



**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**

<b>Title - Sujet</b> Kitchen Exhaust Cleaning	
<b>Solicitation No. - N° de l'invitation</b> W6837-174703/A	<b>Date</b> 2017-05-23
<b>Client Reference No. - N° de référence du client</b> W6837-17-4703	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-900-7204	
<b>File No. - N° de dossier</b> KIN-6-46225 (900)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-07-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Emmons, Chris	<b>Buyer Id - Id de l'acheteur</b> kin900
<b>Telephone No. - N° de téléphone</b> (613) 545-8083 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 6Moro Street Kingston Ontario K7K 7B4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

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

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

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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Solicitation No. - N° de l'invitation  
W6837-174703  
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W6837-174703

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-46225

Buyer ID - Id de l'achet  
KIN900  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "E" DND 626 TASK AUTHORIZATION FORM ..... 32**

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

**1.2.1** CFB Kingston, Kingston Ontario requires the provision of kitchen exhaust and ductwork cleaning services. The period of the contract will be from date of award to 30 June 2020 through the application of Task Authorizations.

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

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

### **1.3 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.

## **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>) 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: 365 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 10 (ten) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## 2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for **the site visit to be held 10 am on June 6th; site visit will be at, 2<sup>nd</sup> Floor, Contracts Office, 6 Moro Street, Kingston Ontario.**

Bidders must communicate with the Contracting Authority **no later than 30 May 2017 to confirm** attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

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## **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 copies)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications ( 1 hard copy)

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

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

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

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

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

#### **Section I: Technical Bid**

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

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

#### **Section II: Financial Bid**

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

#### **3.1.2 Electronic Payment of Invoices – Bid**

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

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

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

### Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

The Bidder must demonstrate it possesses a minimum of 3 years of continual experience (within 3 years from the RFP's closing date) in providing services similar to those described in Annex "A". The client(s) may be contacted to confirm the details provided.

The Bidder must provide evidence of its meeting the minimum experience requirement by providing a letter OR completing all sections in accordance with the table below:

CRITERIA	BIDDER'S RESPONSE
Name of Bidder	
Name of client	
Location of project or contract where services were provided	
Length of service (include month and year for start and end dates)	
Client contact names and telephone numbers	
Specify type(s) of service:	

## **4.1.2 Financial Evaluation**

### **4.1.2.1 Mandatory Financial Criteria**

a) Bidders must provide firm unit prices, in Canadian dollars, for all areas in the Basis of Payment detailed in Annex "B".

#### **Evaluation of Price**

- a) The price of the bid will be evaluated in Canadian dollars, the Harmonized Sales Tax excluded.
- b) The unit prices for each year will be multiplied by the estimated usage to arrive at the extended price.
- c) Each extended price will be added together to arrive at a Subtotal Price.
- d) All Subtotal prices will be added together to determine the evaluated price.

## **4.2 Basis of Selection**

### **4.2.1 Mandatory Technical Criteria**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

## **PART 6 – SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W6837-2017-4703**

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 \_\_\_\_\_;
  - b. \_\_\_\_\_ Industrial Security Manual (Latest Edition).

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.2 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.

##### **7.1.2.1 Task Authorization Process**

1. The Technical Authority will provide the Contractor with a description of the task using the "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 five (5) calendar 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.

##### **7.1.2.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$59,212, 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.

##### **7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of the Contract value

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.2.4 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 on a bi-seasonally basis to the Contracting Authority.

The bi - seasonal periods are defined as follows:

1st period: date of award to July 31;

2nd period: August 1 to September 30;

The data must be submitted to the Contracting Authority no later than 10 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
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

**7.1.2.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

**7.2 Standard Clauses and Conditions**

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

**7.2.1 General Conditions**

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

**7.3 Security Requirements**

**7.3.1.** 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).

The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

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

- (a) Industrial Security Manual (Latest Edition).

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

The period of the Contract is from date of Award to June 30, 2019

**7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by an additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the

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Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chris Emmons  
Title: Supply Officer

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

Telephone: 613-545-8083  
Facsimile: 613-545-8067  
E-mail address: chris.emmons@pwgsc.gc.ca

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

### 7.5.2 Technical Authority

The Technical Authority for the Contract is:

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

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

### 7.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

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

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Basis of Payment – Limitation of Expenditure – Task Authorizations

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.

### 7.7.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (amount to be included at Contract Award). Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.3 Single Payment

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

#### **7.7.4 Time Verification**

SACC Manual clause C0711C (2008-05-12) Time Verification

#### **7.8 Invoicing Instructions**

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.

1. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;

2. Invoices must be distributed as follows:

a. The original and one (1) copy must be forwarded to the following address for certification and payment.

**Engineering Service Squadron  
Invoicing Section  
6 Moro Street  
Kingston, Ontario  
K7K 7B4**

b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **7.9 Certifications and Additional Information**

##### **7.9.1 Compliance**

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

##### **7.10 Applicable Laws**

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

##### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2016-04-04), General Conditions - Services (Higher Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Checklist;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

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## **7.12 Insurance Requirements**

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

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

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

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## ANNEX "A" STATEMENT OF WORK

### PART 1 - GENERAL

#### 1.1 Description of Work

- 1 To provide all labour, materials and equipment required to carry out the cleaning of kitchen exhaust systems in various locations of Canadian Forces Base (CFB) Kingston, Fort Frontenac, and Royal Military College (RMC).
- 2 Use of Department of National Defence (DND) Property:  
The Contractor, sub-contractor(s) and all personnel performing work of this Contract must not use any other tools, equipment, materials, buildings, structures or any other property owned, rented, or leased by DND unless authorized in writing by the Technical Authority.

#### 1.2 Systems and Locations

- 1 Kitchen exhaust systems comprised of all canopy systems (from roof to hood) installed over any kitchen equipment. This includes filters, fire suppression nozzles, all exhaust and recirculation ducts, fan compartments, fan components, hoods, canopy light fixtures, drip trays and their component parts.
- 2 The description of the systems and information provided is based on the latest information available. It is the Contractor's responsibility to ensure that the Technical Authority (TA) is notified of any discrepancies and/ or new systems encountered.
- 3 Fort Frontenac
  - 1 LaSalle Block (FF3):  
Main floor: Canopies - 6, approximately 15 associated filters.
- 4 McNaughton Barracks:
  - 1 18 Craftsman Blvd (MB52), WOs & Sgt's Mess  
Canopies - 4, no filters.
  - 2 11 Red Patch Avenue (MD31), Curling Club:  
Canopies - 1, filters 5 ea.
- 5 Royal Military College:
  - 1 22 Amiens Avenue (R32), Yeo Hall:  
Cadet Mess: Canopies - 5 and associated filters.  
9 Point Frederick Drive (R29), Senior Staff Mess:  
Canopies - 2, filters 4 ea.  
24 Navy Way (R67), HMCS Cataragui: Canopies - 1.
- .6 Vimy Barracks:
  - 1 Princess Royal Avenue (VC01), Officer's Mess  
Canopies - 4, filters built-in cleaning system.
  - 2 9 Parade Road (VB31), Routledge Hall  
Mess Hall: Canopies - 1, filters built-in cleaning system.  
Bakery: Canopies - 1, filters built-in cleaning system.

#### 1.3 Codes

- 1 Perform work in accordance with the latest editions of the National Building Code of Canada (NBC), Canadian Plumbing Code, Canadian Electrical Code, National Fire Code and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements must apply.

#### **1.4 Workmanship**

- 1 All work must be in accordance with best trade practices. The contractor will re-install all equipment in accordance with the Manufacturer's recommendations and/ or specifications. The Contractor must tarp hoods to minimize spray from spreading on other equipment and provide ample time for clean-up.

### **PART 2 - PRODUCTS**

#### **2.1 Materials**

- 1 The contractor must use cleaning materials recommended by the manufacturer and as recommended by cleaning material manufacturer.

#### **2.2 WHMIS**

- 1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials, and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
- 2 Deliver copies of WHMIS data sheets to the Technical Authority on delivery of materials.

### **PART 3 - EXECUTION**

#### **3.1 Service Hours**

- 1 Cleaning must be carried out after normal working hours as scheduled with the appropriate Kitchen Staff.
  - 1 Minimum of 24hrs (twenty-four hours) notice must be given prior to each and any cleaning.
    - 1 For locations VB31, R32, Fort Frontenac, work can start no earlier than 18:30 unless otherwise approved by Kitchen Staff.
    - 2 For locations R29, R67, MB52, MD31 and VC01, work can be performed between 13:00 to 16:00 inclusively.
- 2 The Contractor must provide service when requested five (5) days per week, Monday to Friday, except holidays. Regular hours are from 07:30 to 16:00.
- 3 The Contractor must respond to regular work requirements within eight (8) hours of receipt of call.

### 3.2 Authorization

- 1 When service is required; the Technical Authority representative will notify the Contractor by telephone, facsimile, email, or by other means.
- 2 The service person or Contractors representative must report back to the Technical Authority. All work is subject to an onsite inspection for certification either by the TA, or authorized Kitchen Staff

### 3.3 Filters

Frequency of Pre-filters, bag and box filter replacement is outlined in Annex B.

- 1 The Contractor must notify the Technical Authority if it is discovered the frequencies for replacement are insufficient for the proper operation of the kitchen exhaust system. Damaged, collapsed, or torn pre-filters may require the replacement of other filters (i.e. bag and pre-filters or bag and box filters). Should any of the conditions above or similar conditions exist, notify the Technical Authority for approval to carry out replacement. Filters are to be removed and cleaned and re-installed after each cleaning.
- 2 Filter cleaning: All grease and foreign matters must be removed. The filters will be removed and completely immersed in a hot water and detergent solution for a sufficient period of time to remove all grease and foreign matters; filters must then be rinsed, dried and re-installed.

### 3.4 Cleaning Methods and Procedures

- 1 The interior and exterior of all ductwork, fan compartments, fan components, hoods, and canopies, must be thoroughly washed with a detergent solution and be free of odour, all grease, and foreign matter.
- 2 Power washing as approved by Technical Authority for major cleaning. Power washing equipment to provide high power wash at a minimum of 4.8 gallons per minute @ 3000psi @ 190 - 200 degrees Fahrenheit.
- 3 Use high quality degreaser soap (sodium hydroxide based degreaser).
- 4 The condensate gutter and drainage cock of each canopy is to be thoroughly cleaned of all grease and foreign matter.
- 5 Submit equipment and product data to the Technical Authority for approval for use.
- 6 Fire suppression nozzles to be cleaned free of all grease and foreign matter to ensure proper operation.
- 7 All canopy light fixtures must be dismantled, cleaned, and reassembled. Any broken or damaged light components must be reported to the Technical Authority, including burned out light bulbs. These light bulbs will be replaced by the Contractor from DND stock on hand, on the building concerned.
- 8 The Contractor must not use solutions or methods that are damaging to painted or other surfaces. However, **Plastic** scrapers, may be used where necessary to remove heavy accumulations of grease or other foreign matters.

- 9 No cleaning is to be performed in or over areas where food is being prepared or in any danger of being contaminated.
- 10 Cleaning will be considered complete only when inspected and approved by the Technical Authority or the appropriate Kitchen Staff Inspection Authority.
- 11 Remove exhaust hood encasement from site complete with tape, or other means when directed by the Technical Authority.
- 12 The exhaust hoods cleaning includes but is not limited to the bottom of the exhaust hoods to the roof top fan units, including the fan units.

### **3.5 Major Cleanings**

- 1 Frequencies are outlined in ANNEX B.
- 2 Includes kitchen canopies, ductwork, fan compartments and fan components and must be **completely cleaned, inside and out.**
- 3 Upon completion of checklist, Annex "F" must be filled in and submitted with the invoice.

### **3.6 Minor Cleanings**

- 1 Frequencies as outlined in ANNEX B.
- 2 Includes filter cleaning and or replacement ( refer to paragraph 3.3).
- 3 Drip trays must be cleaned.
- 4 Fire suppression nozzles are to be cleaned ensuring proper operation.
- 5 All canopy light fixtures must be dismantled, cleaned, and reassembled. Any broken or damaged light components must be reported to the Technical Authority, including burned out light bulbs. These light bulbs will be replaced by the Contractor from DND stock on hand, on the building concerned.
- 6 All kitchen canopies, interior and exterior must be cleaned thoroughly. Particular attention will be paid to the cleaning of the canopy condensate gutter and drain cock.
- 7 Upon completion checklist Annex F must be filled in and submitted with the invoice for every cleaning.

### **3.7 Work Schedule**

- 1 The contractor must submit a schedule for the work including anticipated progress and completion time to the appropriate Kitchen Managers and Technical Authority for pre-approval 30 days prior to start of work.
- 2 The contractor must complete work within the scheduled time. No changes in schedule can occur without approval from the authorized Kitchen Staff, or the Technical Authority.

### **3.8 Temporary Equipment Set-Up**

- 1 The Contractor must furnish and maintain all equipment such as ladders, scaffolding, etc. as may be required for the proper execution of the work.
- 2 The Contractor must provide any required equipment, materials or safety devices in order to follow specific safe work practices.
- 3 Temporary electrical power and water may be provided maybe provided by DND. However, Contractor is responsible for sustaining provisions of electrical and water supplies in order to carry out operational cleaning procedures.

### **3.9 Use of Facilities**

- 1 The Contractor must take reasonable and proper care of all Government Property while it is in its possession or subject to its control. The Contractor is responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by ordinary wear and tear.
- 2 Confine equipment and operation of workers to kitchen area as directed by Technical Authority.

### **3.10 Building Smoking Environment**

- 1 Comply with NO-SMOKING policy in all DND buildings, as well as the NO-SMOKING rule applicable within 10 metres of building entrances.
- 2 The work is subject to inspection by the Base Environmental Officer (B Env O) or designated personnel without prior notice.

### **3.11 Fire Safety Requirements**

- 1 Fire Department Briefing:

The Technical Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Base Fire Chief (BFC) or BFC designated personnel before any work is commenced.
- 2 Reporting Fires:

Know the location of nearest fire alarm pull station and telephone, in an emergency phone number 911.

Report immediately all fire incidents to the Kingston Fire Department as follows:  
Activate nearest fire alarm pull station; or  
Telephone - 911. Report all fire incidents to Base Fire Chief (Ext 5400).
- 3 Persons activating fire alarm pull station or reporting a fire via telephone shall remain near the main entrance to the building to direct the Fire Department to the scene of the fire.
- 4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- 5 Hazardous Substances and or Tasks:

.Work entailing the use of any toxic or hazardous materials, chemicals and/ or explosives, or otherwise creates a hazard to life, safety, or health, will be in accordance with the National Fire

Code of Canada.

.Obtain from the Base Fire Chief (BFC) or BFC designated personnel a "Permit" for work involving construction heaters, welding, cutting and soldering, the use of acetylene, oxy-acetylene, gas operated equipment (i.e. saws, etc), propane and blow torches, in buildings or facilities.

- 6 Fire Extinguishers:  
Supply serviceable fire extinguishers, as scaled by the BFC, or BFC designated personnel, necessary to protect, the work in progress and the Contractors physical plant on site.
- 7 Questions and/ or Clarification:  
Direct any questions or clarification on Fire Safety in addition to the above requirements to the BFC, or BFC designated personnel.
- 8 Fire Inspections:  
Site inspections by the BFC, or BFC designated personnel will be coordinated through the Technical Authority.  
Allow the BFC, or BFC designated personnel unrestricted access to the work site.  
Co-operate with the BFC, or BFC designated personnel during routine fire safety inspections of the work site.  
Immediately resolve all unsafe fire situations observed by the BFC, or BFC designated personnel.

### **3.12 Cleaning and Completion**

- 1 Conduct cleaning and disposal operations in accordance with all Federal, Provincial, or Municipal regulatory requirements and guidelines for environmental protection.
- 2 Despite any other provision of the Contract, scrap and waste materials other than accountable material, derived from the Contract, will revert to the Contractor as part of the Contract Price.
- 3 Damaged surfaces attributable to the work of the Contractor shall be made good in all respects before the work is accepted by the Technical Authority.

**ANNEX “B” BASIS OF PAYMENT**

**C.1 Pricing Instructions**

- SERVICE CALL RATE IS TO BE AN “ALL INCLUSIVE COST” WHICH COVERS ALL EXPENSES THAT ARE REQUIRED TO PERFORM THE SERVICE PLUS THE FIRST HOUR OF PRODUCTIVE WORK ON SITE.
- Charges for service calls are not applicable if crew is already on site.
- Where a cost estimate has been submitted and accepted by the site authority, fully completed work or services will be performed or provided at a cost no greater than 110% of such estimate.
- HST is not to be included in the pricing and will be extra at 13% and is to be shown as a separate item on all invoices.

**C.2**

**First Year date of award to 30 June 2018**  
**Second Year – 1 July 2018 to 30 June 2019**  
**Third Year – 1 July 2018 to 30 June 2019**

PRICING BASIS A

Description	Yearly Estimate	Year 1 Unit Price	Year 2 Unit Price	Year 3 Unit Price
<b>Major Cleaning (Specification Per 3.5)</b>				
Fort Frontenac (LaSalle Block, FF3)	12	\$ _____	\$ _____	\$ _____
McNaughton Barracks 18 Craftsman Blvd. (B52)	4	\$ _____	\$ _____	\$ _____
McNaughton Barracks 11 Red Patch Ave. (D31)	4	\$ _____	\$ _____	\$ _____
Royal Military College 22 Amiens Ave (Cadet Mess-R32)	6	\$ _____	\$ _____	\$ _____
Royal Military College 9 Point Frederick Dr (R29)	4	\$ _____	\$ _____	\$ _____
Vimy Barracks 1 Princess Royal Ave. (C1)	4	\$ _____	\$ _____	\$ _____
Vimy Barracks 9 Parade Rd. (Dining Hall B31)	12	\$ _____	\$ _____	\$ _____
<b>Minor Cleaning (Specification Per 3.6)</b>				
McNaughton Barracks 18 Craftsman Blvd. (B52)	12	\$ _____	\$ _____	\$ _____
McNaughton Barracks 11 Red Patch Ave. (D31)	12	\$ _____	\$ _____	\$ _____

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Royal Military College 22 Amiens Ave (Cadet Mess-R32)	<b>24</b>	\$ _____	\$ _____	\$ _____
Royal Military College 9 Point Frederick Dr (R29)	<b>12</b>	\$ _____	\$ _____	\$ _____
Royal Military College 24 Duty Drive-(67HMCS Galley)	<b>4</b>	\$ _____	\$ _____	\$ _____
Vimy Barracks 1 Princess Royal Ave. (C1)	<b>12</b>	\$ _____	\$ _____	\$ _____
Vimy Barracks 9 Parade Rd. (Dining Hall B31)	<b>24</b>	\$ _____	\$ _____	\$ _____

**PRICING BASIS B**

<b>Service Call (All Work not covered by 3.5 - 3.6)</b>				
Regular Hours (Mon - Fri from 7:30 AM to 4:00 PM)				
Technician	<b>5</b>	\$ _____	\$ _____	\$ _____
Helper	<b>5</b>	\$ _____	\$ _____	\$ _____
Outside Regular Hours		\$ _____	\$ _____	\$ _____
Technician	<b>2</b>	\$ _____	\$ _____	\$ _____
Helper	<b>2</b>	\$ _____	\$ _____	\$ _____
<b>Weekends / Statutory Holidays</b>				
Technician	<b>2</b>	\$ _____	\$ _____	\$ _____
Helper	<b>2</b>	\$ _____	\$ _____	\$ _____

**PRICING BASIS C – Material not included in Pricing Bases A or B.**

Material and replacement parts (except free issue) at the laid down cost (estimated \$3,000/year) **plus a a discount of:**

**Year 1** \_\_\_\_\_%    **Year 2** \_\_\_\_\_%    **Year 3** \_\_\_\_\_%

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**ANNEX "C" 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;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

## **ANNEX “D” INSURANCE REQUIREMENTS**

### SACC Manual Clause G2001C – Commercial General Liability Insurance (2014-06-26)

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

- 
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- n. 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.

SACC Manual Clause G2020C - Automobile Liability Insurance (2014-03-01)

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 \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

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- 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.

SACC Manual Clause G2040C – Environmental Impairment Liability Insurance (2014-06-26)

1. The Contractor must obtain Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The Contractors Pollution Liability insurance policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Separation of Insureds: 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.
  - d. 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.
  - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
  - f. 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.

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

Solicitation No. - N° de l'invitation  
W6837-174703  
Client Ref. No. - N° de réf. du client  
W6837-174703

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-46225

Buyer ID - Id de l'achat  
KIN900  
CCC No./N° CCC - FMS No./N° VME

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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.

Defence nationale  
Solicitation No. - N° de l'invitation  
W6837-174703  
Client Ref. No. - N° de réf. du client  
W6837-174703

**TASK AUTHORIZATION**  
Amd. No. - N° de la modification  
**AUTORISATION DES TÂCHES**  
File No. - N° du dossier  
KIN-6-46225

Buyer ID - Id de l'achat  
KIN900  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "E" DND 626 TASK AUTHORIZATION FORM**

(National Défense)

<p align="center"><b>All invoices/progress claims must show the reference Contract and Task numbers.</b>  <b>Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</b></p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à	<p align="center">_____</p> <p align="center">Date</p> <p align="center">_____</p> <p align="center">for the Department of National Defence pour le ministère de la Défense nationale</p>	
Delivery/Completion date – Date de livraison/d'achèvement		
<b>Contract item no. N° d'article du contrat</b>	<b>Services</b>	<b>Cost Prix</b>
		<b>GST/HST TPS/TVH</b>
		<b>Total</b>

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File No. - N° du dossier  
KIN-6-46225

Buyer ID - Id de l'achet  
KIN900  
CCC No./N° CCC - FMS No./N° VME

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