



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

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

Title - Sujet Grounds Maintenance	
Solicitation No. - N° de l'invitation W6837-174770/A	Date 2017-04-27
Client Reference No. - N° de référence du client W6837-17-4770	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-615-7190	
File No. - N° de dossier KIN-6-46258 (615)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-06-07	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: 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	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 15 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "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

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bid must comply with the Mandatory Technical Criteria (MTC) specified below. The Bidder must provide in their proposal the necessary documentation to support and demonstrate compliance with the MTC.

Bids that do not meet the MTC will be declared non-responsive and be disqualified.

MTC #	MTC Description
1	<p>The Bidder's firm must possess a minimum of 3 years' experience, within the past 10 years from date of bid closing, in providing grounds maintenance services similar to the Work described in Annex "A", on areas totalling a minimum of 70 acres under a single or multiple contracts up to a maximum of 5 contracts. The Bidder must provide details regarding relevant experience and expertise of the firm in relation to this requirement. A year of experience is defined as providing grounds maintenance services from April to October.</p> <p>To demonstrate this experience, the bidder must:</p> <p>A) Provide a summary/description of current/previous work that has occurred, and project(s) covering a minimum of 70 acres of ground maintenance; and</p> <p>B) Indicate when the work was carried out (month/year of start date and end date), and *client/customer contact information (for each applicable contract). The Bidder's client/customer contact(s) may be contacted to confirm the information provided.</p>

*For reference checks, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders within a 48 hour period using the e-mail address provided in the bid. A Bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's e-mail was sent.

On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and e-mail

address of an alternate contact person from the same customer. Bidder will only be provided this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the alternate contact to respond. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.

A Bidder will not meet the mandatory experience requirement (as applicable) if:

1. The referenced customer states he or she is unable or unwilling to provide the information requested, or
2. The customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself).

Nor will a mandatory be met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

- a) Pricing must be provided for all items as listed in the Pricing Bases. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- b) Bids must not contain any alteration to the Pricing Bases other than the addition of the Bidder's prices.
- c) Bids must not contain any condition or qualification placed upon the bid.
- d) Pricing must be firm in Canadian currency, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.2.2 Financial Evaluation Criteria

The Extended Price for Pricing Basis A in Annex B is the sum of the bidder's lot prices for all Items and all Pricing Periods.

The Extended Pricing for Pricing Basis B in Annex B is the sum of the extended price of all Items. The extended price for each Item is the sum of the bidder's unit prices for all Pricing Periods, multiplied by the respective Estimated Usage per Year value.

The Extended Pricing for Pricing Basis C in Annex B is the sum of Pricing Periods' cost. Each Pricing Period cost will be determined by applying the markup % against the Estimated Usage and then adding that value to the Estimated Usage.

The Evaluated Price is the sum of the Extended Pricing for Pricing Basis A, B & C in Annex B.

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

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by 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).

6.2 Statement of Work

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

6.3 Task Authorization

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

6.3.1 Task Authorization Process

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

Task Authorization Process:

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

3. The Contractor must provide the Technical Authority, within 2 business days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.3.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$25,000.00, Applicable Taxes included, inclusive of any revisions.

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

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

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

6.3.4 Periodic Usage Reports – Contracts with Task Authorizations

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

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

The data must be submitted to the Contracting Authority.

The quarterly periods are defined as follows:

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

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

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

6.3.5 Task Authorization – Department of National Defence

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

6.4 Standard Clauses and Conditions

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

6.4.1 General Conditions

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

6.5 Term of Contract

6.5.1 Period of the Contract

The period of the Contract is from date of contract award to March 31, 2020 inclusive.

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Andrew Denbeigh
Title: Supply Specialist

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

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

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

6.6.2 Technical Authority [Note to Bidders: Canada will insert information at time of Contract Award]

The Technical Authority for the Contract is:

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

6.6.3 Contractor's Representative [Note to Bidders: Please insert information]

Name: _____
Title: _____

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

Procurement Business Number: _____

6.7 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.

6.8 Payment

6.8.1 Basis of Payment – Pricing Basis “A” – Firm Requirement

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex “B” – Pricing Basis “A” – Firm Requirement, for a cost of \$_____ [Note to Bidders: Canada will insert information at time of Contract Award]. Customs duties are included Applicable Taxes are extra.

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

6.8.2 Basis of Payment – Pricing Basis “B” and “C” – Task Authorizations & Material

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

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the

Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.8.3 Limitation of Expenditure

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

6.8.4 Method of Payment

6.8.4.1 Pricing Basis "A" – Firm Requirement

SACC Manual clause H1008C (2008-05-12), Monthly Payment

6.8.4.2 Pricing Basis "B" and "C" – Task Authorizations & Material

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

6.8.5 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

6.8.6 Electronic Payment of Invoices – Contract *[Note to Bidders: Canada will insert information at time of Contract Award]*

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

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

6.9 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the Task Authorization document and any other documents as specified in the Contract;
- c. materials supported with original invoice (if applicable).

2. Invoices must be distributed as follows:

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

6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.10.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *[Note to Bidders: Canada will insert information at time of Contract Award]*

6.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) [2010C](#) (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;

- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____ *[Note to Bidders: Canada will insert information at time of Contract Award]*.

6.13 Insurance Requirements

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

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

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.

6.14 SACC Manual Clauses

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations

6.15 Inspection and Acceptance

The Technical 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.

Solicitation No. - N° de l'invitation
W6837-174770/A
Client Ref. No. - N° de réf. du client
W6837-17-4770

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-6-46258

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

ANNEX "A"

STATEMENT OF WORK

Department of National Defence, 8 Wing Trenton Ontario

Maintain and Upgrade Grounds



SECTION A

1. SCOPE OF WORK

a. General:

The work under this Statement of Work comprises the furnishing of all labour, material and equipment required for grounds maintenance services at 8 Wing Canadian Forces Base (CFB) Trenton and its satellite locations, which include:

- Canadian Forces Detachment Mountain View – 3179 Hwy 62, Ameliasburgh, ON
- Belleville Armoury – 187 Pinnacle St., Belleville, ON
- Peterborough Armoury – 220 Murray St., Peterborough, ON
- Carrying Place – 21124 Loyalist Pkwy, Carrying Place, ON
- Point Petre – 275 Point Petre Rd., Athol, ON
- CFB Trenton Northern Development - 198 Sandercock Rd., CFB Trenton
- English Settlement Rd. Site - 594 English Settlement Rd., Quinte West, ON
- ZZR Beacon Building Site - Millennium Parkway, Belleville, ON

b. Work Included:

The work under this Contract includes, but is not necessarily limited to, grass cutting services, watering of flower beds, weeding and landscaping, as described in Section B of the Statement of Work.

2. SITE ACCESS

- a. Access to the site is subject to restriction such as troop movement or other security regulations as laid out by the respective Unit(s). All possible steps will be taken to provide the Contractor with access to delivery areas at all times; however, Department of National Defence (DND) activity may require some closure of the areas at times.
- b. Two working days of advance notice to the Technical Authority is required before delivery to mitigate issues that can arise from DND activity. The authorized contact for delivery purposes is the Technical Authority specified in this Contract.
- 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 Technical Authority deems acceptable) while on DND property. Canada will not be responsible for costs incurred by the Supplier if the personnel are refused entry to the Canadian Forces Base.

3. SCHEDULE OF WORK

- a. The Contractor must arrange their work in such a manner as to cause the least inconvenience to the building occupants.

- b. The Contractor must work in cooperation with other trades while on site where applicable.
- c. On-site work must be carried out between the hours of 0700 and 1600, Monday to Friday, excluding statutory holidays, unless authorized otherwise by the Technical Authority.

4. USE OF PREMISES

- a. At all times, the Contractor must confine their equipment, storage of materials, and operations of their workmen to limits indicated by law, ordinance or the direction of the Technical Authority, and must not unreasonably encumber the site.

5. SITE VISIT

- a. Upon issuance of the Contract and prior to commencing any work, the Contractor must report to the Technical Authority. This site visit will allow the Contractor to acquaint himself with all conditions that may affect the future work.

6. RESPONSIBILITY

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

7. DAMAGE TO EXISTING FACILITIES

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

8. CLEAN UP

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

9. FIRE SAFETY REQUIREMENTS

- a. Fire Extinguishers:
 - (1) The Contractor must supply fire extinguishers as directed by the Base Fire Chief at CFB Trenton or their delegated representatives, necessary to protect, in an emergency, the work in progress on DND property.
- b. Smoking Precautions:
 - (1) Smoking is not permitted in any base building or facility.
- c. Rubbish and 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.

d. Storage:

- (1) Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
- (2) Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in an approved receptacle and removed as required.

e. Flammable Liquids:

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

f. Hazardous Substances:

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

g. Questions and/or Clarification:

- (1) Any questions or clarification on Fire Safety in addition to the above requirements must be directed to and cleared through the Base Fire Chief.

10. BLOCKAGE OF ROADWAYS

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

11. WHMIS

- a. 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 Health Canada.
- b. Deliver copies of WHMIS data sheets to the Technical Authority on delivery of materials.
- c. Keep copies of Material Safety Data sheets for all hazardous materials on site and make available to anyone "working with" and/or "in proximity to" the hazardous material.

12. FORSEEABLE SAFETY HAZARDS

- a. Ontario Occupational Health and Safety Act R.S.O. (latest version) Part III articles 29 and 30 identifies legislated compliance requirements for DND (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. (latest version).

SECTION B

1. GENERAL SCOPE OF WORK

a. General:

The work under this Contract comprises the furnishing of all labour, materials and equipment transportation, and supervision required to maintain and/or upgrade the various grounds at 8 Wing CFB Trenton and its satellite locations. The work consists of both a firm requirement and "as and when requested" work to be completed under Task Authorization.

b. Work Included:

- (1) Grass cutting, perambulation, clean-up, and trimming as directed by the TA.
- (2) Removal and disposal of debris from ditches, culverts, grassed areas, etc.
- (3) Sports field maintenance.
- (4) Supply and placing of grass seed, sod, and fertilizers, including compaction and rolling (for 'Routine' services, and on an 'as and when requested' basis by Technical Authority)
- (5) Watering of grass, sod, flower beds, etc.
- (6) Application of herbicides and/or insecticides.
- (7) Minor landscaping, when requested by the Technical Authority:
 - i. Re-contouring of grounds and ditches when requested by the Technical Authority.
 - ii. Adding and/or removing of flower beds.
 - iii. Planting of shrubs, small plants, flowers, and perennials.

2. GRASS CUTTING

- a. Grass Cutting must be performed when the grass reaches a maximum height of 4", and must be cut to a height of 2 ½" for all zones listed below and in Pricing Basis "A", except for Zone 4, Zone 11B, and Zone 12B:

b. Zones:

- (1) The following Zones must be cut on a routine basis:

Zone 1 – South Side: Grass covered areas on the South Side of Base as indicated on the Site Plan and/or as directed by Technical Authority. Total area for the South Side, including all building footprints, parking lots and roadway areas is approximately 225 acres.

Zone 2 – North Side: Grass covered areas on the North Side of Base as indicated on the Site Plan and/or as directed by Technical Authority. Total area for the North Side, including all building footprints, parking lots and roadway areas is approximately 100 acres.

Zone 3 – PMQ Area (Middleton Park): Grass covered areas in the PMQ Area (also referred to as Middleton Park) at CFB Trenton, as indicated on the Site Plan

and/or as directed by Technical Authority. Total area for the PMQ Area, including school yard footprints, parking lots and roadway areas is approximately 181 acres.

Note 1- PMQ occupants are typically responsible for maintaining their own properties. All PMQ lot sizes are measured to exactly 30 m in depth from inner edge of curb or sidewalk and 5 m from side of housing units. All housing units that are less than 10 m apart are divided equally. These lot areas were not included in the Zone 3 acreage estimate.

Note 2 – The Tim Horton's and Credit Union Bank hire their own contractors to maintain their grounds. Since these areas are quite negligible, these boundaries can be reviewed post contract award.

Note 3 – The Military Family Resource Centre, which includes child day-care facilities, is also located in this zone but is not included in the area.

Zone 4 – Sports Fields: Grass covered areas at the Sports Fields, which include two (2) baseball diamonds and one soccer pitch, located at CFB Trenton along RCAF Rd., as indicated on the Site Plan and/or as directed by Technical Authority. The total area for the Sports Fields is approximately 15 acres, and the grass is to be cut to a max of 3" and a min of 2". The grass cutting schedule for this location is to be coordinated with the Technical Authority and the Personnel Support Program (PSP) Sports Facility Manager.

Zone 5 – RCAF Rd & Old HWY 2: Grass covered areas along both sides of RCAF Rd. and Old Hwy. 2 adjoining DND property, as indicated on the Site Plan and/or as directed by Technical Authority. Total area for the RCAF Rd. and Old Hwy. 2 areas is approximately 7 acres.

Zone 6 – 198 Sandercock Rd: Grass covered areas at 198 Sandercock Rd., CFB Trenton Northern Development, as indicated on the Site Plan and/or as directed by Technical Authority. Total area for 198 Sandercock Rd. including all building footprints, parking and roadway areas is approximately 0.5 acres.

Zone 7 – English Settlement Rd. Site: Grass covered areas at the English Settlement Rd. Site (594 English Settlement Rd., Quinte West) as indicated on the Site Plan and/or as directed by Technical Authority. Total area for the English Settlement Rd. Site, including all building footprints, various other structures, and parking and driveway areas is approximately 3.3 acres.

Zone 8 – ZZR Beacon Building Site: Grass covered areas at the ZZR Beacon Building Site (Millennium Parkway, Belleville) as indicated on the Site Plan and/or as directed by Technical Authority. Total area for the ZZR Beacon Building Site, including all building footprints, various other structures, and parking and driveway areas is approximately 1 acre.

Zone 9 – Belleville Armoury: Grass covered areas at the Belleville Armoury (187 Pinnacle St., Belleville) as indicated on the Site Plan and/or as directed by Technical Authority. Total area for the Belleville Armoury location including parking and driveway areas is approximately 1 acre.

Zone 10 - Mountain View Detachment: Grass covered areas at the Mountain View Detachment (3179 Hwy 62, Ameliasburgh) as indicated on the Site Plan and/or as directed by Technical Authority. Total area for Mountain View, including all building footprints, parking lots and roadway areas is approximately 108 acres.

Zone 11A - Point Petrie TX Site (Inner Area): Grass covered areas at the Pointe Petrie TX Site – Inner Area (275 Point Petrie Rd., Cherry Valley) as indicated on the Site Plan and/or as directed by Technical Authority. Total area for the Pointe Petrie TX Site – Inner Area, including all building footprints, and parking and driveway areas is approximately 3 acres.

Zone 12A - Carrying Place RX Site (Inner Area): Grass covered areas at the Carrying Place RX Site - Inner Area (21124 Loyalist Parkway, Carrying Place) as indicated on the Site Plan and/or as directed by Technical Authority. Total area for the Carrying Place RX Site - Inner Area, including all building footprints, and parking and driveway areas is approximately 2.5 acres.

- (2) The following Zones (Zone 11B & Zone 12B) must be cut on an 'as and when requested' basis under Task Authorizations

Zone 11B - Point Petrie TX Site (Outer Area): Grass covered areas at the Pointe Petrie TX Site – Outer Area (275 Point Petrie Rd., Cherry Valley) as indicated on the Site Plan and/or as directed by Technical Authority. Total area for the Pointe Petrie TX Site – Outer Area, including all building footprints, various other structures, and parking and driveway areas is approximately 118 acres (The map indicates 121 acres, but this includes the Inner Area). Grass length in this area is to be cut to a minimum of 10 inches.

Zone 12B - Carrying Place RX Site (Outer Area): Grass covered areas at the Carrying Place RX Site - Outer Area (21124 Loyalist Parkway, Carrying Place) as indicated on the Site Plan and/or as directed by Technical Authority. Total area for the Carrying Place RX Site - Outer Area, including all building footprints, various other structures, and parking and driveway areas is approximately 47.5 acres (The map indicates 50 acres, but this includes the Inner Area). Grass length in this area is to be cut to a minimum of 10 inches.

Table 1 – Grass Zone Summary Chart (In Acres)

Zone	Approximate Number of Acres per Zone	Execution
1	225	Routine
2	100	Routine
3	181	Routine
4	15	Routine
5	7	Routine
6	0.5	Routine
7	3.3	Routine
8	1	Routine
9	1	Routine
10	108	Routine
11A	3	Routine
12A	2.5	Routine
11B	118	Task Authorization
12B	47.5	Task Authorization
Total =	812.8	-

c. Execution and Material for Grass Cutting:

- (1) The cutting of grass must be within the Zone boundaries as shown in the Site Plan and/or as directed by the Technical Authority.
- (2) Zones 8 and 9 must be cut with alternating cutting patterns.
- (3) Cutting heights may be increased during periods of drought, when so determined by Technical Authority.
- (4) Grassed areas must be cut at an even height without streaking or missed areas.
- (5) Mowing must not be carried out when, in the opinion of the Technical Authority, the grass is too wet, or a long period of dry weather persists.
- (6) All litter and debris must be removed from grassed areas prior to cutting.
- (7) The Contractor will be responsible for the collection and disposal of garbage from containers located in grassed areas including the supply and replacement of plastic garbage bags of the proper size to accommodate such containers each time grass cutting is performed. All garbage must be disposed of off DND Property.
- (8) Grass must be trimmed around buildings, fences, hydrants, poles, posts, signs, flower beds, hedges, trees, and all other obstructions within areas of grass cutting.
- (9) Grass trimming must be completed no later than 4 hours after mowing is completed.
- (10) Trim grass to same height as mowed grass in the applicable area.
- (11) Prevent damage to trees and other physical obstructions when using power operated trimmers.

- (12) Ditch bottoms and slopes are included in this work, and must be cut in a safe manner.
- (13) To ensure accessibility to the Carrying Place RX Site, the English Settlement Rd. Site, and Pt. Petrie TX Site, the Contractor must contact the Technical Authority to request access, with a minimum of 2 business days advanced notice.
- (14) The Contractor must commence work within 24 hrs notice from the Technical Authority requesting service, and the Contractor will cut through all specific zones in a pre-planned sequence. All work is to be completed to the satisfaction of the Technical Authority.
- (15) The grass clippings may be left on the newly cut areas provided they are evenly distributed, with the exception of the Belleville Armoury (Zone 9), and the areas around Bldg 29 and Bldg 38 (located within Zone 1), which must be kept free of clippings. Bunching of clippings is not permitted in these locations. If bunching occurs in these locations, the Contractor must either remove the clippings, or have them raked out evenly, as directed by the Technical Authority.
- (16) Grass cutting equipment must be operated by experienced operators, capable of making all necessary adjustments to ensure a proper cut, as specified herein.
- (17) Care shall be taken when cutting grass to avoid the clippings falling on any sidewalk, road, parking lot, hardstand, flower beds, etc. Clippings so distributed must be the Contractor's responsibility for removal.
- (18) The Contractor must have sufficient personnel and equipment available to cut all areas identified in this Statement of Work within 7 calendar days or before the grass exceeds the specified height. This is critical during the months of May, June and July when the cut frequency is at its highest rate.

3. SPORTS FIELDS MAINTENANCE PROGRAM

- a. The sports fields (Zone 4) are approximately 15 acres in size, and consist of two (2) baseball diamonds and two (2) soccer pitches, and also include the surrounding areas inside of the fence line. The requirement for the sports fields (except for grass cutting) is as per Table 2.
- b. Sports fields must be groomed on Monday or Thursday mornings only, subject to weather and sports event scheduling. The sports fields cannot be dragged after a heavy rainfall.
- c. The ball diamonds and the warning tracks must be dragged three times per week from April to October. Scheduling to be confirmed with Personnel Support Programs (PSP) Staff. If additional services are required (i.e. during sports tournaments), the Technical Authority may issue a Task Authorization for these services.
- d. The sports field fence lines must be trimmed (weed-wacked) along their entire lengths, and along both sides.
- e. The fields are to be cut after the dew has dried, and any users have left the fields.
- f. Scheduling details will be reviewed and coordinated at the beginning of each season, and/or as required.

Table 2 - Sports Field Maintenance Program

MONTH	FERTILIZER	AERATE	OVER SEEDING	TOP DRESSING	DRAGGING OF BALL DIAMONDS	OTHER
April		Yes	Yes (late April)	Yes (late April)	3 Times per Week	Roll (1 Ton Only)
May	Yes (early May)	Yes			3 Times per Week	
June	Yes (late June)	Yes	Yes (late June)	Yes (late June)	3 Times per Week	
July		Yes			3 Times per Week	
August		Yes			3 Times per Week	
September	Yes (mid Sept)	Yes	Yes (early Sept)	Yes (early Sept)	3 Times per Week	
October					3 Times per Week	

4. GENERAL MATERIAL AND EXECUTION OF TASK AUTHORIZATIONS ('As and When Requested' Work)

a. Topsoil:

Must be of a material that is capable of supporting good vegetative growth, and suitable for use in top dressing, landscaping, and seeding.

b. Building Protection:

Protect existing buildings and surface features which may be affected by work, from damage while work is in progress, and repair any damage resulting from work.

c. Restoration:

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

d. Water:

Supplied by DND at designated source.

e. Application of Herbicides and / or Insecticides:

- (1) Apply herbicides and / or insecticides on an "as and when requested" basis, in accordance with all applicable federal, provincial, or local regulations, provided that in any case of conflict or discrepancy, the more stringent requirements must apply.

f. Seed Bed Preparation:

- (1) Verify that grades are correct. If discrepancies occur, notify Technical Authority and do not commence work until instructed by Technical Authority.
- (2) Fine grade surface free of humps and hollows to meet existing grades to tolerance of plus or minus 15 mm, surface draining naturally.
- (3) Cultivate fine grade approved by Technical Authority to 25 mm depth immediately prior to seeding.
- (4) Prior to seeding, incorporate a minimum of 0.5 kg of actual nitrogen per 100 m².
- (5) Obtain approval of top soil depth before starting seeding. A minimum depth of 100 mm screened top soil must be used.

g. Grass Seeding and Fertilizing:

- (1) Seed - Canada "Certified" seed, "Canada No. 1 lawn grass mixture" in accordance with government of Canada "Seeds Act" and "Seeds Regulation". 60% Kentucky Bluegrass, 30% creeping Red Fescue and 10% Perennial Ryegrass.
- (2) Fertilizer - Complete synthetic, slow release with 35% of nitrogen content in water insoluble form, 35-15-10 minimum to Canada "Fertilizers Act" and "Fertilizers Regulations".

h. Seed Placement:

- (1) For manual seeding:
 - i. Use "Cyclone" type manually operated seeders.
 - ii. Use manually operated, water ballast, landscaping type, smooth steel drum roller.
- (2) On cultivated surfaces, sow seed uniformly at rate of 2.5 kg/100 m², or as per manufacturer's recommendations.
- (3) Blend applications 150 mm into adjacent grass areas to form uniform surfaces.
- (4) Sow half of required amount of seed in one direction and remainder at right angles.
- (5) Embed seed into soil to depth of 10 mm. Not less than 85% of seed to be placed at specified depth and covered by soil.
- (6) Consolidate manually seeded areas by rolling area immediately after seeding.
- (7) Sow during calm wind conditions.
- (8) Water with fine spray to avoid seed wash-out. Do not soak or flood the seeded area. Use enough water to keep the soil moist at seed depth. Water whenever the soil is becoming dry.

- (9) Protect seeded areas against damage. Remove this protection after lawn areas have been inspected and accepted by Technical Authority.
- (10) Contractor must provide 'keep off signs' for a minimum of two (2) weeks after seeding.

i. Sod Quality:

- (1) Sod to be Number One Grade Turfgrass Nursery Sod. Sod that has been especially sown and cultivated in nursery fields as turf grass crop.
- (2) Not more than one broadleaf weed or ten other weeds per 40 sq. m.
- (3) Density of sod sufficient so that no soil is visible when mown to height of 40 mm.
- (4) Mowing height limit to be set to 35 mm to 65 mm.
- (5) Soil thickness of sod is to be 9 mm to 15 mm in thickness.
- (6) Water sodded areas in sufficient quantities to maintain optimum soil moisture conditions to a depth of 75 mm to 100 mm.

j. Sod Delivery:

- (1) Schedule deliveries to keep storage at the job site kept to minimum without causing delays.
- (2) All sod is to be delivered, unload and stored on pallets.
- (3) Deliver sod to site within 24 hours of being lifted and lay sod within 36 hours of being lifted.
- (4) Contractor must not to accept small, irregular or broken pieces of sod.
- (5) During wet weather allow sod to dry sufficiently to prevent tearing during lifting and handling.
- (6) During dry weather protect sod from drying and water sod as necessary to ensure its vitality, and prevent dropping of soil during handling. Contractor must not accept or install dry sod.

k. Sod Placement:

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

I. Acceptance of Seeding and Sodding:

- (1) Areas must be uniformly established and free of rutted, eroded, bare or dead spots, and free of weeds.
- (2) Areas must be cut at least once.
- (3) Areas must be fertilized.

5. RECOMMENDED EQUIPMENT

- a. The Contractor is recommended to have at a minimum, the following equipment available for use for grass cutting on this requirement:
 - (1) Four (4) pieces of rear discharge mobile equipment capable of 60-72 inch wide cuts.
 - (2) Two (2) Z-turn mowers capable of 42 inch wide cuts, compete with grass catchers.
 - (3) One (1) rear discharge wide area mower capable of 192 inch wide cuts.
 - (4) One (1) rear discharge wide area mower capable of 132 inch wide cuts.
 - (5) Four (4) push mowers capable of 21 inch wide cuts, complete with grass catchers.
 - (6) Bush hog for 10 inch high grass areas.
- b. The equipment required to maintain the sports field is recommended to be as follows:
 - (1) One (1) 30 HP tractor with turf tires.
 - (2) One (1) 72" ball diamond groomer.
 - (3) One (1) lawn overseeder with a 60 inch coverage per pass.
 - (4) One (1) lawn top dresser
 - (5) One (1) aerator
- c. All grass cutting and landscaping equipment must be in good working condition. The Technical Authority reserves the right to reject any equipment he/she deems necessary.
- d. Any equipment which will be operated on roadways must be equipped with slow moving signs and yellow flashing lights.
- e. Grass cutting blades must be sharpened on a regular basis, and be of a type that is capable of being adjusted to ensure an even cut, free of ridges.

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Appendix 1 to Annex "A"
Site Plan

(Please see Electronic Attachment)

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ANNEX "B"

BASIS OF PAYMENT

Pricing Instructions: The Bidder must provide pricing for all Items for all Pricing Periods. HST must not be included in the pricing (but will be added as a separate item to any invoice issued).

Note: All text in italics in Annex "B" will be deleted upon Contract Award.

Pricing:

All prices are firm, all-inclusive, 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.

Pricing Periods:

Year #1: Contract Award to 31 March 2018;
Year #2: 01 April 2018 to 31 March 2019;
Year #3: 01 April 2019 to 31 March 2020.

1. PRICING BASIS "A" – FIRM REQUIREMENT

1.1 Grass Cutting – Routine Cuts:

Grass must be cut as per Annex "A" Statement of Work, Section B, 2. Grass Cutting.

Instructions: Bidders must provide firm, all-inclusive annual lot prices for grass cutting for the below specified zones and Pricing Periods.

Item #	Description	Year #1 Annual Lot Price	Year #2 Annual Lot Price	Year #3 Annual Lot Price
A1	Zone 1 - South Side	\$	\$	\$
A2	Zone 2 - North Side	\$	\$	\$
A3	Zone 3 - PMQ Area	\$	\$	\$
A4	Zone 4 - Sports Fields	\$	\$	\$
A5	Zone 5 - RCAF Rd & Old HWY 2	\$	\$	\$
A6	Zone 6 - 198 Sandercock Rd	\$	\$	\$
A7	Zone 7 - English Settlement Rd. Site	\$	\$	\$
A8	Zone 8 - ZZR Beacon Building Site	\$	\$	\$
A9	Zone 9 - Belleville Armoury	\$	\$	\$
A10	Zone 10 - Mountain View Detachment	\$	\$	\$
A11	Zone 11A - Point Petrie (Inner Area)	\$	\$	\$
A12	Zone 12A - Carrying Place (Inner Area)	\$	\$	\$

1.2 Sports Fields Maintenance Program specific to Zone 4, not including Grass Cutting:

Sports Fields must be maintained per Annex "A" Statement of Work, Section B, 3. Sports Fields Maintenance Program.

Instructions: Bidders must provide firm, all-inclusive annual lot prices for Zone 4, Sports Fields Maintenance Program.

Item	Description	Year #1 Annual Lot Price	Year #2 Annual Lot Price	Year #3 Annual Lot Price
A13	Zone 4, Sports Fields Maintenance Program	\$	\$	\$

2. PRICING BASIS "B" – TASK AUTHORIZATIONS

2.1 Grass Cutting for Specific Zones 11B and 12B:

Grass must be cut "as and when requested" via Task Authorization for the zones listed in the below table. Grass must be cut per descriptions in Annex "A" Statement of Work, Section B, 2. Grass Cutting.

Instructions: Bidders to provide firm, all inclusive unit prices (per cut) for grass cutting for the below specified zones and Pricing Periods.

Item	Description	Estimated Usage per Year	Unit of Issue	Year #1 Unit Price, Per Cut	Year #2 Unit Price, Per Cut	Year #3 Unit Price, Per Cut
B1	Zone 11B	12 cuts	Per Cut	\$ /cut	\$ /cut	\$ /cut
B2	Zone 12B	12 cuts	Per Cut	\$ /cut	\$ /cut	\$ /cut

2.2 Grass Cutting for Additional Areas:

Grass must be cut "as and when requested" via Task Authorization. Grass must be cut per Technical Authority's direction.

Instructions: Bidders to provide firm, all inclusive unit prices (per acre) for additional grass cutting of approximately 40 acres.

Item	Description	Estimated Usage per Year	Unit of Issue	Year #1 Unit Price, Per Acre	Year #2 Unit Price, Per Acre	Year #3 Unit Price, Per Acre
B3	Price per acre for mowing additional areas, "as and when requested" by the Technical Authority	40 Acres	Per Acre	\$ /acre	\$ /acre	\$ /acre

2.3 Landscaping - Supply & Installation of Materials:

Topsoil, Seeding & Sodding must be provided "as and when requested" via Task Authorization. Supply and Installation per Technical Authority direction.

Instructions: Bidders to provide firm, all inclusive Supply and Install unit prices (per unit of issue) per below table. Product description and application per Annex "A" Statement of Work, Section B.

Item	Description	Estimated Usage per Year	Unit of Issue	Year #1 Unit Price	Year #2 Unit Price	Year #3 Unit Price
B4	Supply & Install Topsoil	160 m3	Cubic metre	\$_____/m3	\$_____/m3	\$_____/m3
B5	Supply & Install Seeding	160 m2	Square Metre	\$_____/m2	\$_____/m2	\$_____/m2
B6	Supply & Install Sodding	1,000 m2	Square Metre	\$_____/m2	\$_____/m2	\$_____/m2
B7	Supply & Install Fertilizing	100,000 m2	Square Metre	\$_____/m2	\$_____/m2	\$_____/m2

2.4 Landscaping – Provision of Labour:

Provision of Labour for Landscaping.

Instructions: Bidders to provide firm, all inclusive rates per below table. Landscaping labour provisions including grounds maintenance, gardening, watering, and applying herbicides and insecticides per Annex "A" Statement of Work, Section B.

Call-up Rate: Applicable to 2.4 Landscaping – Provision of Labour only; is an all-inclusive hourly rate for each person responding to a request for service and it includes, but is not limited to: all travelling expenses, profit, overhead, direct labour, tools, and equipment required to perform the first hour of onsite productive labour. Call-up Rate pricing will not be applicable if the service representative is already at the site when the request for and delivery of service is received.

Provision of Labour:

Applicable 2.4 Landscaping – Provision of Labour only; is an all-inclusive hourly rate for each person responding to a request for service and it includes, but is not limited to: all travelling expenses, profit, overhead, direct labour, tools, and equipment required after the first hour of on-site productive labour.

Item	Description	Estimated Usage per Year	Unit of Issue	Year #1 Unit Price	Year #2 Unit Price	Year #3 Unit Price
B8	Call-up Rate	10	Response to service and 1 hour productive labour	\$_____/call	\$_____/call	\$_____/call
B9	Hourly Rate for each Labourer	10	Hour	\$_____/hour	\$_____/hour	\$_____/hour

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3. PRICING BASIS "C" – MATERIAL

- 3.1 Material:** Material not listed in Pricing Basis "B", not free of issue and not available through standing offers will be supplied at the Contractor's cost plus a % markup. All claims for material reimbursement must be supported by an invoice from the supplier.

Instructions: Bidders are to provide a % markup on an estimated usage of \$5,000.00 per year.

Item C1:

Year #1: _____% markup Year #2: _____% markup Year #3: _____% markup

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST


(See attached)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND CFB TRENTON	2. Branch or Directorate / Direction générale ou Direction RP OPS DET. 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 GROUNDS MAINTENANCE AT 8 WING TRENTON, MIDDLETON PARK, MOUNTAIN VIEW DETACHMENT, TX SITE, POINT PETRIE, RX SITE, CARRYING PLACE AND VARIOUS SATELLITE LOCATIONS OF CANADIAN FORCES BASE TRENTON.	

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No ☐ Yes
Non 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 ☐ Yes
Non 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? ☒ No ☐ Yes
(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)

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 ☒ Yes
Non 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 ☐ Yes
Non Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

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"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
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7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

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

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

Special comments:
Commentaires spéciaux:

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
unscreened personnel may only access public or reception zones

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes

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

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes


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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes

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

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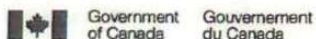
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PART C - (continued) / PARTIE C - (suite)

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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Asasas																
Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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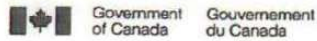
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Security Classification / Classification de sécurité UNCLASSIFIED

SM

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Maj S. House		Title - Titre OC, RP OP'S DET. TRENTON	Signature
Telephone No. - N° de téléphone 613-392-2811 ext 3321	Facsimile No. - N° de télécopieur 613-965-4901	E-mail address - Adresse courriel SARAH.HOUSE@forces.gc.ca	Date 1 March 2017
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic - DDSO - Industrial Security Senior Security Analyst		Title - Titre Ref: 613-965-0286	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2017-March 03
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
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) Vanessa Good-Davidson		Title - Titre	Signature
Agent to the Security of Contracts Contract Security Officer Secteur de la Sécurité industrielle, TPSGC Industrial Security Sector, PWGSC Vanessa.Good-Davidson@tpsgc-pwgsc.gc.ca Téléphone : 613 941-0441		E-mail address - Adresse courriel	Date March 22, 2017

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

2. Automobile Liability Insurance

- 1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence.
- 2. The policy must include the following:
 - a. Third Party Liability - \$5,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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ANNEX “E”

DND 626 TASK AUTHORIZATION FORM

(See attached)

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ANNEX "F" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
 - ☐ A2. The Bidder certifies being a public sector employer.
 - ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
 - ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
 - A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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

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ANNEX "G" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ VISA Acquisition Card
- ☐ Direct Deposit (Domestic and International)