

Name: _____
Title: _____

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

Procurement Business Number: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence.

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

7.10 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2016-04-04), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2016-04-04), General Conditions – Services (Medium Complexity);

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File No. - N° du dossier
KIN-6-46216

Buyer ID - Id de l'acheteur
kin615
CCC No./N° CCC - FMS No./N° VME

-
- e) Annex A, Statement of Work;
 - f) Annex B, Basis of Payment;
 - g) Annex C, Security Requirements Check List;
 - h) Annex D, Insurance Requirements;
 - i) the Offeror's offer dated _____. *[Note to Offerors: Canada will insert information at time of issuance]*

7.11 Certifications and Additional Information

7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. *[Note to Offerors: If applicable, Canada will insert the name of the province or territory as specified by the Offeror in its offer]*

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 13 - Interest on Overdue Accounts, of 2010C (2016-04-04), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards. *[Note to Offerors: This clause will be inserted if payment by credit cards is accepted by the Offeror, otherwise it will be deleted]*

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the call-up, the Contractor will be paid the firm unit price(s) as stipulated in the call-up, calculated in accordance with Annex "B" – Basis of Payment. Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16), Limitation of Price

7.5.3 Single Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

7.5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 – Direct Request by Customer Department
SACC Manual clause C0711C (2008-05-12), Time Verification

7.5.5 Electronic Payment of Invoices – Call-up

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

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

[Note to Offerors: Canada will insert or delete text, as per the Offer (Annex G), at time of issuance]

7.6 Invoicing Instructions

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

Invoices must be submitted on the Offeror's own invoice form and at a minimum include:

- (a) the call-up number;
- (b) the amount invoiced (exclusive of applicable tax);
- (c) the amount of applicable tax;
- (d) the date;
- (e) the name and address of the Identified User;
- (f) the Item number(s);
- (g) a copy of time sheets to support the time claimed (if applicable);
- (h) the Standing Offer Number as shown on page 1 of this Standing Offer.

2. The original and one (1) copy of each invoice must be forwarded to the Client Representative as indicated on each call-up document for certification and payment.

7.7 Insurance Requirements

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

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

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

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7.8 SACC Manual Clauses

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations

7.9 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "A"

STATEMENT OF WORK

SECTION A

GENERAL SCOPE OF WORK

1. GENERAL DESCRIPTION

The work under this Standing Offer (SO) comprises the furnishing of all labour, materials and equipment required to provide animal and pest control services at various industrial, office, and residential buildings throughout 8 Wing Trenton and various satellite locations, as detailed in this specification, on an "as and when requested" basis. Locations supported by this SO include, but are not limited to the following geographical areas: Canadian Forces Base Trenton, Detachment Mountain View, Belleville Armouries, Peterborough Armouries, Carrying Place Communications Complex, and Point Petrie Communications Complex. No minimum call-up limitation will apply. Section A of the Statement of Work applies to and governs all phases of the work specified and/or indicated in Section B of the Statement of Work. See Section B of the Statement of Work for further details regarding the provision of animal and pest control services.

2. SITE ACCESS

- a. The movement of personnel, material, and equipment within the Wing and buildings shall be subject to the approval of the Project Authority (PA).
- b. Access to 8 Wing Trenton will be restricted to military personnel, authorized government employees and civilians who have received prior authorization to enter the Base area. To obtain authorization, the Contractor must provide to the PA, the name(s), address(es) and phone number(s) of all employees who require access to Base facilities for the performance of their contractual obligations. It will be the Contractor's responsibility to maintain accurate and up-to-date employee lists. Canada will not be held responsible for failure to meet delivery dates and contractual obligations should their employees be denied access because prior authorization for them has not been obtained. 48 hours of advance notice to the PA is required before delivery to mitigate issues that can arise from DND activity. The authorized contact for delivery purposes is the PA specified in this SO.
- c. All personnel must be prepared to show their government issued photo identification (such as a driver's license or other piece of identification which the PA deems acceptable) while on DND property. Canada will not be responsible for costs incurred by the Contractor if their personnel are refused entry to the Canadian Forces Base.

3. STANDARDS

- a. Throughout the various sections and subsections of this specification reference is made to domestic, national and international standards. These standards must be considered an integral part thereof and must be read in conjunction with the specification as if they were reproduced herein. The Contractor must therefore be fully familiar with their contents and requirements. The latest edition of all standards must be applicable unless a specifically dated edition is mentioned; and
- b. When reference is made to certain detailed drawings, catalogues or similar related data as published by equipment suppliers, the Contractor will be solely responsible for obtaining these from the described sources.

4. CERTIFICATIONS

All of the Contractor's personnel performing work on-site must have the appropriate trade licenses and certifications to perform the work specified on the call-up document.

5. REFERENCE TO TRADE NAMES

When trade names are used in this specification they are not necessarily restrictive unless specifically noted.

6. ACCEPTABILITY OF MATERIAL

- a. The acceptance of materials other than those specified must be determined by the PA in advance of use by the Contractor. Request for acceptance of non-specified materials must be submitted in writing to the PA. The request must be supported with sufficient product information to enable the PA to make an assessment.

7. SCHEDULE OF WORK

- a. The Contractor must not refuse any call for service requested by the PA, and must be prepared to commence service work within six (6) hours of receipt of related 942 call-up documentation. The PA will provide as much advanced notice as possible for each call-up.
- b. The Contractor must arrange the work in such a manner as to cause the least inconvenience to the building occupants.
- c. The Contractor must work in co-operation with other trades on the job.
- d. A portion of work on jobsites may be carried out after hours, as authorized by the PA. The typical working hours at most Units' buildings are from 07:00 to 16:00, Monday to Friday, except on holidays observed by 8 Wing Trenton.
- e. The following are observed as statutory holidays: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday (First Monday in August), Labour Day, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day.

8. USE OF PREMISES

At all times, the Contractor must confine its equipment, storage of materials and operations of its employees to limits indicated by law, ordinances or the direction of the PA, and must not unreasonably encumber the site.

9. SUPPLY AND/OR INSTALLATION

Unless the word "only" suffixes "supply" or "install" or other variations of these words according to the section wherein they are used, it is the express intent of this agreement that "supply and install" is implied. This will not apply to work supplied by one section and installed by another.

10. DAMAGE TO EXISTING FACILITIES

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

11. CLEAN UP

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

12. FIRE SAFETY REQUIREMENTS

a. Fire Safety Plan

The Contractor and their personnel must be familiar with this section and its requirements.

b. Fire Department Briefing

The Construction Project Manager will coordinate arrangements for the Contractor to be briefed on Fire Safety at a pre-work conference held by the Wing Fire Chief before any work commences.

c. Reporting Fires

Know the location of nearest fire alarm box and telephone, including the emergency phone number.

Report immediately all fire incidents to the Fire Department as follows:

- (1) Activate nearest fire alarm box, or Telephone 911 and ask for Base Fire Hall;
- (2) Person activating fire alarm must exit building and remain in area to direct Fire Department to scene of fire, and provide other details as required; and
- (3) When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

d. Interior and Exterior Fire Protection Systems

Fire protection and alarm systems must not be:

- (1) Obstructed;
- (2) Shut off;
- (3) Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative; and
- (4) Fire hydrants, standpipes and hose systems must not be used for other than firefighting purposes unless authorized by the Fire Chief.

e. Fire Extinguishers

The Contractor must supply fire extinguishers, as scaled by the Fire Chief, necessary to protect, in an emergency, the work in progress and the Contractor's physical jobsite.

f. Blockage of Roadways

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

g. Smoking Precautions

Smoking is not permitted in any DND building or facility.

h. Rubbish Waste Materials

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

i. Flammable Liquids

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

j. Hazardous Substances

- (1) If the work entails the use of any toxic or hazardous materials, chemicals, and/or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the National Fire Code of Canada;
- (2) The Fire Chief must be advised, and "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives;
- (3) Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers equipped with sufficient fire extinguishers must be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch will be at the discretion of the Fire Chief. Contractors are responsible for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference; and
- (4) Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation must be assured and all sources of ignition are to be eliminated. The Fire Chief must be informed prior to and at the cessation of such work.

k. Questions and/or Clarification

Any questions or clarification on Fire Safety in addition to the above requirements must be directed to and cleared through the Wing Fire Chief.

13. SAFETY AND SECURITY

All work completed must be in compliance with:

- a. Province of Ontario Occupational Health and Safety Act and Regulations for Construction Projects;
- b. Workplace Safety and Insurance Act and associated Regulations;
- c. C-02-040-009/AG-000 DND General Safety Standards;
- d. CFB Trenton Construction Engineering Orders to Provincial Contractors Working on DND Property; and
- e. Municipal authority provided that in any case of conflict or discrepancy, the more stringent will apply.

14. WHMIS

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

- c. Keep copies of Material Safety Data Sheets (MSDS) for all hazardous materials on site and make available to anyone "working with" and/or "in proximity to" the hazardous material;
- d. The Contractor is responsible for the immediate reporting and initial remediation actions of all hazardous material spills. (*A spill is the intentional or unintentional deposit, discharge, dump, emission, emptying, injecting, leaking, pouring, placing, releasing, seeping, or spraying of a hazardous material into the environment*);
- e. Upon discovery of a spill, the Contractor must ensure the Wing Fire Hall is notified, followed by the PA;
- f. The Contractor must ensure a proper spill containment kit is on site at all times. This kit must include material required for the initial clean up in the event of a hazardous material spill, such as absorbent pads, oil dry, containment dikes, etc.; and
- g. The Contractor must ensure all tools, equipment, and vehicles are free of leaks, which would result in a spill or discharge of hazardous material.

15. NON-COMPLIANCE WITH DND REGULATIONS

- a. In the event contract personnel are found to be in non-compliance with the health and safety regulations while on DND property, the following action will be taken by the Wing General Safety Officer and/or designated DND officials:
 - (1) FIRST INCIDENT: supervisor will be told to remove person from DND property until the next work day; and
 - (2) SECOND INCIDENT: person will no longer be permitted on DND property for the duration of that project.
- b. The incidents noted above need not be a repeat of a previous occurrence, but may take the form of unrelated instances of non-compliance with the health and safety regulations by the same individual.
- c. In circumstances where repetitions of incidents indicate lack of adherence to the health and safety regulations by the supervisor, the Contractor will be instructed to remove the offending personnel from DND property.
- d. Should the Contractor be responsible for a delay in the progress of the work due to an infraction of the legislated requirements, or the safety requirements contained in the Orders to Provincial Contractors Working on DND Property, the Contractor will, at its own expense, work such overtime, acquire and use manpower and/or equipment for the execution of the contract work, as deemed to be necessary, in the opinion of the Wing Construction Engineering Officer, to avoid delay in the final completion of the work or any operations thereof.

16. FORESEEABLE SAFETY HAZARDS

- a. Ontario Occupational Health and Safety Act R.S.O. 1990 Part III articles 29 and 30 identifies legislated compliance requirements for Canada (the Owner or Project Owner) dealing directly and indirectly with person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the Ontario Occupational Health and Safety Act R.S.O. 1990.

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- b. Though it is not Canada's responsibility to enforce the Ontario Occupational Health and Safety Act R.S.O. 1990, Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement of work, Canada may require the Contractor to provide a task and site specific safety plan regardless of the Contractor's obligation under the Ontario Health and Safety Act. Even if the Contractor is not required provincially to complete an annual Health and Safety Program, the Contractor will be required to provide one as part of this requirement.
- c. Canada will identify the common medium to high risk tasks, and will provide the Contractor with a copy of their designated substances survey when applicable. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Contractor's review and subsequent safety plan must be communicated to Canada, and their employees should not be relegated to a simple "one size fits all" format. Each situation must be tailored specifically in writing to the project at hand.
- d. Canada will require task specific safety plans with proof of attendance of all the Contractor's employees, sub contracted employees and if required Canada's effected employees having been briefed. This task specific safety plan will be based on the hazard assessment of the requirement / task.
- e. Canada's due diligence will be exercised by the PA by verifying that the Contractor:
- (1) Has an established and current safety program in force for all employees under contract for the requirement;
 - (2) Has complied with all applicable WSIB legislation;
 - (3) Has completed task/requirement specific safety plans and that all employees that will be on site have been briefed;
 - (4) Is providing their own supervision for safety aspects of the project; and
 - (5) Is performing the work in a safe manner using correct protective equipment supplied by the Contractor.
- f. If the PA observes that the work is being performed in a manner that is contrary to the applicable safety legislation:
- (1) The PA will identify the hazard to the Contractor's responsible person, who is identified in their safety plan;
 - (2) If the unsafe work practice continues, the PA may stop work until the Contractor can rectify the unsafe practice. No compensation will be paid to the Contractor for work stoppages due to their personnel's unsafe work practices; and
 - (3) Canada may require that the Contractor replace personnel if those personnel are repeatedly performing unsafe work
- g. Common Medium to High Risk Hazards - these are not an all-inclusive list but are the most commonly occurring hazards. The Contractor must identify all known hazards and communicate them in writing to their employees and other effected people before work commences. Under no circumstances will work proceed without an approved task specific safety plan on a project with the following hazards:

- (1) Exposures to high voltage / arc flash - many of Canada's facilities operate their own electrical distribution system, which is a combination of above and below ground high voltage power distribution. Extreme care and planning must be completed when not only working directly on, or near, electrical equipment but when completing tasks that may cause planned or unplanned exposure to live electrical systems;
- (2) Working at heights - Canada maintains various types of structures such as buildings, towers, manholes, and training facilities that require persons to be at risk of falling. Extreme care and planning must be completed on all work where there is risk of a fall. This must include not only elevated work but work at ground level, such as over a manhole or on a bridge;
- (3) Hot work - Canada's facilities require a hot work permit for all activities listed in their Fire Hall's hot work permit process. Extreme care and planning must be completed on all projects where there is risk of personal injury or fire due to hot work. Many of Canada's facilities use a high pressure and low pressure steam for central heating purposes. Extreme care and planning must be completed on all projects where there is risk of working on steam lines or coming in close proximity;
- (4) Traffic control - In many facilities, Canada maintains its own road system and emergency services responders. Under no circumstances will the Contractor close or inhibit traffic without the appropriate approvals. This allows emergency service responders to adjust routes for emergency responses. In addition to the road networks, Canada has many high traffic parking areas and institution vehicle areas. Extreme care and planning must be completed on all projects where there is risk associated with traffic encountering Contractor's employees;
- (5) Requirement to lock out potential energy sources – Canada's facilities contain many potential electrical and mechanical energy sources. It is critical that the Contractor investigate all potential energy sources for each project and ensures they have a process for lock-out in place. Turning off a device without locking it out is unacceptable. Extreme care and planning must be used on all projects where there is risk associated with electro-mechanical energy sources; and
- (6) Other – at the time of work, if there are other known hazards, the PA and the Contractor will agree on what they are and ensure the hazards are covered in the work site specific safety plan.

17. APPLICATION FOR A VARIANCE

- a. The Contractor may request a variance whenever regulations are considered contributory rather than preventive in nature to achieving the aims of Canada's safety program. The decision to approve/disapprove the variance will be made by the Wing General Safety Officer and will be binding.
- b. Variances to local CFB Trenton safety regulations can only be approved/disapproved whenever the CFB Trenton regulations are more stringent than the minimum requirements.

SECTION B

Animal and Pest Control Services

1. SCOPE OF WORK

a. General

The work under this Standing Offer (SO) agreement comprises the furnishing of all labour, materials and equipment required to provide animal and pest control services at various industrial, office, and residential buildings throughout 8 Wing Trenton and various satellite locations, including, but not limited to:

Belleville Armoury - 187 Pinnacle St., Belleville, ON;
Canadian Forces Detachment Mountain View - 3179 Hwy 62, Ameliasburgh, ON;
Point Petre Transmission Site - 275 Point Petre Rd., Athol, ON;
Carrying Place Receiving Site - 21124 Loyalist Parkway, Carrying Place, ON; and
Peterborough Armoury - 220 Murray St., Peterborough, ON,

on an "as and when requested" basis.

b. Work Included

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

- (1) Control of insects and arthropods, such as bees, wasps, hornets, spiders, caterpillars, bed bugs, carpet beetles, earwigs, and ants of all species;
- (2) Control of animal pests in and around buildings, such as rats, mice, groundhogs, squirrels, skunks, beavers, raccoons, cats, chipmunks, and bats;
- (3) Control of birds in and around buildings, such as pigeons, starlings, and swallows;
- (4) Worm control around runway and taxiway by use of vermicide to prevent birds from loafing near those areas;
- (5) Supply and installation of bird control wire, bird control spikes, bird control netting, electronic deterrence devices, and an array of similar products to deter birds where necessary;
- (6) Supply and installation of temporary one-way doors to allow animals to exit structures and preventing re-entrance at the same location;
- (7) Supply and installation of new minor building components such as rigid door sweeps, thresholds, weather stripping, grilles, screens, flashing, and caulking to seal entry points;
- (8) Removal and replacement of minor building components in order to access pests and perform cleaning, such as access panels, removable floor panels, light fixtures, etc.;
- (9) Provision of bait stations and traps with set-up, scheduled baiting for targeted pests, timely inspection to ensure humane methods are followed, and final removal;

- (10) Removal of dead animals discovered in buildings or near occupied areas, including proper carcass disposal off of DND property and disinfecting of contaminated areas;
- (11) Removal of feces, nesting materials, and other animal droppings in buildings or near occupied areas, including disposal, cleaning, and disinfecting of contaminated areas;
- (12) Effective relocation of trapped animals when necessary;
- (13) Vegetation removal near buildings at problem locations to eliminate nesting and covered access for animals and pests;
- (14) Any other similar work requested by the Project Authority (PA).

2. ESTIMATES

- a. Written estimates for all work must be submitted to the PA for budget costing and approval before work can commence. Estimates must be in accordance with Annex "B" – Basis of Payment.

3. WORK EXCLUDED

Wildlife control for the majority of CFB Trenton's and CFD Mountain View's aerodromes is conducted through a separate contract, which utilizes various methods such as birds of prey, trapping, and pyrotechnics to ensure flight safety.

4. EQUIPMENT

The following list of equipment must be possessed by, or be readily available to the Contractor in order to fulfill the obligations of this SO. Unless otherwise approved by the PA before work is conducted, all equipment utilized by the Contractor must meet, at a minimum, the following list of performance criteria:

- a. Personal Protective Equipment (PPE) for all Contractor personnel such as respirators, disposable coveralls, gloves, masks, eye protection, foot protection, and hearing protection. The Contractor is liable to protect its personnel from exposure to the risks associated with this animal and pest control SO at all times;
- b. An inventory of well-maintained live traps and kill traps for various sizes of animals that are commonly found in the CFB Trenton region;
- c. An assortment of pest control tools and tracking devices such as bait stations, decoys, ultra violet flashlights; inspection cameras, etc.;
- d. A range of temporary one-way doors to allow safe passage of animals exiting structures and preventing re-entrance at the same location;
- e. All required pesticide distribution tools to include foggers, sprayers, dusters, and foamers;
- f. A portable commercial vacuum cleaner with high-efficiency particulate arrestance (hepa) filtration capable of removing particulates and bioaerosols down to 0.3 microns, which is required for cleaning operations such as feces removal;

- g. Vegetation removal equipment such as string trimmers, hedge clippers, rakes, and shovels;
- h. Portable power generation equipment required to operate all of the Contractor's assets as electrical supply may not always be made available by CFB Trenton or DND; and
- i. Provide and operate when requested bed bug heat treatment equipment and circulation fans.

5. PRODUCTS

The following products will be required on a when and where needed basis, and will be subject to the approval of the PA:

a. Pesticides

All pesticides used for work performed under this SO must be registered under the federal Pest Control Products Act (PCP Act) and be classified under the provincial Pesticides Act. All related MSDS sheets must be supplied to the PA upon request. MSDS sheets for each product being used must be kept in the Contractor's vehicle while working at CFB Trenton or other DND owned property. The use of biodegradable, most earth friendly green products that will achieve the pest control task at hand is always encouraged.

b. Animal Traps

All traps used on DND owned property must be considered humane and operated so as to not cause undue distress or suffering to the captured animals.

6. EXECUTION

- a. The Contractor and all service technicians must possess valid licenses and permits issued by the Province of Ontario for all animal and pest control they are conducting;
- b. All pest control conducted with the use of pesticides must be in accordance with Ontario's Ministry of the Environment and Climate Change (MOECC) regulations;
- c. All pesticide usage/applications must be reported by use of provided template document in Section C, titled *Pesticide Reporting Program - 8 Wing Trenton*. This is a mandatory requirement to track all pesticide usage at CFB Trenton and all of its satellite locations, which will be enforced by the PA. It is advised that the Contractor complete and file all originals of said documents, while providing a certified true copy of each document with associated invoices. Invoicing payment will not be approved for jobs requiring pesticide use if the report(s) are not provided by the Contractor in a timely manner;
- d. All pesticides must be applied according to the manufacturer's recommended rate and distribution method;
- e. All animal and pest control conducted with the use of traps must be performed humanely at all times to prevent undue distress or suffering to trapped animals;
- f. Live trapping and relocating of animals must always be performed according to Ontario's Ministry of Natural Resources and Forestry regulations;
- g. Live traps must be monitored frequently, a minimum of once per day, to ensure trapped animals are not exposed to the elements for an extended period of time. Live traps must

have current contact information for the Contractor posted so observers can contact the Contractor to report a trapped animal, reducing wait times and stress levels;

- h. Kill traps must be sized and selected for the target pest and set to ensure a quick kill is accomplished. Traps must be located and set to avoid killing animals that are not to be targeted;
- i. All deceased animals must be removed from DND owned property and disposed of humanely in accordance with municipal and provincial regulations; and
- j. A complete area clean-up after each work cycle must be performed with no debris left behind, ensuring all pest control agents are applied properly, or removed if it is a final inspection.

7. ADDITIONAL SERVICES

- a. Additional animal and pest control services as authorized by the PA.

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Section C

8 Wing
Canadian Forces Base Trenton
PO Box 1000, Stn Forces
Astra, ON K0K 3W0



8ième escadre
Base des Forces canadiennes Trenton
CP 1000, Succ Forces
Astra, ON K0K 3W0

Pesticide Use Reporting Form

Date of Pesticide Use: _____

Name of Pest Control Company Responsible for Work

Operator Licence No.

Name of Exterminator/Applicator

Exterminator's Licence No.

Was a Permit Required for the Class of Product being used?

☐ Yes

☐ No

If Yes, Please Provide Permit Details

Permit No.

Pesticide Use Details

Client Name (Unit, Department, or Section)

Address of Treatment (Building number and physical address)

Treatment Location (Specify area(s) treated at this address)

Target Pest(s) or Purpose of Treatment

Pesticide Brand Name and Class No.

PCP Registration No.

Application Rate

Quantity of Pesticide Used

Guarantee

Application Method

Precaution Advice Given (Safe re-entry time, hazards, or other important information)

Monitoring Method

Injury Threshold

Comments:

Signature of Exterminator or Operator/Pest Control Company: _____

ANNEX "B"

BASIS OF PAYMENT

Note to Offerors:

All text in italics in this Annex will be removed from the resulting Standing Offer.

Estimated Usages:

The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for one year and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual items ordered.

Blank Prices

Offerors are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

Applicable Taxes

HST must not be included in the unit prices (but will be added as a separate item to any invoice issued).

Pricing:

All prices are firm, all-inclusive, unit prices in Canadian dollars, FOB Destination, Canadian customs duties and excise taxes included, HST excluded. HST is not included in the unit prices but will be added as a separate item to any invoice issued.

For use in this Standing Offer, the Unit of Measure described as "Per Location" shall be defined as per 250m² (2,700ft²) in larger buildings, such as hangars or vehicle garages. One building may therefore qualify as two or three locations for example, depending on the areas that require treatment.

The prices are all-inclusive rates per itemized work description, to include all labour, equipment, supplies, travel (from Contractor site to CFB Trenton proper (6 Northstar Dr, Quinte West, ON) or the Belleville Armouries at 187 Pinnacle St, Belleville, ON), set-up, staking down, replenishment of all consumables, removal of Contractor's assets, and thorough final clean-up. An additional charge for kilometers may be added for travel to and from the other locations covered under this SO, calculated from CFB Trenton proper (under Pricing Basis "C").

Pricing Periods:

Year 1 – Issuance to 2018-03-31;
Year 2 – 2018-04-01 to 2019-03-31;
Year 3 – 2019-04-01 to 2020-03-31;
Year 4 (Option) – 2020-04-01 to 2021-03-31.

Pricing Basis "A" - Rates for Pest Control Items Related to Mammals and Birds:

Pricing Basis "A" - Mammals and Birds						
Item #	Description of Work and Other Charges	Unit of Measure (Estimated Usage)	Year 1	Year 2	Year 3	Year 4 (Option)
A1	Random Carcasses: Removal and disposal, with disinfection of area found in	Per Service Call and Carcass Removed (2)	\$ _____	\$ _____	\$ _____	\$ _____
A2	Mice, Voles, & other pests of this type/size: Install trap(s) and dispose of animals, including two (2) follow-up checks at 24hrs and 48-72 hrs. after	Per Location (10)	\$ _____	\$ _____	\$ _____	\$ _____
A3	Mice, Voles, & other pests of this type/size: Install and maintain interior and exterior dry poison bait stations, including two (2) follow-up checks at 2 weeks and 4 weeks after	Per Location (10)	\$ _____	\$ _____	\$ _____	\$ _____
A4	Ongoing monthly fee to inspect and maintain up to 10 bait stations for small rodents in sensitive buildings, such as kitchens, medical, living quarters, etc.	Per Building (1)	\$ _____	\$ _____	\$ _____	\$ _____
A5	Ongoing monthly fee to inspect and maintain 11 to 20 bait stations for small rodents in sensitive buildings, such as kitchens, medical, living quarters, etc.	Per Building (1)	\$ _____	\$ _____	\$ _____	\$ _____
A6	Ongoing monthly fee to inspect and maintain 21 to 30 bait stations for small rodents in sensitive buildings, such as kitchens, medical, living quarters, etc.	Per Building (1)	\$ _____	\$ _____	\$ _____	\$ _____
A7	Ongoing monthly fee to inspect and maintain 31 to 40 bait stations for small rodents in sensitive buildings, such as kitchens, medical, living quarters, etc.	Per Building (1)	\$ _____	\$ _____	\$ _____	\$ _____
A8	Rats: Install trap(s) and dispose of animals, including two (2) follow-up checks at 24hrs and 48-72 hrs. after	Per Location (2)	\$ _____	\$ _____	\$ _____	\$ _____
A9	Rats: Install and maintain interior and exterior dry poison bait stations, including two (2) follow-up checks at 2 weeks and 4 weeks after	Per Location (2)	\$ _____	\$ _____	\$ _____	\$ _____
A10	Groundhogs, Gophers, Moles: Install trap(s) and relocate animal (Qty 1), including two (2) follow-up checks at 24hrs and 48-72 hrs. after	Per Location (4)	\$ _____	\$ _____	\$ _____	\$ _____

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A11	Squirrels: Install trap(s) and relocate animal (Qty 1), including two (2) follow-up checks at 24hrs and 48-72 hrs. after	Per Location (1)	\$	\$	\$	\$
A12	Raccoons, Foxes, Coyotes: Install trap(s) and relocate animal (Qty 1), including two (2) follow-up checks at 24hrs and 48-72 hrs. after	Per Location (1)	\$	\$	\$	\$
A13	Skunks, Feral Cats: Install trap(s) and relocate animal (Qty 1), including two (2) follow-up checks at 24hrs and 48-72 hrs. after	Per Location (1)	\$	\$	\$	\$
A14	Beavers: Install trap(s) and relocate animal (Qty 1), including two (2) follow-up checks at 24hrs and 48-72 hrs. after	Per Location (1)	\$	\$	\$	\$
A15	Bats: Install trap(s) and remove animals, including two (2) follow-up checks at 24hrs and 48-72 hrs. after	Per Location (1)	\$	\$	\$	\$
A16	Exclusion of Bats using one-way excluder, inspection of affected area, discovery of entrance points, and removal of roosts	Per Location (1)	\$	\$	\$	\$
A17	Birds, including nests, remove and relocate from a building's interior, or attic space	Per Location (1)	\$	\$	\$	\$
A18	Birds, including nests, remove and relocate from a building's exterior, chimney, or related infrastructure; 1.5 storeys or lower	Per Location (1)	\$	\$	\$	\$
A19	Birds, including nests, remove and relocate from a building's exterior, chimney, or related infrastructure; 2 storeys or higher	Per Location (1)	\$	\$	\$	\$
A20	Additional follow-up check of any Item listed above, from A2 to A19 inclusive	Per Follow-up Check (4)	\$	\$	\$	\$
A21	Cost for removal of each additional larger animal listed above, from A10 to A14 inclusive	Per Animal (2)	\$	\$	\$	\$

Pricing Basis "B" - Rates for Pest Control Items Related to Insects and Spiders:

Pricing "B" - Insect and Spider Treatments						
Pricing Basis Item	Description of Work and Other Charges	Unit of Measure (<i>Estimated Usage</i>)	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost
B1	Ants: Interior treatment of occupied or unoccupied location	Per Location (2)	\$ _____	\$ _____	\$ _____	\$ _____
B2	Ants: Exterior treatment, occupied or unoccupied location	Per Location (2)	\$ _____	\$ _____	\$ _____	\$ _____
B3	Ants: Interior and Exterior treatment of occupied or unoccupied location	Per Location (2)	\$ _____	\$ _____	\$ _____	\$ _____
B4	Carpenter Ants, Termites: treatment of interior and exterior of location, occupied or unoccupied	Per Location (1)	\$ _____	\$ _____	\$ _____	\$ _____
B5	Bees, Wasps, Hornets: Physical control, removal of dormant nest from interior or exterior of a location	Per Location (2)	\$ _____	\$ _____	\$ _____	\$ _____
B6	Bees, Wasps, Hornets: Physical control, removal and relocation of active nest from interior or exterior of a location	Per Location (2)	\$ _____	\$ _____	\$ _____	\$ _____
B7	Sowbugs, Pillbugs, Centipedes, Millipedes: Interior treatment, occupied or unoccupied	Per Location (2)	\$ _____	\$ _____	\$ _____	\$ _____
B8	Earwigs: Interior treatment, occupied or unoccupied location	Per Location (1)	\$ _____	\$ _____	\$ _____	\$ _____
B9	Earwigs: Exterior treatment, occupied or unoccupied location	Per Location (1)	\$ _____	\$ _____	\$ _____	\$ _____
B10	Mites: Interior treatment, occupied or unoccupied location	Per Location (1)	\$ _____	\$ _____	\$ _____	\$ _____
B11	Fleas: Interior treatment, occupied or unoccupied location	Per Location (1)	\$ _____	\$ _____	\$ _____	\$ _____
B12	Grubs: Exterior treatment, occupied or unoccupied location	Per Location (1)	\$ _____	\$ _____	\$ _____	\$ _____
B13	Silverfish, Firebrats: Interior treatment, occupied or unoccupied location	Per Location (1)	\$ _____	\$ _____	\$ _____	\$ _____
B14	Spiders: Interior treatment, occupied or unoccupied location	Per Location (1)	\$ _____	\$ _____	\$ _____	\$ _____
B15	Spiders: Exterior treatment, occupied or unoccupied location	Per Location (1)	\$ _____	\$ _____	\$ _____	\$ _____
B16	Cockroaches: Interior treatment, occupied or unoccupied location	Per Location (1)	\$ _____	\$ _____	\$ _____	\$ _____
B17	Bedbugs: Interior treatment, occupied or unoccupied location, with spray and/or steam and/or heat and/or powder	Per Location Visit with Application (2)	\$ _____	\$ _____	\$ _____	\$ _____

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B18	Caterpillars: Insect control, includes nest removal, per single application per tree	Per Application Per Tree (2)	\$ _____	\$ _____	\$ _____	\$ _____
B19	Worms: Vermicide used to control worms around runway and taxiway	Per Square Meter (500)	\$ _____	\$ _____	\$ _____	\$ _____

Pricing Basis "C" - Flat Rate Fees and Additional Fees:

Flat rates for installation services, additional cleaning, minor repairs, and miscellaneous items, as authorized by the Project Authority. Charges for Initial Site Visit/Inspection/Quotation will not apply if the Contractor's crew is already on-site for other work. Items C6, C12, and C21 may only be used towards work that does not pertain to other items listed in the whole of the Basis of Payment.

Pricing Basis "C" - Flat Rate Fees & Additional Fees						
Pricing Basis Item	Description of Work and Other Charges	Unit of Measure (Estimated Usage)	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost
C1	Initial Site Visit/Inspection/Quotation Pricing: During regular working hours – 07:00 to 15:30, Monday to Friday	Per Site Visit (20)	\$ _____	\$ _____	\$ _____	\$ _____
C2	Initial Site Visit/Inspection/Quotation Pricing: Outside of regular working hours of 07:00 to 15:30, Monday to Friday.	Per Site Visit (1)	\$ _____	\$ _____	\$ _____	\$ _____
C3	Initial Site Visit/Inspection/Quotation Pricing: Saturday, Sunday, or a Statutory Holiday	Per Site Visit (1)	\$ _____	\$ _____	\$ _____	\$ _____
C4	Additional cost, charged per kilometer, if services are required outside of the immediate CFB Trenton area	Per Kilometer (200)	\$ _____	\$ _____	\$ _____	\$ _____
C5	Coordination with Other Trades: Fee to schedule treatments around needs of other contractor(s) and their work activities	Per Day Per Location (2)	\$ _____	\$ _____	\$ _____	\$ _____
C6	General clean-up of areas requiring pest control, including removal of nesting materials, garbage, animal feces, etc.	Per Man Hour (14)	\$ _____	\$ _____	\$ _____	\$ _____
C7	Disinfection of Location: Unoccupied and unfurnished, per meter squared	Per Square Meter (10)	\$ _____	\$ _____	\$ _____	\$ _____
C8	Disinfection of Location: Occupied or unoccupied, furnished, per meter squared	Per Square Meter (10)	\$ _____	\$ _____	\$ _____	\$ _____
C9	Tree Maintenance: Pest control with pesticide(s)	Per Tree (2)	\$ _____	\$ _____	\$ _____	\$ _____
C10	Tree Maintenance: Pest control with systemic insecticide	Per Tree (2)	\$ _____	\$ _____	\$ _____	\$ _____

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C11	Tree Inspection: Increment borer inspection and analyzation	Per Tree (2)	\$ _____	\$ _____	\$ _____	\$ _____
C12	Removal of plants and foliage near buildings that contribute to pest infestation	Per Man Hour (10)	\$ _____	\$ _____	\$ _____	\$ _____
C13	One Way Doors: Installation of exclusion device(s) with monitoring for one week	Per Door Per Week (2)	\$ _____	\$ _____	\$ _____	\$ _____
C14	Caulking: Pest re-entry prevention method for holes up to 25mm² in size	Per Hole/Entry Point (10)	\$ _____	\$ _____	\$ _____	\$ _____
C15	Expanding Foam: Pest re-entry prevention method for holes up to 20cm² in size	Per Hole/Entry Point (5)	\$ _____	\$ _____	\$ _____	\$ _____
C16	Wire Mesh: Pest re-entry prevention method where deemed necessary	Per 30cm² (5)	\$ _____	\$ _____	\$ _____	\$ _____
C17	Soffit repair or replacement	Per 30cm² (10)	\$ _____	\$ _____	\$ _____	\$ _____
C18	Crack Repair: Pest re-entry prevention method where deemed necessary	Per Linear Meter (10)	\$ _____	\$ _____	\$ _____	\$ _____
C19	Fascia or Flashing repair or replacement	Per Linear Meter (10)	\$ _____	\$ _____	\$ _____	\$ _____
C20	Refilling holes in ground created by pests such as ground hogs, with clean soil	Per 30 cm³ (20)	\$ _____	\$ _____	\$ _____	\$ _____
C21	General installation and labour fee to install items such as bird wire, netting, sonic deterrent devices, vector lights, etc. (materials to be invoiced under Item C23)	Per Man Hour (10)	\$ _____	\$ _____	\$ _____	\$ _____
C22	Fly Vector Control Lights: Rate to clean and service each vector style fly light, including labour for glue board and/or bulb change (parts to be invoiced under Item C23)	Per Vector Style Light Per Service (20)	\$ _____	\$ _____	\$ _____	\$ _____
C23	Consumable materials, small traps, bait stations, glue boards, bulbs, and all other items purchased and installed by the SO holder, shall be at a laid down cost price plus a mark-up percentage, excluding HST	Mark-up Percentage (%) (\$3,000.00)	_____ %	_____ %	_____ %	_____ %
C24	Rental of additional equipment (i.e. scaffolding or articulating lift) shall be at a laid down cost price plus a mark-up percentage, excluding HST	Mark-up Percentage (%) (\$1,000.00)	_____ %	_____ %	_____ %	_____ %

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(See attached)

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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
W6837-174766 *Amendment 2* sa

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 **DND & WING TRENTON**

2. Branch or Directorate / Direction générale ou Direction
Real Property Operations Div. Trenton

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
Animal and Pest Control Services: the provision of all labour, material, and equipment required to provide animal and pest control services at various industrial, office, and residential buildings throughout 8 Wing Trenton and various satellite locations. Locations supported by this SO include, but are not limited to the following geographical areas: Canadian Forces Base Trenton, Detachment Mountain View, Belleville Armouries, Peterborough Armouries, Carrying Place Communications Complex, and Point Pelee Communications Complex.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No / Non ☐ 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? ☒ No / Non ☐ 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) ☒ No / Non ☐ 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. ☐ No / Non ☒ 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? ☒ No / Non ☐ 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	NATO / OTAN	Foreign / Étranger
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

Canada	NATO / OTAN	Foreign / Étranger
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 <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC 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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PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

TBS/SCT 350-103(2004/12)

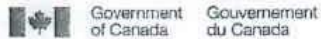
Security Classification / Classification de sécurité UNCLASSIFIED
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PART C - (continued) / PARTIE C - (suite)

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 RESTRICTÉE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Bénéf. Production																
IT Media / Support TI																
IT Data / Données électroniques																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
- ☒ No
Non
- ☐ Yes
Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
- ☒ No
Non
- ☐ Yes
Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Government
of Canada

Gouvernement
du Canada

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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)

Title - Titre

Signature

Maj S.M. House

OC Real Property Operations Det Trent

Telephone No. - N° de téléphone
613-392-2811 Ext. 3321

Facsimile No. - N° de télécopieur
613-955-2788

E-mail address - Adresse courriel
sarah.house@forces.gc.ca

Date

14 July 2016

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

Name (print) - Nom (en lettres moulées)

**Sasa Medjovic - DSSO - Industrial Security
Senior Security Analyst**

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Tel: 613-996-0286
E-mail: sasa.medjovic@forces.gc.ca

216 - July 20

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No

☐ Yes

☒ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Jacques Saumur

24-AUGUST-2016

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

ANNEX "D"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

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

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For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

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ANNEX "E"

STANDING OFFER REPORTING REQUIREMENTS

Send to the Standing Offer authority named herein.

Use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer Title		Standing Offer #	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description (Item # ,Quantity)	Date of Order	Date of Delivery	Value of Order (not including HST)

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ANNEX "F"

PWGSC-TPSGC 942 – Call-Up Against a Standing Offer

(See attached)

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Clear Data - Effacer l'information



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

Call-up Against a Standing Offer

Commande subséquente à une offre à commandes

Ship to - Expédier à

Consignee Code
Code destinataire

Postal Code
Code postal

Supplier - Fournisseur

Procurement Business No.
(PBN)
Numéro d'entreprise -
approvisionnements (NEA)

To the supplier: The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.

Au fournisseur: L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.

Security: The call-up includes security provisions.

Sécurité : La demande comprend des exigences en matière de sécurité.

☐ NO
NON

☐ YES
OUI

If YES, attach a SRCL to the call-up
Si OUI, joindre une LVERS à la demande

Invoices must be sent in accordance with - Les factures doivent être envoyées selon :

☐ The detailed instructions in the standing offer
Les instructions détaillées dans l'offre à commandes

☐ The address shown in the "Ship to" block
L'adresse indiquée dans la case « Expédier à »

☐ Special instructions below
Les instructions particulières ci-dessous

Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.

Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

Financial Code(s) - Code financier(s)

Standing Offer No. - N° de l'offre à commandes

Requisition No. - N° de demande
Order. Off. - Bur. dem. YY - AA Serial No. - N° de série

Client Reference No. (optional)
N° de référence du client (facultatif)

The representative of the Identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement.
Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.

Amendment No.
N° de modification

Previous Value (\$)
Valeur précédente (\$)

Value of increase or decrease (\$)
Valeur de l'augmentation ou diminution (\$)

Total estimated expenditures or revised
Total des dépenses estimatives ou révisées

Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of l. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)

Special Instructions - Instructions particulières

Total

For further information, call - Pour renseignements supplémentaires, contacter

Name - Nom

Telephone No. - N° de téléphone

Delivery required by - Livraison requise le
(YYYY-MM-DD) (AAAA-MM-JJ)

For internal purposes only - Pour usage interne seulement

Pursuant to subsection 32(1) of the Financial Administration Act, funds are available.
En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.

Approved for the Minister - Approuvé pour le Ministre

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Canada

PWGC-TPSGC 942 (01/2014)

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Clear Page Data - Effacer l'information de la page

Requisition No. - N° de demande				Client Reference No. (optional) N° de référence du client (facultatif)		Page of de
Order. Off.	Bur. dem.	YY - AA	Serial No. - N° de série			

Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)

Solicitation No. - N° de l'invitation
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ANNEX "G" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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