



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada**
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656

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

Address inquiries to the Contracting Authority at
wayne.cook@pwgsc-tpsgc.gc.ca

Title - Sujet SNIC	
Solicitation No. - N° de l'invitation W0107-17C683/A	Date 2017-07-19
Client Reference No. - N° de référence du client W0107-17CB683	
GETS Reference No. - N° de référence de SEAG PW-\$PET-906-1431	
File No. - N° de dossier PET-7-47001 (906)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-08-29	
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: Cook, Wayne	Buyer Id - Id de l'acheteur pet906
Telephone No. - N° de téléphone (613) 401-0623 ()	FAX No. - N° de FAX (613) 687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RPOU (ON) DET PET Garrison Petawawa, Bldg S-111 PO Box 9999, Station Main Petawawa, Ontario K8H 2X3	

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 Canada Supply and
Services Operation
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3

Delivery Required - Livraison exigée	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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W0107-17CB683

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-7-47001

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization, Security Requirement Check List, Statistics of Annual Accumulated Snow Levels, Maps and Snow and Ice Control (SNIC) Contractor Experience.

1.2 Summary

1.2.1

Work under this requirement consists of the provision of all labour, supervision, materials, tools, fuel, travel expenses and equipment to conduct snow and ice control (SNIC) operations to include ploughing, sanding, salting, snow hauling and sweeping, for various locations at Garrison Petawawa and the Pembroke Armouries.

This is an annual service contract to be invoiced over six (6) months from November to April for each year of the contract.

The active SNIC operations season is from 15 October to 15 April each year.

Canada intends to award one contract. The period of the contract will be from 15 October 2017 to 14 October 2020, with the irrevocable option to extend the period of the Contract by one (1) additional one-year period.

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 \(ISP\)](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.

1.2.3

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 Canadian Free Trade Agreement (CFTA)."

1.2.4

There is a mandatory bidders' site visit associated with this requirement where personnel security screening is required prior to gaining access to CLASSIFIED information, assets or sites. Consult Part 2 – Bidder Instructions.

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) (<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](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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 at 101 Menin Rd., Garrison Petawawa on 2017-08-03. The site visit will begin at 12:30, in Building S-111, Room C-114.

Personnel security screening is required prior to gaining authorized access to sites.

Bidders must communicate with the Contracting Authority no later than 2017-07-26 to confirm attendance and provide the Company name, name(s) and Driver's license number 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

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 (two (2) hard copies)

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (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

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

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex "J" 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.

3.1.3 Exchange Rate Fluctuation

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 Mandatory Technical Criteria

4.1.1.1 Mandatory Technical Criteria

The bid must comply with the mandatory technical criteria specified below. The Bidder must provide in their proposal the necessary documentation to support and demonstrate compliance with each and all Mandatory Technical Criterion (MTC).

Bids that do not meet each and every MTC will be declared non-responsive and will be disqualified. Each MTC must be addressed separately.

MTC 1: Bidders or their representative must attend the entire Mandatory Site Visit as specified in Part 2, Article 6 entitled "Mandatory Site Visit". The Contracting Authority will record the attendance at the Site Visit, and will use the record to confirm compliance with this particular MTC.

MTC 2: The Bidders must provide with their bid a completed Annex "I" that demonstrates that they have a minimum of two consecutive winter seasons (within the past 5 years from date of bid closing) of snow removal experience in which the total surface area from which the snow was removed was at least 140,000 m² per year. A winter season is defined as Sept. to May. The bidder must demonstrate their experience includes work that is similar in scope to the requirement identified in the solicitation such as parking lots, sidewalks, ramps and loading docks. In this documentation the bidder must provide the name and address of the company and the total surface area from which the bidder removed the snow. The bidder must provide the name, email and phone number of a company official that can verify they were under contract to remove snow at the location stated in the bidder's experience*. The bidder may combine the area of multiple contracts to demonstrate this experience. Provincial, municipal, county, or private roadways cannot be used to demonstrate compliance with this experience requirement. The bidder must provide the required information in accordance with Annex "I" (attached).

*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 in Annex "B". 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

For evaluation purposes only, to calculate the bidder's evaluated price for all three years and the option

year, the following formula will apply:

Pricing Basis (aggregate of Firm Price x estimated usage for all 3 years plus option year for all services)= evaluated price.

The extended price is the firm price for each year multiplied by the estimated usage.

The evaluated price is the sum of all extended prices for all years for all items.

4.1.2.3 SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

The Bidder must provide the Contracting Authority with a completed annex [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 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 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 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, 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.

6.2 Insurance – Proof of Availability Prior to Contract Award

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

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

PART 7 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award.

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".

7.1.1 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.

7.1.1.1 Task Authorization Process

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.

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form".
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 hours 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.

7.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$ 50,000.00, 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.

7.1.1.3 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.

7.1.1.4 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 "quarterly basis" 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.

7.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the 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 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).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from 15 October 2017 to 14 October 2020 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one additional one 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.

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Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.2 Delivery Points

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Wayne Cook
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Petawawa Procurement
Bldg S-111, Garrison Petawawa, Petawawa, Ont. K8H 2X3

Telephone: 613-401-0623
Facsimile: 613-687-6656
E-mail address: wayne.cook@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 [Note to Bidders: Canada will insert information at time of Contract Award]

The Technical Authority for the Contract is:

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 [Note to Bidders: Please insert information]

Name and telephone number of the person responsible for:

General Enquiries

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Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

Name: _____

Telephone No: _____

Facsimile No: _____

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 – 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 unit 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.

7.7.2 Basis of Payment – Pricing Basis “B” – 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 – Pricing Basis “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.

7.7.3 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.

7.7.4 Method of Payment

7.7.4.1 Pricing Basis "A" – Firm Requirement

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

7.7.4.2 Pricing Basis "B" – Task Authorizations & Material

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

7.7.5 SACC Manual Clauses

SACC *Manual* clause [C0710C](#) (2007-11-30) Time and Contract Price Verification

SACC *Manual* clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department

7.7.6 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;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.8 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.
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 identified under the section entitled "Authorities" of the Contract.

3. Invoices must be supported by:
- Task Authorization Number (if applicable)
 - Bldg. Number and or location
 - Cost broken down as per pricing basis
 - Date on invoice plus date work was completed
 - Contract number; and
 - Copies of GPS reports as/when requested by the Technical Authority
 - Time sheets (if applicable)

The final invoice for each year will not be paid until completion of: all snow clearing operations, Technical Authority post season inspection, and restoration of damaged areas, in accordance with the Statement of work.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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

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

7.7.5 SACC Manual Clauses

SACC Manual clause [A3015C](#) (2014-06-26), Certifications - 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 _____. [Note to Bidders: If applicable, Canada will insert the name of the province or territory as specified by the Bidder in its bid]

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);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List
- (f) Annex D, Insurance Requirement;
- (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].*

7.12 Defence Contract

SACC *Manual* clause [A9006C](#) (2012-07-16) Defence Contract

7.13 Insurance Requirements

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

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

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.

7.14 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within 10 calendar days after the date of contract award:
 - a. a security deposit as defined in clause [E0008C](#) in the amount of 10 percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in [Treasury Board Contracting Policy, Appendix L](#), Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

7.14.1 SACC *Manual* clause [E0008C](#)(2014-09-25), Security Deposit Definition – Contract

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7.15 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.

7.16 SACC Manual Clauses

SACC *Manual* clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations
SACC *Manual* clause [B6802C](#) (2007-11-30, Government Property

ANNEX "A"

STATEMENT OF WORK

Snow and Ice Control Operations

Project File # CB-683

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1.0. Identification

1.1. Work under this requirement consists of the provision of all labour, supervision, materials, tools, fuel, travel expenses and equipment to conduct snow and ice control (SNIC) operations to include ploughing, sanding, salting, snow hauling and sweeping, for various locations at Garrison Petawawa and the Pembroke Armouries.

1.2. This is an annual service contract to be invoiced over (6) months from November to April for each year of the contract.

1.3. The active SNIC operations season is from 15 October to 15 April each year.

2.0 Standards

All work must be in accordance with the following standards:

- 2.1 National Fire Code (NFC)
- 2.2 Ministry of Transportation Ontario (MTO) Operators License
- 2.3 Vehicle Licences
- 2.4 Ontario Health and Safety Act (OHSA)

3.0 Safety Plan

- 3.1 The Contractor must develop a written safety plan for this requirement. This shall be communicated to the Project Authority and the Contractor's staff.

4.0 Technical requirement

4.1 General

- 4.1.1 The Project Authority (PA) for this service contract is the Department of National Defence (DND) technical authority.
- 4.1.2 The Contractor must provide equipment and trucking capacity with operators to perform snow removal duties at designated sites throughout Garrison Petawawa and Pembroke Armouries.
- 4.1.3 The Contractor must provide GPS tracking on all equipment such as loaders, plows, sanders, dump trucks and patrol vehicles utilized under this requirement.
- 4.1.4 Garrison Petawawa will employ a de-icing strategy with the use of sand and salt abrasives.
- 4.1.5 Designated work sites are detailed in Section 5.0 "Areas to be serviced" and consist of groups of building, entrances, sidewalks, parking areas and roadways.
- 4.1.6 Maps of all areas to be cleared are attached at annex H.
- 4.1.7 All hazmat spills must be reported immediately to the Base Fire hall at 687-5511 local 5555 and to the PA.
- 4.1.8 A portable hazmat spill kit capable of containing a (10) liter spill must be carried on all of the contractors equipment at all times.
- 4.1.9 Disposal of oil and oily refuse must be transported by appropriate means and disposed of at an approved facility off DND property.
- 4.1.10 Contractor's equipment or actions resulting in a hazmat spill will be the financial responsibility of the Contractor in regards to cleanup.
- 4.1.11 Conduct cleaning and disposal operations to comply with local ordinates and anti- pollution laws. There must be no onsite disposal of waste.
- 4.1.12 All equipment utilized at Garrison Petawawa must be mechanically fit, display the contractor's company logo or identification and have appropriate working lights/audible signals as per provincial regulations.

4.2 Pre-season meetings – Site Inspection

- 4.2.1 The Contractor must attend a pre-commencement meeting at Garrison Petawawa with the PA within 14 days of contract award. The PA will contact the Contractor to arrange the time and location of the meeting.
- 4.2.2 The Contractor must meet annually with the PA prior to the snow season to discuss contract performance and expectations. The Contractor must provide names and phone numbers of personnel authorised to direct Snow Operations.
- 4.2.3 The PA will also provide to the Contractor, the names and phone numbers of designated DND personnel authorised to request services.

- 4.2.4 The Contractor must visit all areas to be serviced under this contract, with the PA, prior to the snow season and no later than 15 October each year to ensure all snow paths are clear of debris, and stored equipment or materials are identified.
- 4.2.5 Damages to areas, discrepancies or obstacles, will be noted and recorded during the pre-season site inspections.
- 4.2.6 A detailed site inspection report, including photos as necessary, must be completed and duly signed by the Contractor and the PA.

4.3 Damages

- 4.3.1 The Contractor must take care and prevent damage to trees, signs, light stands, curbs, and lawn or grassed areas, walkways, catch basins, parking lot surfaces or other obstacles.
- 4.3.2 Hydrants will be marked with a metal red flag by Garrison Petawawa employees, all other obstacles must be noted during pre-commencement and pre-season meetings.
- 4.3.3 An annual inspection of areas to assess damages incurred during snow removal must be completed after each SNIC season, but no later than 30 April.
- 4.3.4 The Contractor must be responsible for and will be notified by the PA of all damage as they are discovered throughout the SNIC season.
- 4.3.5 The Contractor must be solely and wholly financially liable for any reported damage and must comply with the instruction of the PA in returning crown property to its pre-season condition.
- 4.3.6 Restoration of damaged areas must commence no later than 15 May each year and be completed by 15 June annually.

4.4 Communication

- 4.4.1 The Contractor must maintain a 24 hour 7 day per week phone system including email, text and camera capability. The use of personal pagers or answering machines is not acceptable.
- 4.4.2 The Contractor's operations supervisor must have the capability to respond to service calls 24hr/7day per week and must maintain cell phone communication with the PA.
- 4.4.3 The Contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized person(s) must be done at the Contractors risk with regard to non-payment. The end user is considered an unauthorized person.

4.5 Level of service

- 4.5.1 Service must be provided 7 days a week within one hour of the commencement of a snow or ice event with expected accumulations of 5 cm (2") of snow or upon notification by the PA of additional work.
 - 4.5.1.1 Most plowing and hauling should be performed during the overnight period between 1800 hrs – 0500 hrs.
 - 4.5.1.2 Service must be provided in the order of priority as described in section 8.0 "Priority of Work".
 - 4.5.1.3 Snow must not be plowed against buildings, onto walkways, or block access to garbage and recycle bins, doors, hydrants or equipment.
 - 4.5.1.4 Vehicle entry points to all parking areas must be kept clear from curb to curb with no encroachment due to snow bank heights or

accumulations while ensuring that maximum site lines are maintained.

- 4.5.1.5 Catch basin locations must be noted during the pre-season meeting. All catch basins must be cleared and visible each time the area is plowed.
- 4.5.1.6 Hydrants located within the Contractor's area of responsibility must be cleared on all sides and visible during vehicular approach from either direction.
- 4.5.1.7 Within one hour of an ice event, freezing rain or black ice conditions all areas must start to receive a complete and thorough application of sand and/or salt to ensure grit and traction.
- 4.5.1.8 All areas of responsibility must be thoroughly sanded and salted ensuring complete and even coverage after each plowing.
- 4.5.1.9 Stockpiles of snow must be placed at far end of parking lots, away from entrances and sight lines or other areas as directed by the PA.
- 4.5.1.10 The Contractor may be required to remove stockpiles, snow banks or windrows if accumulations are too great in order to maintain capacity for subsequent snow falls. All other snow banks on grassed areas that do not border roads or road entrances must be pushed back or removed by request of the PA.
- 4.5.1.11 Snow piles bordering road entrances must not be permitted to accumulate more than 0.6096 meters (2 feet) in height in order to maintain site lines.
- 4.5.1.12 Snow piles must not be piled into the centre of any parking lots. Exact location(s) of snow piles must be discussed and agreed upon during at the beginning of the season and adjusted throughout the SNIC season as necessary.
- 4.5.1.13 Snow piles may be pushed onto the sports fields however this must only occur with prior approval from the PA. A layer of snow with a minimum depth of 15 cm (6 in) is to be maintained over grassed areas accessed by the Contractor in order to alleviate potential damage. Utmost care to not disturb grassed surface must be taken and distance allowed to travel on sports field must be kept to a minimum.
- 4.5.1.14 In the event the Contractor utilizes snow blowing equipment, snow may be blown onto sports fields, open grassed or other areas. Snow must not be blown against buildings, onto roads, sidewalks, cover signs, trees or garbage and recycle bins.

4.6 Initial Response Times

- 4.6.1 Snow plowing and ice control operations must be started within one hour of the commencement of an "EXPECTED" snow, freezing rain or ice event and with expected accumulations of 5 cm (2 in) or more.

4.7 Cycle times

- 4.7.1 Work must be continuous until all plowing, sanding and salting have been completed.
- 4.7.2 Cycle time for completion of work in all areas described in section 5.0 from start of a snow, freezing rain or ice event is (12) hours.

4.8 End of storm performance

- 4.8.1 Snow and ice clearing of all areas to less than 2.5 cm (1 in) of compacted snow is acceptable including sanding and salting.
- 4.8.2 Patrol is mobilized to initiate and provide ongoing maintenance as necessary.

4.9 Patrols – ongoing maintenance

- 4.9.1 Stand-by service is to be available in the form of a patrol. It is expected that the patrol (foreman) must have the experience and authority to control and direct resources and personnel in order to execute reactive measures as required to ensure changing conditions are addressed appropriately and to the standard stated in this contract.
- 4.9.2 The patrol must also monitor walkways, laneways, entrances, ramps and loading docks as described in section 5.0 for each area and execute reactive measures as required to maintain the level of service stated in this contract.
- 4.9.3 Trouble spots or areas experiencing wind blown accumulations, snow banks, slush or ice build-up must be monitored, cleared, sanded and salted in order to maintain the level of service stated in this contract.
- 4.9.4 Extended snow and ice events up to an undetermined number of hours or days in nature must require patrols and maintenance ensuring primary routes and driving lanes are plowed, sanded and salted in order to maintain safe passage for vehicular traffic. Hard pack is acceptable to the level of the plough blade shoe.

5.0 Areas to be Serviced

- 5.1 All SNIC operations conducted within the “Areas to be serviced” must be completed in accordance with section 4.0 Technical Requirements and this specification.
- 5.2 Area maps correspond to each “area to be serviced” as described in this section.
- 5.3 Area maps are for reference purposes only.
- 5.4 The areas to be serviced are described below and must be confirmed at the pre-season meeting with the PA.
- 5.5 All measurements are approximate.
- 5.6 Area 1 Consists of P-117 Silver Dart Arena, P-118 Dundonald Hall, P-119 Troy Cinema and 54 Festubert Base Thrift Shop.
 - 5.6.1 P-117 includes parking lot, entrances, sidewalks, rear zamboni access and paved area, ammonia refrigeration room access and electrical room service entrance. The main parking lot is east of P-117 Silver Dart Arena. Standing on Festubert Boulevard facing P-117 the area would be considered “in front of the building”. The total combined area is approximately 8,500 m2.
 - 5.6.2 P-118 includes all building access points, service entrances, sidewalks and ramps, 335m of paved access from the intersection of Peacekeeper Way and Givensche Rd to the south west entrance. The main parking lot viewed from Festubert Blvd would be considered “in front of the building” and the rear west parking lot is behind the building. The total combined area is approximately 9,870 m2.
 - 5.6.3 P-119 includes the parking lot north-west of the building. Standing on Festubert Boulevard facing P-119 the area would be considered “behind the building”. All sidewalks, entrances, ramps and access points are also included. The total combined area is approximately 3,515 m2.
 - 5.6.4 The base Thrift Shop located at 54 Festubert includes the single lane driveway and two building entrances and sidewalks. The total combined area is approximately 65 m2.
 - 5.6.5 The total combined spaces for Area 1 is approximately 21,950 m2.

-
- 5.7 Area 2 Consists of Canex Mall at 14 Ypres, R-103 Tim Hortons, and various paved parking lots on the south, west and north-west side of Canex Mall.
- 5.7.1 Overflow parking at the south end of building R-103 including the pedestrian walkway running east and west of the building. The total combined area is approximately 2,600 m².
 - 5.7.2 Canex mall located south-east of the intersection of Festubert and Ypres Blvd. Includes all service entrances, sidewalks, barrier free ramps, parking areas, side and rear service entrances and loading bays. The total combined area is approximately 3,300 m².
 - 5.7.3 The paved overflow parking to the north-west of R-102, on the north side of Givensche Road, includes two vehicle access points. The total combined area is approximately 5,700 m².
 - 5.7.4 R-103 Tim Horton's includes all sidewalks, entrance, waste storage area, rear loading zones, drive through lane and parking lot. The total area is approximately 2,200 m².
 - 5.7.5 The total combined spaces for Area 2 is approximately 13,800 m².
- 5.8 Area 3 Consists of Q-101 Protestant Church, Q-104 Roman Catholic Church and Q-103 Petawawa Golf Club/Army Fitness Centre.
- 5.8.1 Q-101 and Q-104 include all service entrances, sidewalks, ramps and a shared parking lot. Standing on Festubert Boulevard facing Q-101 and Q-104 the area would be considered "behind the building". The total combined area is approximately 3,790 m².
 - 5.8.2 Q-103 facility includes all service entrances, sidewalks, ramps, loading doors, and parking lots. Parking lots are located south-west, south and to the east of Q-103 which include the vehicle access points from Givensche Rd and Festubert Blvd. Storage compound gates are not to be blocked by snow piles. The total combined area is approximately 4,560 m².
 - 5.8.3 The total combined spaces for Area 3 is approximately 8,350 m².
- 5.9 Area 4 Consists of N-109 Base Medical Clinic (BMC), Dental Clinic, Helipad, N-113 Care Delivery Unit (CDU), N-111 IPSC Warrior Support, and N-101 accommodations buildings.
- 5.9.1 N-109 and N113 include all sidewalks, walkways, ramps and entrances, the shared south parking lot, the west parking lot, east parking area and two rear laneway access points from Givensche Rd to N-109 loading dock and N-113 building access. The helipad is located next to the ambulance entrance. The total combined helipad, parking, laneway, sidewalks, ramps and entrances are approximately 12,500 m².
 - 5.9.2 N-111 and N-101 include the complete front and side parking lots, and all designated handicap spaces, front and side entrances, stairs, ramps and service doors. The total combined area is 2,450 m².
 - 5.9.3 The total combined spaces for Area 4 is approximately 14,950 m².
- 5.10 Area 5 Consists of CC-58 Jubilee Lodge & Yacht Club located at the end of Givensche Rd including various High Voltage access routes.
- 5.10.1 CC-58 includes the main vehicle access, sidewalks and parking up to the building, the pedestrian boardwalk, the centre area main parking lot up to all perimeter boat storage locations, and laneway west of CC-58 up to the marina access gate. No stock piling of snow is permitted in front of the boat launch, fences or cross-country ski trails.
 - 5.10.2 There must be NO plowing or pushing of snow into the concrete boat launch at any time.
 - 5.10.3 The golf course service road includes a 600m plowed section from Jubilee Lodge parking area for high voltage line crew access.

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- 5.10.4 Includes a 300m plowed section on the south side of the intersection of Paardeberg Blvd and Antwerp St for high voltage line crew access.
 - 5.10.5 Total combined spaces for Area 5 is approximately 6,350 m2.

 - 5.11 Area 6 Consists of building S-117 located east of the intersection at Festubert Blvd and Arras Rd.
 - 5.11.1 S-117 includes the south parking lot on Arras Rd, two main sidewalks, all entrances and rear parking and service entrance.
 - 5.11.2 No stock piling of snow is permitted in front of parking lot storage building or in close proximity to the dumpsters. The total combined spaces for Area 6 is approximately 2,350 m2.

 - 5.12 Area 7 consists of building 12-14 Reichwald.
 - 5.12.1 12-14 Reichwald includes laneway and entrance access either side of the building, front parking, barrier-free access ramp, entrances and client parking spaces located opposite 12 Reichwald. The total combined spaces for Area 7 is approximately 550 m2.

 - 5.13 Area 8 consists of the Petawawa Military Family Resource Centre (PMFRC) at 10-16 Regalbuto.
 - 5.13.1 PMFRC 10-16 Regalbuto includes all designated parking spaces located in front, rear and side of the building, sidewalks, side and rear walkways, all building entrances and ramps. The total combined spaces for Area 8 is approximately 350 m2.

 - 5.14 Area 9 consists of P-114 Simmonds Parade Square.
 - 5.14.1 Simonds parade square is located east of Menin Rd behind building P-114. The parade square has 4 vehicle entrances. The total combined spaces for Area 9 is approximately 20,000 m2.

 - 5.15 Area 10 Consists of P-142 IPSC and P-143 JPSU.
 - 5.15.1 P-142 includes the complete front parking lot with two vehicle access points, all building entrances, stairs, ramps and service doors. The total combined area is 1,850 m2.
 - 5.15.2 P-143 JPSU includes designated parking along the east and west sides of Simmons Lane, handicap spaces and all entrances and service doors. The total combined area is 650 m2.
 - 5.15.3 The total combined spaces for Area 10 is approximately 2,500 m2.

 - 5.16 Area 11 consists of G-104 Nicklin Parade Square.
 - 5.16.1 G-104 Nicklin Parade Square is located east of building G-104 Normandy Court dining facility. The parade square has 5 vehicle access points. The total combined spaces for Area 11 is approximately 19,000 m2.

 - 5.17 Area 12 consists of M-104 staff parking areas and Thompson Parade Square.
 - 5.17.1 Thompson Parade Square is located north of building M-104 and accessed from Le Cateau Rd. The area is approximately 5,550 m2 with two vehicle access points.
 - 5.17.2 M-104 staff parking is located along the south side of the building with one vehicle access point from Le Cateau Rd. The area is approximately 1,100 m2.
 - 5.17.3 There are no sidewalk or entrance services required at M-104.
 - 5.17.4 The total combined spaces for Area 12 is approximately 6,650 m2.

 - 5.18 Area 13 consists of F-104 Headquarters staff parking and Worthington Parade Square.

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- 5.18.1 F-104 Headquarters parking is located at the intersection of Amiens Rd and Vimy Rd. and has 3 vehicle access points. The total area is approximately 2,020 m²
- 5.18.2 Worthington Parade Square is located east of building F-104 along Arras Rd, has 3 vehicle access points and is approximately 7,930 m².
- 5.18.3 The total combined spaces for Area 13 is approximately 9,950 m².
- 5.19 Area 14 consists of a gravel parking lot and a portion of Arras Rd in front of building B-658.
- 5.19.1 Area 14 includes Arras Rd from the intersection of Arras and Vimy Rd west past B-658 including parking spaces up to and surrounding the waste collection bins location.
- 5.19.2 Parking spaces curb side and fronting B658 are also included.
- 5.19.3 The gravel parking lot on the west side of the intersection of Arras Rd and Vimy Rd has one vehicle access point.
- 5.19.4 Extreme caution is required in close proximity to B-658 as the stairs and ramps border the road edge.
- 5.19.5 The total combined spaces for Area 14 is approximately 3,000 m².
- 5.20 Area 15 consists of the Bulk Waste Disposal Site (BWDS).
- 5.20.1 The BWDS is located on Flanders Row 700m north-west of the intersection of Montgomery Rd and Flanders Row.
- 5.20.2 All paved, gravel and concrete ramps, parking, equipment storage and travel routes, gated vehicle access point and the attendant building are included.
- 5.20.3 Clearing up to and within 1 metre of the waste collection equipment is required.
- 5.20.4 The total combined spaces for Area 15 is approximately 12,000 m².
- 5.21 Area 16 consists of building Y-108 LAV barn located on Warrior Drive.
- 5.21.1 Y-108 has perimeter paved parking and access routes, front and rear gravel parking lots with one vehicle access point onto Warrior Drive.
- 5.21.2 There are 12 cement vehicle access lanes into the facility at each numbered overhead door. Snow and ice control for these vehicle entry points is required from the paved access routes up to the building and extend the minimum width of the door.
- 5.21.3 The total combined spaces for Area 16 is approximately 10,900 m².
- 5.22 Area 17 consists of the Antenna Site.
- 5.22.1 The antenna site is located off the garrison in the Town of Petawawa on Wilbert St. The site is secured and only plowing of the vehicle access from Wilbert St. to the compound gate is required.
- 5.22.2 The total combined spaces for Area 17 is approximately 50 m².
- 5.23 Area 18 consists of building W-112 South Side Community Centre.
- 5.23.1 W-112 is located in the south side Military housing town site on Wolfe Ave.
- 5.23.2 W-112 includes the main east parking lot, south truck loading zone, rear laneway, all sidewalks, entrances, outside fenced playground sidewalks and entrances.
- 5.23.3 The total combined spaces for Area 18 is approximately 4,000 m².
- 5.24 Area 19 consists of the Pembroke Armouries.
- 5.24.1 The Pembroke Armouries are located on Victoria St. in Pembroke, Ontario.
- 5.24.2 Pembroke Armouries scope of work differs slightly from that expected at Garrison Petawawa and therefore is further clarified under section 7.0 of this specification.

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- 5.24.3 The total combined spaced for Area 19 is approximately 1,050 m2.
- 5.25Area 20 is designated "as and when" requested service and does not fall under annual SNIC operations. This area consists of Z-132 military troop parking lot.
- 5.25.1 Paved parking lot located on Centurion Rd adjacent to building Z-132 with two vehicle access points.
- 5.25.2 The total combined space for Area of 9,100 m2.
- 5.26Area 21 is designated "as and when" requested service and does not fall under annual SNIC operations. This area consists of H-119 HQ&S Squadron parking.
- 5.26.1 H-119 HQ&S Sqn is located at the north-west corner of the intersection of Centurion and Montgomery Rds.
- 5.26.2 The main parking lot is located to the front and the gravel overflow parking is located to the west of H-119. There are three vehicle access points and multiple manual and electric gates.
- 5.26.3 There is no sidewalk or entrance snow clearing required at H-119.
- 5.26.4 The total combined spaces for Area 21 is approximately 12,500 m2.
- 5.27Area 22 is designated "as and when" requested service and does not fall under annual SNIC operations. This area consists of RCD military troop parking lot.
- 5.27.1 RCD parking lot is located on the south side of Menin Rd opposite building C-53 and has two vehicle access points.
- 5.27.2 The total combined spaces for Area 22 is approximately 13,500 m2.
- 5.28Area 23 is designated "as and when" requested service and does not fall under annual SNIC operations. This area consists of Y-101 designated staff parking, parade square and military troop parking lots.
- 5.28.1 Y-101 has a paved parade square and designated staff parking to the north, east and west sides of the building, bordering two compound gates, with two vehicle access points onto Menin Rd.
- 5.28.2 Y-101 also includes a separate military troop paved parking lot with one vehicle access point onto Menin Rd.
- 5.28.3 There is no requirement for snow clearing of any sidewalk, step, entrance, walkway or monument locations at Y-101.
- 5.28.4 The total combined spaces for Area 23 is approximately 24,000 m2.
- 5.29Area 24 is designated "as and when" requested service and does not fall under annual SNIC operations. This area consists of S-118 and Z-133 staff and military troop parking lots.
- 5.29.1 This area is located next to building S-118 on the south side of Montgomery Rd, has three vehicle access points and borders several vehicle compound gates.
- 5.29.2 There is no requirement for snow clearing of any sidewalk, step, entrance, walkway or monument locations at S-118.
- 5.29.3 The total combined spaces for Area 24 is approximately 25,500 m2.
- 5.30Area 25 consists of the administrative parking area for the Dental Annex building M-12.
- 5.30.1 The paved parking area has one vehicle access point onto Le Cateau Rd.
- 5.30.2 Includes all parking areas, sidewalks, and all building entrances and ramps.
- 5.30.3 The total combined spaces for Area 25 is approximately 300 m2
- 5.31Area 26 consists of buildings P-105 and P-106.
- 5.31.1 The paved parking areas are located to the front of the buildings along Craftsman Rd.
- 5.31.2 Includes all parking areas, sidewalks, and all building entrances and ramps.

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- 5.31.3 The south-east access doors from the Daycare Centre within the fenced compound up to and including gate access.
 - 5.31.4 The total combined spaces for Area 26 is approximately is 4,400 m2.
- 5.32 Area 27 consists of CSOTC buildings and compound CC-125.
- 5.32.1 CSOTC SNIC areas include the entire length of Forceman's Way from CC-102 to CC-125.
 - 5.32.2 Include all paved and gravel parking areas inside the fenced compound.
 - 5.32.3 Include the main entrance and sidewalk on the south side of CC-125.
 - 5.32.4 Include all parking outside of the controlled access gate and commissionaire trailer.
 - 5.32.5 The total combined spaces for Area 27 is approximately 21,000 m2.
- 5.33 Area 28 consists of 427 Special Operations Aviation Squadron (SOAS).
- 5.33.1 427 SOAS SNIC areas begin at the intersection of Brindle Rd and Passchendaele Rd.
 - 5.33.2 Include Passchendaele Rd from Brindle Rd north up to the gated access at building CC-102.
 - 5.33.3 Include all paved and hard surfaces inside the gated controlled access areas.
 - 5.33.4 Include the paved parking area located at the south-east corner of the intersection of Passchendaele Rd and Foremen's Way.
 - 5.33.5 The total combined spaces for Area 28 is approximately 37,000 m2.
- 5.34 Area 29 consists of CC-124 Crash Hall and CC-116 Meteorological Building.
- 5.34.1 Include all paved and hard surface areas on the south side of building CC-124, the crash hall and vehicle access onto Passchendaele Rd.
 - 5.34.2 Clear up to within 1 metre of all doors.
 - 5.34.3 No snow clearing is required on the Airfield GRA side of the crash hall.
 - 5.34.4 Include all paved and hard surfaces in and around building CC-116 and CC-119.
 - 5.34.5 Maintain plowed access to all facilities and structures in and around CC-116 maintaining a 1 meter clearance from all obstacles.
 - 5.34.6 The total combined spaces for Area 29 is approximately 3,000 m2.
- 5.35 Area 30 consists of DCC and contractor installed trailers SC-634, SC-637 and SC-662.
- 5.35.1 Area is located at the intersection of Passchendaele Rd and Brindle Rd.
 - 5.35.2 Include all paved and hard surface areas in and around buildings and vehicle access onto Passchendaele Rd.
 - 5.35.3 Clear up to within 1 metre of all doors, stairs, ramps and structures.
 - 5.35.4 Maintain plowed access to all facilities and structures in and around SC-634, SC-637 and SC-662, maintaining a 1 meter clearance from all obstacles.
 - 5.35.5 The total combined spaces for Area 30 is approximately 5,500 m2.
- 5.36 Area 31 consists of CSOR buildings CS-100 and CS-101.
- 5.36.1 The area is located on the north side of the intersection of Brindle Rd and Mattawa Trail.
 - 5.36.2 Include all paved and hard surfaces in and around buildings and structures.
 - 5.36.3 Clear up to within 1 metre of all doors.
 - 5.36.4 Maintain plowed access to all facilities and structures in and around CS-100 and CS-101, maintaining a 1 meter clearance from all obstacles.
 - 5.36.5 Plow and maintain Mattawa Trail access.
 - 5.36.6 The total combined spaces for Area 31 is approximately 6,000 m2.
- 5.37 Area 32 consists of the CSOR Indoor Shoot House building CS-120.
- 5.37.1 The area is located on Menton Rd.

- 5.37.2 Include all paved and hard surfaces in and around buildings and structures.
- 5.37.3 Clear up to within 1 metre of all doors.
- 5.37.4 Maintain plowed access to all facilities and structures in and around CS-120, maintaining a 1 meter clearance from all obstacles and equipment.
- 5.37.5 Plow and maintain Menton Rd complete access from Passchendaele Rd.
- 5.37.6 The total combined spaces for Area 32 is approximately 5,000 m2.

5.38 Area 33 consists of 450 Tactical Helicopter Squadron (THS) administrative and controlled access zones located outside of the general restricted area (GRA).

- 5.38.1 450 THS SNIC boundaries begin at the intersection of Brindle Rd and the 450 THS access road.
- 5.38.2 Include all paved and hard surfaces in and around buildings, structures, compounds, parking, loading bays, and other permanent or temporary structures.
- 5.38.3 Include the complete main entrance and sidewalk raised concrete areas up to and including building entrance.
- 5.38.4 Include all designated parking and handicap spaces.
- 5.38.5 Clear up to within 1 metre of all doors.
- 5.38.6 Maintain plowed access to all facilities and structures in and around 450 THS.
- 5.38.7 Clear snow in and around all moving gates to permit full swing or travel in all directions.
- 5.38.8 Stock piling of snow must be as permitted and directed by the technical authority. Locations within areas, compounds and facilities must change from time to time.
- 5.38.9 The total combined spaces for Area 33 is approximately 100,000 m2.

5.39 Area 34 consists of CC-129 AV POL facility.

- 5.39.1 Include all paved and hard surfaces located on the south-west side of CC-129 including all vehicle access points.
- 5.39.2 Include all administrative parking areas.
- 5.39.3 Include in and out routes for the bulk off-loading.
- 5.39.4 Include in and out routes for the commercial vehicle refuelling.
- 5.39.5 The total combined spaces for Area 34 is approximately 3,300 m2.

6.0 Sand Only Areas

- 6.1 There is a requirement to provide SAND ONLY abrasives to all areas located in and around the heliport and the Mattawa Plains, on the north side of Brindle Rd.
- 6.2 The following areas must receive treatment of sand only;
 - 6.2.1 Area 27;
 - 6.2.2 Area 28;
 - 6.2.3 Area 29;
 - 6.2.4 Area 30;
 - 6.2.5 Area 31;
 - 6.2.6 Area 32;
 - 6.2.7 Area 33; and
 - 6.2.8 Area 34.
- 6.3 The Contractor must supply and maintain a sufficient stock of sand only (no salt) abrasives for the duration of each active SNIC season.
- 6.4 Abrasives to be applied in accordance with the level of service para 4.5 of this specification.

7.0 Pembroke Armouries

- 7.1 Work at the Pembroke Armouries consists of the provision of snow and ice control operations including plowing, sanding, and salting of entrances, ramps and sidewalks and snow hauling from the Pembroke Armouries.
- 7.2 The Contractor must provide GPS equipped equipment such as loaders, plows, sanding equipment and trucking capacity with operators to perform all snow removal duties.
- 7.3 Service must be provided 7 days a week within one hour of the commencement of a snow or ice event with expected accumulations of 5cm (2 in) of snow or upon notification by the PA of additional work.
- 7.4 Special attention must be paid to all sidewalks, walkways, stairs, ramps, docks, walking entrances and elevator access ramps. These areas must be cleared bare of snow and ice and receive treated salt only applications to provide grit and traction to pedestrian traffic.
- 7.5 All areas of responsibility must be thoroughly sanded and salted ensuring complete and even coverage after each plowing.
- 7.6 Snow must not be plowed against buildings, onto walkways, or block access to garbage /recycle bins, doors, hydrants or equipment.
- 7.7 Vehicle entry points to all parking areas must be kept clear from curb to curb with no encroachment due to snow bank heights or accumulations and ensure maximum site lines are maintained.
- 7.8 There must be no banking or stock piling of snow. After each snow event snow must be plowed and hauled away. Special attention is required to ensure maximum clearance and access to waste collection bins.
- 7.9 A map of all areas to be cleared is attached at annex H. The areas identified must have snow removal services started within one hour of a snow or ice event with an expected accumulation of 5cm (2 in) or more, and in all cases to be cleared prior to 0800.
- 7.10 The Contractor must be provided with a key for use outside of normal working hours and weekends in order to access fenced secure areas. On occasion, the Contractor may be required to co-ordinate snow clearing with the occupants while military vehicles are temporarily relocated.
- 7.11 At no time must any snow be plowed, pushed or stockpiled onto city or surrounding properties.

8.0 Priority of Work

- 8.1 All areas included in section 5.0, and 7.0 of this specification and other areas "as and when" requested for service must be prioritized as either priority one, two or three.
- 8.2 Priority one areas must be the first areas to be serviced and completed no later than 0600 hrs. It is expected that the Contractor must have the capability to provide snow and ice control for all of the areas listed. Priority one areas are as follows;
 - 8.2.1 N-109 helipad complete, N-109/N-113/N-111 sidewalks and entrances, one sweep through front laneway to include the main entrance and ambulance parking and the first 30m of parking spaces adjacent to the front laneway;
 - 8.2.2 G-104 designated cooks parking, Nicklin Parade Square up to and including 200 m east from the main building access, also primary traffic routes through and across the parking lot as detailed on map at annex H;
 - 8.2.3 P-118, P-117, P-119 complete including all sidewalks and building access;
 - 8.2.4 Canex Mall, R-103 Tim Hortons, complete main parking lots and all sidewalks and building access;
 - 8.2.5 Q-103 Army Fitness Centre entrances and parking lots complete;
 - 8.2.6 JPSU building P-143 and IPSC building P-142 complete.
 - 8.2.7 Area 14 Arras Rd, building B-658 perimeter parking and the gravel staff parking lot complete.
 - 8.2.8 P-105 and P-106 includes all parking, sidewalks, building access and childcare gated areas.

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- 8.2.9 M-012 Dental annex complete.
 - 8.2.10 Clear the entire length of Forceman's Way from the end of Passchendaele Rd at CC-102 to CSOTC access gate at CC-125;
 - 8.2.11 Clear all areas in and around CC-124 crash hall, crash gates and CC-116 Meteorological buildings;
 - 8.2.12 Clear all areas in and around CC-129 AvPol facility, bulk off-loading and commercial dispensing pumps;
 - 8.2.13 450 THS building CC-128 including the access road from Brindle Rd up to the control access gate, all main parking areas inside the controlled access zone up to and including the main entrance and designated parking areas;
 - 8.2.14 427 SOAS complete administrative and staff parking areas within the gated squadron lines;
- 8.3 Priority Two areas must be started at or near completion of the areas identified under priority one. It is expected that the Contractor must provide ongoing and uninterrupted service for the areas listed. Priority two areas are as follows;
- 8.3.1 N-109/N-113/N-111 all remaining parking, rear laneways and ramps;
 - 8.3.2 W-112 parking, sidewalks, stairs and entrances complete and Area 16 antenna gate access;
 - 8.3.3 Q-101 and Q-104 parking lots, sidewalks and entrances complete;
 - 8.3.4 16 Regalbuto, 12 Reichwald sidewalks, ramps, entrances and all parking complete;
 - 8.3.5 S-117 parking lots, sidewalks and entrances complete;
 - 8.3.6 Bulk Waste Disposal Site complete including gate entrance from Flanders Row;
 - 8.3.7 Pembroke Armouries complete;
 - 8.3.8 Trailer access and parking areas in and around buildings SC-634, SC-662 and SC-637;
 - 8.3.9 Clear overflow parking lots in Area 2, north of Givensche Rd and west of R-103 Tim Hortons;
- 8.4 Priority Three areas must be started after completion of the areas identified under priority one and two. It is expected that the Contractor must provide ongoing and uninterrupted service for the areas listed. Patrol must be underway to ensure all completed and remaining works are maintained to the standards in the contract and specification. Priority three areas are as follows;
- 8.4.1 Patrols and maintenance of all areas;
 - 8.4.2 G-104 parking lot remaining areas complete;
 - 8.4.3 CC-58 complete, all high voltage access routes;
 - 8.4.4 54 Festubert;
 - 8.4.5 Simonds Parade Square complete;
 - 8.4.6 Worthington Parade Square and F-104 Headquarters parking complete;
 - 8.4.7 Thompson Parade Square and M-104 staff parking complete;
 - 8.4.8 Y-108 LAV Barn complete;
 - 8.4.9 450 THS building CC-128 squadron compounds north of the main building entrance;
 - 8.4.10 Clear all remaining areas inside CSOTC compound;
 - 8.4.11 Clear all areas in and around SC-100 and SC-102 including all vehicle road access points;
 - 8.4.12 Clear all areas in and around SC-120 including vehicle access routes;
 - 8.4.13 Clear and maintain access to all roadside hydrants within all areas serviced under this requirement;

8.5 DND/CF operational tempos dictate the priority levels. The PA must advise the Contractor in the event of priority level changes.

9.0 Area's of Concern

- 9.1 All designated handicap parking spaces and access ramps must receive extra attention ensuring safe and passable bare pavement and exhibiting the entire painted decal is visible to all vehicle and foot traffic.
- 9.2 Helipad located at building N-109 in Area 4 is of primary concern. The area is to be cleared to within 2.5 cm (1 in) of the parking lot and combined grassed surface area. Snow must be banked neatly and to the appropriate height, in a semi-circle pattern on the north-west corner of the main parking lot, between warning signs as indicated. Approach from all directions by vehicle traffic must not be affected by bank heights or location.
- 9.3 Maps are not to scale and are to be used as a guide only.
- 9.4 Special attention must be paid to all walkways, stairs, ramps, docks, walking entrances and accesses. These areas must be cleared bare of snow and ice and receive treated salt abrasives only to provide grit and traction to pedestrian traffic.
- 9.5 Area 14 at building B-658 has a stair and ramp access constructed on the paved section and in very close proximity to the road.
- 9.6 Area 1 Silver Dart Arena rear zamboni paved area must be plowed only with no applications of abrasives in order to prevent sand and salt migration into the zamboni mechanical room.
- 9.7 Pembroke Armouries has a canopy covered barrier free access ramp from the main sidewalk up to the elevator and main doors. Building main entrance steps are steep and terminate on municipal sidewalks.

10.0 Equipment

- 10.1 The Contractor is permitted to store equipment at a designated site within Garrison Petawawa boundaries and as agreed with the PA at the start of each season. Note that areas may change and are subject to operational commitments by DND/CF.
- 10.2 Snow clearing of the Contractor's designated parking area is the sole responsibility of the Contractor and no costs will be borne by DND.
- 10.3 Only equipment authorised under this contract is permitted to be stored on the Garrison.
- 10.4 All Contractor equipment utilized at Garrison Petawawa must be identified and marked by the Contractor, operate with appropriate lighting assemblies, strobes and warning flashers or audible devices.
- 10.5 All equipment utilized under this requirement must have GPS installed and operational.
- 10.6 DND will not be held responsible for any contractor equipment or materials stored, in use or unattended at Garrison Petawawa.

11.0 Hauling

- 11.1 The removal of snow must be done on an "as and when required basis" if the stockpiles reach an undesirable height and only when requested by the PA.
- 11.2 The PA has the right to utilize DND equipment and personnel to remove snow at their discretion.
- 11.3 Hauling operations are all-inclusive and must encompass loading, hauling and dumping.
- 11.4 The Contractor must have the capability of removing, hauling and dumping up to 2,500 loads of piled snow in a one week period, when requested in advance, to a snow dump site at Garrison Petawawa.
- 11.5 The Contractor must utilize tandem dump trucks only, equipped with snow boards as necessary to provide 20 cubic yard capacity per load.

- 11.6 Tracking of loads moved and dumped at the snow dump site must be captured utilizing contractor's on-board GPS units and a printout provided to the PA within one business day after completion of the task authorization.
- 11.7 The area for dumping snow will be provided and is known as the A-A lines, located off Kandahar Road at Garrison Petawawa. Area will be shown during site visit. Dumping of snow must be in designated areas provided or other approved snow dump site off DND property, (site to be disclosed to PA).
- 11.8 Maintenance of the Contractor snow dump area will be the responsibility of the DND. The Contractor is to utilize the dump in a fashion as not to disrupt DND snow clearing operations. Timing for dump location access and other concerns particular to the snow dump area and operations will be discussed at the pre-season start-up and as required throughout the season.

12.0 Abrasives

- 12.1 The Contractor must utilize "treated salt" only abrasives on this requirement.
- 12.2 The Contractor must procure and store treated salt abrasives off site.
- 12.3 Treated salt selected for this requirement must be approved by the PA along with the manufacturer's technical data and MSDS information.
- 12.4 Treated salt selected must demonstrate all of the following minimum characteristics;
 - 12.4.1.1 Premier de-icing product;
 - 12.4.1.2 Good adhesion to roadway and lasting residual effects;
 - 12.4.1.3 Efficient brine phase at low temperatures of -15 deg C (5 deg F)
 - 12.4.1.4 Does not require pre-wetting;
 - 12.4.1.5 Non-staining;
 - 12.4.1.6 Natural and environmentally friendly additives.
- 12.5 Special attention must be paid to all sidewalks, walkways, stairs, ramps, docks, walking entrances and accesses to buildings and all designated handicap parking. These areas must be cleared bare of snow and ice and receive treated salt only applications to provide grit and traction to pedestrian traffic.
- 12.6 There is a requirement for "sand/treated salt" mix for applications after all plowing operations and during freezing rain or ice events.
- 12.7 Sand and treated salt mix must be defined as a ratio (5:1) of sand and treated salt.
- 12.8 Sand/treated salt abrasives must be applied to all road, laneways and parking lots or parade squares in accordance with the level of service described in this specification.
- 12.9 Sand and treated salt procurement, mixing and off site storage must be the responsibility of the contractor.

13.0 Sweeping

- 13.1 Sweeping on this requirement is defined as the sweeping, cleaning and disposal of sand, gravel and debris.
- 13.2 The Contractor must provide sweeping services to all roadways, laneways, parking lots and parade squares, sidewalks, stairs, docks and entrances for all areas serviced under this contract.
- 13.3 The Contractor is responsible to provide all equipment, personnel, supervision, materials and water truck capabilities to sweep and remove all sand, salt and debris and dispose off-site.
- 13.4 Sweeping must include complete and even, curb to curb, edge to edge removal.
- 13.5 The Contractor must commence sweeping operations annually no later than 16 April or earlier as mutually agreed upon with the PA and to be completed no later than 15 May annually.

14.0 GPS Reports

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- 14.1 GPS reports are required for all of the Contractor's on-site activity regardless of date or time.
- 14.2 GPS system utilized under this requirement must have at minimum the capabilities for asset tracking as follows;
 - 14.2.1 Customized reporting and real time information
 - 14.2.2 Asset number and type of equipment.
 - 14.2.3 Minute by minute GPS location by date and time.
 - 14.2.4 Actual hours working.
 - 14.2.5 Capability to set-up landmarks or addresses.
- 14.3 All reports are required to be delivered to the PA by email/electronic means upon request and within 24 hours of the request.

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ANNEX "B"

BASIS OF PAYMENT

Note to Bidders:

All information in Italics in Annex "B" will be removed from any resultant contract

Estimated Quantities: *The quantities as stated herein are an estimate of the requirement made in good faith. The Contract will be limited to the actual services ordered and performed.*

Pricing Instructions: *Prices must be quoted as per the unit of issue stated below. The Units of issue and the Pricing Basis, including FOB Destination pricing, as stated in this document are not to be altered in any way or your proposal will be considered non-compliant. Pricing provided must be all inclusive for the service listed. Pricing will include as a minimum: overhead, profit, direct and indirect labour, equipment, materials and all additional fees applicable to the service being provided. applicable taxes must not be included in the price and shall be shown as a separate item on invoices.*

Additions and Deletions: *Items 3 to 6 will be considered an additional (added) price or a deletion (subtraction) of price where applicable. You can indicate a change to this by adding +\$ or -\$ to indicate that you wish for an alteration.*

Pricing:

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

Pricing Periods:

YEAR 1 – 15 October 2017 to 14 October 2018

YEAR 2 – 15 October 2018 to 14 October 2019

YEAR 3 – 15 October 2019 to 14 October 2020

Option 1: Year 4: 15 October 2020 to 31 July 2021

Pricing Basis “A”- Firm Requirement:

Serial	Task	Unit of Issue	Estimate Usage	Firm Price Year 1	Firm Price Year 2	Firm Price Year 3	Option 1 Firm Price Year 4
1.	Snow plowing, ice control, sanding, salting and year end sweeping of all “areas to be cleared” as described in the contract and Statement of Work.	Per Month	6				

Pricing Basis “B”:

As and When Requested Services through the use of Task Authorizations.

2.	Hauling of snow to include loading and hauling from designated areas utilizing trucks with 20 yd capacity to an approved snow dump site.	Per 20 cu yd load	4,000				
3.	Addition of plowed areas including ice control, sanding, salting and year end sweeping, all work to be completed in accordance with standards laid down in the contract specification.	m2/month	7,000				
4.	Addition of sidewalks, walkways or ramps including ice control, snow removal, salt abrasive application, and year end sweeping, all work to be completed in accordance with standards laid down in the contract specification.	m2/month	500				
5.	Deletion of plowed areas including ice control, sanding/salting.	m2/month	500				
6.	Deletion of sidewalks, walkways or ramps including ice control, sanding/salting.	m2/month	500				
7.	Provide D-6 or equivalent minimum capability with operator	Hourly	50				

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	for dozing operations at the snow dump site.								
8.	Float charge for dozer to be charged once per call-up	Each	20						
9.	Provide snow bucket equipped front end loader capability with operator for as and when required service	Hourly	100						
10.	Provide 20 yd tandem dump truck capability with operator for as and when required service	Hourly	100						
11.	Provide backhoe capability with operator for as and when required service	Hourly	50						
12.	Provide truck or loader mounted sweeper with operator for as and when requested service	Hourly	50						
13.	Provide "as and when" requested SNIC operations service for Z-132 Area 20 as described in para 5.25 and in accordance with statement of work and the contract	Monthly	18						
14.	Provide "as and when" requested SNIC operations service for H-119 HQ&S Sqn Area 21 as described in para 5.26 and in accordance with statement of work and the contract	Monthly	18						
15.	Provide "as and when" requested SNIC operations service for RCD C-53 Area 22 as described in para 5.27 and in accordance with statement of work and the contract	Monthly	18						
16.	Provide "as and when" requested SNIC operations service for Y-101 Area 23 as described in para 5.28 and in accordance with statement of work and the contract	Monthly	18						
17.	Provide "as and when" requested SNIC operations service for S-118 Area 24 as described in para 5.29 and in accordance with statement of work and the contract	Monthly	18						

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

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FEB 23 2017



Government of Canada / Gouvernement du Canada

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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		2. Branch or Directorate / Direction générale ou Direction	
DND		Real Property Operations Det Petawawa	
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 Snow and Ice Control Operations Service Contract: SNIC ops to include areas throughout Garrison Petawawa and Pembroke Armouries.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





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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 / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - 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 / Non Yes / Oui
If Yes, will unscreened personnel be escorted? *Unscreened pers. may only access public/reception zone* No / Non Yes / Oui *SM*
Dans l'affirmative, le personnel en question sera-t-il escorté?

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
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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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) MW Ng, Major		Title - Titre OC, RPOps Det Petawawa	Signature <i>Mathew Ng</i>
Telephone No. - N° de téléphone 613 687-5511 Ext 5580	Facsimile No. - N° de télécopieur 613 687-6291	E-mail address - Adresse courriel Mathew.Ng@forces.gc.ca	Date 13/02/2017
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic - DSDO - Industrial Security Senior Security Analyst Tel: 613-996-0286		Title - Titre DSDO - Industrial Security	Signature <i>Sasa Medjovic</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2017-Feb 24
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 / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) <i>DV</i>		Title - Titre	Signature <i>David Vrooman</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date March 14, 2017

David Vrooman
Contract Security Officer, Contract Security Division
david.vrooman@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-957-1261

ANNEX "D"

INSURANCE REQUIREMENT

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 \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the **Department of Justice Act**, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under 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 \$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
 - 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.
 - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

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ANNEX "E"

DND 626 TASK AUTHORIZATION FORM

 National Defence / Défense nationale		TASK AUTHORIZATION AUTORISATION DES TÂCHES	
All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		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	TO THE CONTRACTOR: 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. 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. À L'ENTREPRENEUR: 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. 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.		
Delivery location - Équipe/lieu	Date: _____ For the Department of National Defence / pour le ministère de la Défense nationale		
Delivery/Completion date - Date de livraison/d'achèvement			
Contract item no. / N° d'article du contrat	Services	Cost / Prix	
		GST/HST / TPS/TVH	
		Total	
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGIC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
for the Department of Public Works and Government Services / pour le ministère des Travaux publics et services gouvernementaux			
DND 626 (01-05)		Design: Form Management/001-0000 Conception: Centre des formaires 626-626	

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)

ANNEX "G"

STATISTICS OF ANNUAL ACCUMULATED SNOW LEVELS

Monthly snowfall accumulations for; Petawawa, Ontario

Annual snowfall varies from year to year but usually falls within an average. The Technical Authority has assessed historical snowfall levels for Garrison Petawawa. The National Climate Data and Information Archive (www.climate.weatheroffice.gc.ca) was used to determine the annual accumulated snow levels.

Year	Total Snowfall for Month in Centimetres												Seasonal
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1970	24.3	67.8	42.8	27.6	0.0	0.0	0.0	0.0	0.0	1.0	16.8	73.2	
1971	61.5	112.9	43.4	0.5	0.0	0.0	0.0	0.0	0.0	0.0	41.6	65.6	309.3
1972	35.9	86.5	58.8	16.8	0.0	0.0	0.0	0.0	0.0	0.8	16.9	144.1	305.2
1973	27.5	30.8	42.4	19.0	0.0	0.0	0.0	0.0	0.0	0.0	8.4	72.9	281.5
1974	51.0	53.3	55.1	4.9	6.6	0.0	0.0	0.0	0.0	0.0	19.4	53.4	252.2
1975	83.2	25.0	29.2	27.0	0.0	0.0	0.0	0.0	0.0	0.0	18.6	53.6	237.2
1976	56.0	92.7	49.2	0.3	3.8	0.0	0.0	0.0	0.0	10.5	18.7	49.8	274.2
1977	74.6	30.7	11.2	11.2	6.0	0.0	0.0	0.0	0.0	0.2	34.9	88.9	212.7
1978	53.6	5.4	40.2	7.5	1.8	0.0	0.0	0.0	0.0	2.6	26.4	83.0	232.5
1979	115.4	15.8	13.8	20.4	0.0	0.0	0.0	0.0	0.0	12.8	17.4	16.8	277.4
1980	19.6	20.4	24.2	11.2	0.0	0.0	0.0	0.0	0.0	0.8	31.4	56.8	122.4
1981	20.6	36.0	34.0	1.4	0.0	0.0	0.0	0.0	0.0	9.4	12.3	35.1	181.0
1982	54.1	44.0	44.2	4.2	0.0	0.0	0.0	0.0	0.0	0.0	19.0	33.4	203.3
1983	52.8	31.8	27.0	34.2	1.2	0.0	0.0	0.0	0.0	0.6	63.4	66.7	199.4
1984	35.7	25.5	25.6	3.2	0.0	0.0	0.0	0.0	0.2	0.0	9.8	70.2	220.7
1985	70.0	22.4	43.2	23.2	0.0	0.0	0.0	0.0	0.0	0.0	21.7	69.0	239.0
1986	45.0	25.6	42.2	7.6	0.0	0.0	0.0	0.0	0.0	0.0	18.1	54.3	211.1
1987	49.5	44.3	40.9	3.0	0.0	0.0	0.0	0.0	0.0	7.2	21.0	62.2	210.1
1988	37.0	56.8	20.4	20.2	0.0	0.0	0.0	0.0	0.0	3.0	12.0	33.0	224.8
1989	57.2	28.3	40.6	2.6	2.4	0.0	0.0	0.0	0.0	0.6	54.2	63.0	179.1
1990	55.8	35.2	8.6	24.4	0.0	0.0	0.0	0.0	0.0	0.8	24.4	51.4	241.8
1991	56.6	32.8	16.0	3.0	0.0	0.0	0.0	0.0	0.4	1.1	3.3	50.9	185.0
1992	54.2	80.2	44.7	3.6	1.2	0.0	0.0	0.0	1.0	23.1	16.8	29.4	239.6
1993	77.4	35.9	28.0	38.1	0.0	0.0	0.0	0.0	0.0	0.6	5.6	27.2	249.7
1994	41.0	47.0	20.2	4.6	0.0	0.0	0.0	0.0	0.0	0.0	19.4	33.6	146.2
1995	43.5	22.0	24.0	6.6	0.0	0.0	0.0	0.0	0.0	1.4	65.0	20.8	149.1
1996	48.5	25.5	19.4	22.6	0.0	0.0	0.0	0.0	0.0	0.6	21.1	54.8	203.2
1997	72.9	74.5	51.0	8.4	24.0	0.0	0.0	0.0	0.0	39.4	26.9	28.2	307.3
1998	62.0	4.5	31.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.4	23.5	192.7
1999	62.6	27.0	40.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.7	25.4	161.0
2000	21.6	31.5	10.9	14.0	0.0	0.0	0.0	0.0	0.0	0.0	6.8	64.3	107.1
2001	53.6	38.3	25.2	1.6	0.0	0.0	0.0	0.0	0.0	2.0	16.7	26.4	189.8
2002	31.8	31.1	47.3	47.3	0.0	0.0	0.0	0.0	0.0	8.0	49.0	25.6	202.6
2003	34.7	33.0	30.2	30.2	0.0	0.0	0.0	0.0	0.0	4.5	30.3	27.9	210.7
2004	55.2	42.0	10.3	10.3	0.5	0.0	0.0	0.0	0.0	0.0	25.3	75.1	181.0
2005	40.3	17.8	31.3	31.3	0.4	0.0	0.0	0.0	0.0	0.0	25.8	78.4	221.5
2006	82.2	41.0	4.0	4.0	0.0	0.0	0.0	0.0	0.0	4.0	5.8	44.2	235.4
2007	31.0	20.2	22.2	22.2	0.0	0.0	0.0	0.0	0.0	0.0	31.7	87.9	149.6
2008	17.1	55.3	45.2	45.2	0.0	0.0	0.0	0.0	0.0	2.0	56.1	63.8	282.4
2009	63.5	37.5	6.8	25.4	0.0	0.0	0.0	0.0	0.0	0.0	12.6	46.3	192.1
2010	35.2	48.9	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.8	17.2	37.2	147.0
2011	47.3	58.6	45.2	12.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	35.0	218.7

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W0107-17C683/A
Client Ref. No. - N° de réf. du client
W0107-17CB683

Amd. No. - N° de la modif.

File No. - N° du dossier
PET-7-47001

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

2012	71.1	36.9	11.4	0.2	0.0	0.0	0.0	0.0	0.0	0.0	10.9	73.9	154.6
2013	46.1	59.8	27.8	11.2	0.0	0.0	0.0	0.0	0.0	0.0	25.8	66.8	229.7
2014	37.2	17.3	35.0	6.5	0.0	0.0	0.0	0.0	0.0	3.0	25.5	40.4	164.9
2015	48.5	36.2	35.8	4.2	0.0	0.0	0.0	0.0	0.0	0.0	9.2	37.6	171.5
2016	37.2	55.2	41.8	30.0	2.0	0.0	0.0	0.0	0.0	10.0	50.4	82.2	308.8
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Highest	115.4	112.9	58.8	47.3	24.0	0.0	0.0	0.0	1.0	39.4	65.0	144.1	
Year	1978	1970	1971	2001	1996	1969	1969	1969	1991	1996	1994	1971	

Petawawa seasonal average from September to April

2010-2011 217.9 cm
2011-2012 154.6 cm
2012-2013 229.7 cm
2013-2014 188.6 cm
2014-2015 193.6 cm
2015-2016 213.0 cm
2016-2017 247.2 cm

Average 7 years 206.37 cm

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CCC No./N° CCC - FMS No./N° VME

ANNEX H

Maps

To be distributed at site visit

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 W0107-17CB683

Amd. No. - N° de la modif.
 PET906
 File No. - N° du dossier
 PET-7-47001

Buyer ID - Id de l'acheteur
 PET906
 CCC No./N° CCC - FMS No./N° VME

ANNEX "I"

Snow Removal Experience Technical Evaluation							
Location and address of the service provided	Client contact name and phone number	Winter Season of 2012 of area cleared	Winter Season of 2013 of area cleared	Winter Season of 2014 of area cleared	Winter Season of 2015 of area cleared	Winter Season of 2016 of area cleared	Winter Season of 2017 of area cleared

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PET906
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ANNEX "J" 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)