



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**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**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Maintenance & Professional Consulting Services Division  
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Firm-1272-17/18 Pest Control	
<b>Solicitation No. - N° de l'invitation</b> EJ196-180462/A	<b>Date</b> 2017-08-09
<b>Client Reference No. - N° de référence du client</b> 20180462	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-301-73244	
<b>File No. - N° de dossier</b> fk301.EJ196-180462	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-08-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ruest, Stéfán	<b>Buyer Id - Id de l'acheteur</b> fk301
<b>Telephone No. - N° de téléphone</b> (873) 469-3950 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**IMPORTANT NOTICE TO BIDDERS**

**Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Stefan Ruest by facsimile 819-956-3600 or by e-mail to [stefan.ruest@tpsgc-pwgsc.gc.ca](mailto:stefan.ruest@tpsgc-pwgsc.gc.ca)

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

The bid solicitation is divided into seven parts plus 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications 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 Cost of Services Schedule – Basis of Payment, the Site / List of Buildings, the Security Requirements Checklist.

**1.2 Summary**

**1.2.1.** To provide all labour, materials, and equipment necessary to provide Pest Management Services including monitoring, trapping, pesticide application, and pest removal. The work is to be performed in accordance with the Statement of Work attached at Annex "A".

- This requirement is for Pest Management Services for the Department of Public Works and Government Services Canada;
- The period of any resulting Contract will be for one year with the option of an additional 4 one year periods for a total of 5 years;
- The delivery points are located in the National Capital region of Canada.

**1.2.1.1 Emergency and On Call Services**

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

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

**1.2.3.** The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

**1.3 Debriefings**

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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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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**PART 2 - BIDDER INSTRUCTIONS**

**2.1 Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

**2.2 Submission of Bids**

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

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

**2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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

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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 FPS in receipt of a pension, as applicable:

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

By providing this information, 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 **ten (10)** 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



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such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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.

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**PART 3 - BID PREPARATION INSTRUCTIONS**

**3.1 Bid Preparation Instructions**

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

- Section I     Technical Bid (3 hard copy);
- Section II    Financial Bid (1 hard copy); and
- Section III   Certifications (1 hard copy)

Prices must appear in the financial bid only. Prices must not 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>). 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, duo tangs or binders.

**Section I:        Technical Bid** – see Part 4, subsection 4.1.1

**Section II:      Financial Bid**

Bidders must submit their financial bid in accordance with **Annex “B” – Cost of Services Schedule – Basis of Payment**. The total amount of Applicable Taxes is to be shown separately.

**Section III:     Certifications**

Bidders must submit the certifications required under **Part 5**.

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**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

**4.1.1 Technical Evaluation**

**Submission of Evidence**

Submission of Evidence as described in **4.1.1.1 to 4.1.1.3** should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, 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.

The evidence provided by the bidder may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where any of the information cannot be confirmed by the client contact named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the Bidder.

**4.1.1.1 Mandatory Company Licencing**

Pesticide Vendors and Exterminators are required to meet certain certification requirements. The Contractor **must** be licenced to practice in the Province of Ontario and in the Province of Québec. **The Bidder must provide a valid copy of company's Pesticide Operator licence for the Province of Ontario and the Province of Québec with the proposal.**

**4.1.1.2 Mandatory Card Licencing and Certification**

**\*\*\*Provide current valid copies\*\*\***

**Technician Licencing**

In order to carry out the work, the Contractor must have a **minimum of three (3) technicians** that **must** be trained and possess a valid Structural Exterminator licence for the Province of Ontario and the Province of Québec. The bidder may submit additional technicians if they wish.

The Bidder must list all personnel who may provide the services under any resulting contract in the table below.

<b>TITLE</b>	<b>Name of employees</b>
Technician # 1	
Technician # 2	
Technician # 3	

The bidder must demonstrate that each employee listed above has received the following training by submitting valid copies of their training certificate.

- Workplace Hazardous Materials Information System (WHMIS) Certificate

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**4.1.1.3 Mandatory Contractor's Experience and Past Performance**

The bidder must provide reference of its experience and past performance by referencing one (1) project or contract satisfactorily rendered for at least twelve (12) consecutive months within the past three (3) years, wherein the range and scope of the Integrated Pest Management Services (IPM) provided are comparable to those described in this Request for Proposal (RFP).

The reference information provided by the bidder may be verified for completeness and accuracy and to confirm reference satisfaction with the services provided.

Failure by the bidder to provide the required reference, or in the event that the reference cannot be verified or the services found to be unsatisfactory, will result in the bidder being disqualified and no further consideration will be given to the bid.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

<b>PROJECT/CONTRACT REFERENCE NO. 1</b>	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project or contract ( <b>indicate day, month and year</b> )	<b>From:</b> Day _____ Month _____ Year _____ <b>To:</b> Day _____ Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____	

**4.2 Basis of selection**

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

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**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. 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 ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from **Employment and Social Development Canada (ESDC) - Labour's** website.

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.

**5.2.3 Additional Certifications Precedent to Contract Award**

**5.2.3.1 Status and Availability of Resources**

**5.2.3.1.1. SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources**

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**PART 6 - SECURITY REQUIREMENT**

**6.1 Security Requirement**

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

**6.2 Employee Information for Security**

The Bidder should specify the following information regarding employees proposed in Part 4, (Technical Evaluation) to provide services against any resulting contract:

LEGAL NAME (First and Last)	DATE OF BIRTH	CURRENT CLEARANCE HELD

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**PART 7 - RESULTING CONTRACT CLAUSES**

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

**7.1 Statement of Work**

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

**7.1.1 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

**Names of qualified employees**

The contractor must provide the names of the qualified Technicians who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 4 & part 6 of the proposal.

Technician # 1 (first & last name)	Technician # 2 (first & last name)	Technician # 3 (first & last name)

**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 - Services, apply to and form part of the Contract.

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### 7.3 Security Requirement

**7.3.1** The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, 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 must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "D".
  - (b) Industrial Security Manual (Latest Edition).

### 7.4 Term of Contract

#### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Stefan Ruest  
Supply Specialist  
Facility Maintenance Services Division  
Real Property Contracting Directorate  
Public Works and Government Services Canada  
Place du Portage, Phase III, 3C2  
11 Laurier Street, Gatineau, Quebec K1A 0S5  
Telephone: 873-469-3950  
Facsimile: 819-956-3600  
E-mail: [stefan.ruest@tpsgc-pwgsc.gc.ca](mailto:stefan.ruest@tpsgc-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.



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**7.5.2 Technical Authority**

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

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

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_.

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

**7.5.3 Contractor's Representative**

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**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 Limitation of Expenditure**

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Applicable Taxes included) of which \$ **(to be determined)** (Applicable Taxes included) is for goods and/or services enumerated or described in **Pricing Schedule 1**, and \$ **(to be determined)** (Applicable Taxes) included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in **Pricing Schedule 2**.

**7.7.2 Basis of Payment - Firm Prices and "As and When"**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2016-04-04) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in twelve (12) equal monthly payments.

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b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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

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.

**7.7.3 SACC Manual Clauses**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

**7.8 Invoicing Instructions - Maintenance Services**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in "the Statement of Work" of the Contract. (Refer in Statement of Work items 8. and 9.2)

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

The original invoice and monthly maintenance reports must be email to the following address for certification and payment

*To be inserted at Contract Award*

**7.9 Certifications**

**7.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made

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by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

**7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province Ontario where the work is performed.

**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 D, Security Requirements Check List;
- (d) Annex A, Statement of Work;
- (e) Annex B, Cost of Services Schedule – Basis of Payment;
- (f) Annex C, Site / List of Buildings; and
- (g) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*).

**7.12 Foreign Nationals (Canadian Contractor)**

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) (if applicable), apply to and form part of the Contract.

**7.13 Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in the **following article 7.13.1 Commercial General Liability Insurance**. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**7.13.1 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.

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- 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*

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*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.

**7.13.2 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.

**7.13.3 Environmental Impairment Liability Insurance**

1. The Contractor must obtain "Contractors Pollution Liability" insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The "Contractors Pollution Liability" policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

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- e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

**7.14 Cellular Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

**7.15 Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

**7.16 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

**7.17 Travel and living expenses**

There will be no allowance for travel and living expenses for work within the National Capital Region (NCR).

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**ANNEX A**

**STATEMENT OF WORK**

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**ANNEX B**

**COST OF SERVICES SCHEDULE – BASIS OF PAYMENT**



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**ANNEX C**

**SITE / LIST OF BUILDINGS**

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**ANNEX D**

**SECURITY REQUIREMENT CHECK LIST**

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<b>Section 1</b>	<b>Special conditions</b>
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1. General
2. Staffing
3. Health and safety
4. Materials and equipment
5. Emergency services
6. Work schedule
7. Additional special conditions

<b>Section 2</b>	<b>Operations and frequencies</b>
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1. Pest management services
2. Description of services
3. Additional operations and frequencies

<b>Public Works and Government Services Canada</b> <b>Pest Management Service Contract</b> <b>Section 1</b>	<b>Special Conditions</b>
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<b>1. General</b>
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- .1 This pest management contract (PMC) is for properties owned, leased or otherwise used by PWGSC. Control techniques include structural modifications and cultural methods

that reduce food, water, harborage, access and environmental conditions that are favored by pests. The Technical Authority must supply floor layouts to the successful contractor indicating the location of glue boards and bait traps throughout the entire facilities.

- .2 The contractor must furnish all supervision, labour, materials, and equipment necessary to accomplish the surveillance, trapping, pesticide application and pest removal components of the pest management contract. The contractor must be responsible for providing detailed, site-specific reports to the Technical Authority about any structural or sanitary deficiencies and make recommendations that would reduce pest food, water, harborage, access or favorable climatic condition. The contractor must use floor layout plans provided by the Technical Authority indicating the pest control activities for specific sites.

## **2. Staffing**

- .1 All contractor's personnel must have to be security cleared at the **Reliability level** to gain access to the Premises and only staff whose names are cleared must be allowed on site.
- .2 The contractor must provide to the Technical Authority the full name, address, telephone number and date-of-birth of each member of his personnel prior to commencement of the pest management contract.
- .3 All contractor's personnel must possess proper identification and proof of credentials while on the premises. Also they must sign IN and OUT and enter the times of arrival and departure in registers or on sheets so provided at the security guards control desk or other designated areas and must be escorted while performing the pest control operations.
- .4 Throughout the term of this contract, the contractor's personnel providing on site pest control services must meet all provincial requirements regarding the exterminator's license and certified pest control operators' license in accordance with the Federal/Provincial pesticide laws and regulations.
- .5 The contractor must have a certified entomologist on staff or access to one for consultation purposes.
- .6 All contractor's personnel working on the premises must be suitably uniformed at all times as follows:
  - .1 The company name or crest to be affixed to the shirt.
  - .2 Access to the premises must be denied to any non-uniformed staff.

## **3. Health & Safety**

- .1 The Contractor must adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In addition, the contractor must have his staff adequately trained to ensure that his personnel are qualified to perform the pest control operations in accordance with the pest control regulations for the province of Ontario or Quebec.
- .2 Note: The Technical Authority must be provided with the proof of all required training prior the beginning of the work.
- .3 The Contractor must ensure that all equipment used to perform the services meets the pest control regulations standards. The Contractor will be responsible to supply suitable replacement equipment within one working day.
- .4 The Contractor must perform the work in respect of the Canada Labour Code - Part II, or relevant Provincial/Territorial Occupational Health and Safety Act, the National Fire Code , applicable

Provincial/Territorial Act and Regulations and applicable Municipal Regulations. The most stringent must apply.

- .5 The Contractor must submit a written "Site-Specific Health and Safety Plan" based on hazard assessment prior to commencing any work site and continue to implement, maintain, and enforce plan until final demobilization from site. Site-Specific Health and Safety Plan (SSHSP) must address work site specifications. The Contractor must submit a SSHSP within fifteen (15) days prior to commencement of work described in this agreement. The SSHSP must include:
  - A) 1 Mandatory Results of site-specific safety hazard assessment.
  - B) Mandatory Results of health and safety risk or hazard analysis for site tasks and operation.
  - C) The SSHSP must also contain at a minimum; equipment and personal protective equipment, public way protection, signage, and requirement to notify provincial authorities having jurisdiction (i.e.). Ontario - Ministry of Labour prior to commencing work, emergency plan, and specific written procedures for rescuing a worker after his/her fall has been arrested.
- .6 The Technical Authority will review the Contractor's Site-Specific Health and Safety Plan and provide comments to Contractor within [3] days after receipt of plan. The Contractor will revise the plan as appropriate and resubmit plan to the Site Authority within [3] days after receipt of comments from the Technical Authority.
- .7 The Technical Authority's review of Contractor's final Site-Specific Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for Health and Safety work measures.
- .8 The Contractor must perform the work in a manner that is least disruptive to the Crown and occupants of the buildings.
- .9 Any City permits necessary to perform Services, especially when the use of Contractor's equipment would involve blocking access to city streets or pedestrian sidewalks and the surrounding area, is the responsibility of the Contractor to obtain prior to commencement of work.
- .10 The contractor must ensure that all products used in the work place are environmentally friendly and are registered under the Federal Pest Control Products Act (PCP Act) and under Provincial Pesticide Law.
- .11 The contractor must observe all safety precautions throughout the performance of this contract. All work must comply with the applicable requirements of Federal and Provincial law, regulations, City ordinances and policies. All work must comply with applicable provincial and municipal safety and health requirements. The contractor must be responsible to provide to all his employees appropriate training as per federal and Provincial laws regulating the Workplace Hazardous Materials Information Systems (WHMIS). The contractor must ensure that controlled products used, stored, handled or disposed of in the workplace are properly labeled and also be classified according to the Workplace Hazardous Materials Information Systems (WHMIS).
- .12 The contractor must provide to the Technical Authority the current labels and Material Safety Data Sheets (MSDS) of all pesticide products to be used on site and list and describe pesticide application equipment. The contractor must ensure that Material Safety Data Sheets (MSDS) are made available to workers for education and training purposes. A binder with the copies of the MSDS sheets must be kept on the premises and updated when new products are purchased.

#### **4. Material & Equipment**

- .1 The contractor must supply all equipment, materials and products to carry out the pest management contract.
- .2 The contractor must ensure that all equipment used to perform the services is in a state of good repair. The Technical Authority reserves the right to have equipment which is judged to be defective or not suitable, taken out of service and the contractor must supply suitable replacement equipment within one working day.

#### **5. Emergency Services**

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

#### **6. Work Schedules**

- .1 The contractor must provide a work schedule to the Technical Authority at the commencement of each month.

#### **7. Additional Special Conditions**

Note: Refer to the following "Additional and/or Not Applicable" tasks listed below, it is in addition to or entirely replaces the above mentioned clause.

##### **.1 Reference to clause 2 (Staffing)**

1. The contractor will provide staff with a **Secret level** for the following buildings;
  - Uplands: Hangar 11,
  - Blue Nose Trailers
  - Crypto building
  - 3701 Carling Ave.

**Public Works and Government Services Canada**

**Pest Management Service Contract**

**Section 2**

**Operations and Frequencies**

**1. Pest Management Services**

- .1 The Pest Management Service must be performed between **07:00 and 16:00 hours, Monday through Friday.**

**2. Description of Services**

- .1 The service provided by the contractor will include:
- (a) regular monthly scheduled inspections
  - (b) regular monitoring for the pests
  - (c) proper identification and treatment of pests
  - (d) recommendations to Technical Authority to reduce future infestations of pests.

**.1 Specified Services:**

- .1 This contract for pest management includes immediate perimeters of buildings (approximately 5 ft. from exterior walls).
- .2 Regularly scheduled inspections will consist of examining the entire inside and outside of all buildings on the service list for pests or evidence of pest activity once per month. During inspection, the contractor will complete an inspection form for each building. The contractor will report any structural features which could be improved to prevent current or future pest problems. The contractor will report on the inspection form specifically where within the building any pests were observed and where the structural improvements should be made. In addition the contractor will report results of monitoring devices. Copies of all inspection forms will be made available to Technical Authority upon completion of inspection and signed by the contractor. These records must be maintained at a central location for a minimum of one year. It is recommended that contractor maintain records of all inspections as well.
- .3 Regular monitoring for pests, documents where and when pests occur and focuses treatment efforts to only those areas which are infested. These devices contain no pesticides but have sticky surfaces that retain the pests within the device. The types of monitors and the number of monitors placed in each building on the service list should be agreed upon by the contractor and the Technical Authority at the time of contract "signing". Monitors should be used in the building cafeterias or lunchrooms (including food storage areas) and all other rooms (vaults, mechanical rooms, washrooms, laboratories, classrooms, lounges, offices, vending machine areas, custodial closets etc.

The number of the monitors placed in each room and the exact location can be modified by Technical Authority as deemed appropriate. Monitors are to be inspected not less than monthly by the contractor and results of monitors reported on the inspection form. The type and number of pests observed through the monitoring program should be reported on the inspection form. The specific location of the

monitors with pests should be noted on the inspection form. Monitors should be in good working condition at all times. Any change in overall monitoring program should be communicated to the Technical Authority on the inspection form.

- .4 Proper identification and treatment of pests is crucial. Upon properly identifying the pest, the contractor will determine the most effective method of treating the pest problem considering specific pest behavior, biology, location within structure and potential health hazards of the pest and treatment. The first consideration for solving the pest problem will always be **a treatment without using pesticides**. Such treatments are the use of vacuum devices, mechanical traps or mechanisms for exclusion. If the contractor determines that a pest treatment will be necessary, the contractor should evaluate the various products labeled for use in the specific circumstance and make a decision on which product and treatment method is most appropriate considering potential health hazards of the pest and the treatment. The Technical Authority must approve the pest treatment prior to application.

## **.2 Methods of communication**

### **.1 Inspection Form**

Inspection forms approved by the Technical Authority must be used by the contractor to record any pest activity or evidence of pest activity during inspection periods. Inspection forms should indicate the date and time of the inspection, building number, specific location within the building, type of pest observed, and a judgment of the level of infestation. Copies of all inspection forms should be made available to the Technical Authority immediately upon completion of all inspections.

## **3. Additional Operations & Frequencies**

Note: Refer to the following "Additional and/or Not Applicable" tasks listed below, it is in addition to or entirely replaces the above mentioned clause.

### **.1 Reference to section 2 (Description of Services)**

#### **.1 Specified Services**

- .1 Contractor shall supply and monitor outside pest control bait stations at the following sites;
  - 1745 AltaVista Drive
  - 79 Prince Of Wales
  - 2100 Walkley Road.Amount of bait stations per building are specified in the info sheets.

- .2 It is the contractor's responsibility to close all **NSCC** service requests when they have been completed and cc the technical authority (MSO).



Annex "A"

Service / Treatment

Monthly service treatment (Pest covered in commons areas)	Mice, Rats, Sowbugs, Centipedes, Roaches, Ants, Silverfish, Food Insects, Ear Wig, Etc.(Any other insects)
Rental	Fly light equipment
Services	Fly light service (Cleaning & Relamping)
Service call	Any special request
Cage installation	All animals
Animal removal	All animals
Rental	Ultrasonic bird repeller (pigeon control)
Installation	Glue board ,mechanical traps

**ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT**  
**FILE NUMBER: EJ196-180462**

Bidders must submit their firm monthly rates in accordance with the Pricing Schedule detailed below. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

The following requirement **MUST** be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is **MANDATORY** that the bidders submit firm prices/rates in Canadian funds for the five (5) years for all items listed hereafter (Pricing Schedule 1 and Pricing Schedule 2).

**PRICING SCHEDULE 1: Pest Maintenance**

Firm all inclusive prices including overhead, profit, all materials and all related costs for Integrated Pest Management Services in accordance with the Annex "A", Statement of Work.

Location: All buildings situated within the National Capital Region. The specified areas include the interior of all premises, including offices, kitchens, lunchrooms, food storage areas, washrooms, electrical rooms, mechanical rooms, loading docks and all other PWGSC-owned and managed spaces.											
Building Name/location/ Area-sq.-ft.	YEAR 1 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	YEAR 2 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	YEAR 3 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	YEAR 4 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	YEAR 5 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	EXTENDED PRICE FOR ALL YEARS
Uplands Military Base (450 Croll Private) 23,946 m <sup>2</sup> . -	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cartier Square and Military Stores Bldg. (2-4 Queen Elizabeth Drive) 2,758 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dows Lake (79 Prince of Wales Drive) 6,058 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
NRC M23 Bldg. (1200 Montreal Road) 3,560 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Major Holland Amory (2100 Walkley Road) 3,560 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
The Salaberry Hull Military Drill Hall (188 Boulevard Taché) 4,904 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
NDMC (1745 Alta Vista Drive) 35,000 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Edward Drake Bldg. (1500 Bronson Avenue) 200 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT**  
**FILE NUMBER: EJ196-180462**

Building Name/location/ Area-sq.-ft.	YEAR 1 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	YEAR 2 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	YEAR 3 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	YEAR 4 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	YEAR 5 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	EXTENDED PRICE FOR ALL YEARS
Connaught Range (RCMP) (1-3-5-7 Webley Road) 800 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Connaught Range (DND) (37 Shirley Blvd.) 3,500 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Louis St-Laurent #2 (455 BDLG Gatineau)) 40,829 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Confederation Heights (790 Heron Road) 200 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Landfill Ottawa (230 Letrim Road) 330 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
MCDC (1600 Tom Roberts Road) 2,851 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sir Leonard Tilley Bldg. (790 Heron Road) 200 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bldg. 0-276 (20 Airbus Private) 1,805 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bldg. T-58 (200 Comet Private) 4,180 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bldg. U-100 (1901 Research Road) 2,193 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Supreme Court of Canada (301 Wellington Street) 16,350 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bldg. T-104 (3701 Carling Avenue) 305 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bldg. T-104 A (3701 Carling Avenue) 1,205 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT**  
**FILE NUMBER: EJ196-180462**

Building Name/location/ Area-sq.-ft.	YEAR 1 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	YEAR 2 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	EXTENDED PRICE (monthly firm rate x 12 months)	YEAR 3 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	YEAR 4 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	YEAR 5 Firm monthly rate	EXTENDED PRICE (monthly firm rate x 12 months)	EXTENDED PRICE FOR ALL YEARS
Bldg. T-104B (3701 Carling Avenue) 335 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bldg. T-86 (3701 Carling Avenue) 1,299 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bldg. 62 (3701 Carling Avenue) 128 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bldg. 91 (3701 Carling Avenue) 3,493 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bldg. 6 (3701 Carling Avenue) 510 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bldg. 4 (3701 Carling Avenue) 240 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bldg. 39 (3701 Carling Avenue) 235 m <sup>2</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Yearly Total	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL OF ALL 5 YEARS</b>												
												\$ _____

**ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT**  
**FILE NUMBER: EJ196-180462**

Summary of Pricing Schedule 1 (Inspection annual cost for all sites)

Period	Firm Monthly Rate	Number of months	Firm Annual Rate
Year 1	\$	x 12	\$
Year 2	\$	x 12	\$
Year 3	\$	x 12	\$
Year 4	\$	x 12	\$
Year 5	\$	x 12	\$
Total			\$

**ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT**  
**FILE NUMBER: EJ196-180462**

**PRICING SCHEDULE 2: Additional Services (As and When Requested)**

Additional services as described in **Annex “A” – PWGSC Statement of Work – item 9.4 Additional Services (As and When Requested)**. The Contractor must provide additional pest-control on “AS AND WHEN REQUESTED” basis such as emergency calls, wildlife removal, bird-proofing, rodent fecal cleaning etc. Written authorization must be obtained from the Technical Authority prior to conducting any additional services.

Submit a firm all inclusive rates including overhead, profit and all related costs (excludes GST/HST).

**\*\*Estimated quantity of hours per year for extra work is for evaluation purposes only.**

**2.1) LABOUR:** Our firm hourly rate per qualified personnel shall be:

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
(i) Regular Hours 07:00 to 16:00 Monday to Friday excluding Statutory Holidays	\$ _____/HR	\$ _____/HR	\$ _____/HR	\$ _____/HR	\$ _____/HR
**Estimated quantity of hours per year	125	125	125	125	125
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (i) Sub Total:</b>					<b>\$ _____</b>

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
(ii) Outside Regular Hours After 16:00 including Statutory Holidays	\$ _____/HR	\$ _____/HR	\$ _____/HR	\$ _____/HR	\$ _____/HR
**Estimated quantity of hours per year	75	75	75	75	75
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (ii) Sub Total:</b>					<b>\$ _____</b>

**ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT**  
**FILE NUMBER: EJ196-180462**

**2.2 Materials:** Materials to be supplied include additional monitoring devices, and traps. Additional materials will be charged at our laid-down cost plus a mark-up of:

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
Estimated Expenditure	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
*Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>*Estimated expenditure per year is for evaluation purposes only.</b>					<b>2.2 Sub Total:</b>
					<b>\$ _____</b>

\*The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Materials will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

- i) **MARK-UP** – The difference between the Contractor's laid-down cost for product and resale price to Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) **LAID-DOWN COST** – The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

**AUTHORIZATION FOR DELIVERY:** The consignee shall request delivery of goods/services identified in Pricing Schedule 2.1 (i), 2.1 (ii), and 2.2 on form GC 227 "Call-up Against a Contract".

ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT  
FILE NUMBER: EJ196-180462

In the case of error in the extension of prices, the unit price will govern. Canada may enter into contract without negotiation.

**TOTAL ASSESSED PROPOSAL PRICE:**

**Sum of Basis of Pricing, Pricing Schedule 1,**

Sum of Sub Total of all buildings for year 1:	\$ _____ +
Sum of Sub Total of all buildings for year 2:	\$ _____ +
Sum of Sub Total of all buildings for year 3:	\$ _____ +
Sum of Sub Total of all buildings for year 4:	\$ _____ +
Sum of Sub Total of all buildings for year 5:	\$ _____ +
Total:	= \$ _____

**Sum of Basis of Pricing, Pricing Schedule 2,**

Sum of Sub Total 2.1(i):	\$ _____ +
Sum of Sub Total 2.1(ii):	\$ _____ +
Sum of Sub Total 2.2:	\$ _____ +
Total:	= \$ _____
<b>TOTAL ASSESSED PROPOSAL PRICE:</b>	<b>= \$ _____</b>





## Additional Building Information / Renseignements supplémentaires sur les édifices

The following is additional building information and is only an approximation.  
Voici des renseignements supplémentaires sur les édifices (approximatifs).

<b>Building Name / Nom de l'édifice</b>	<b>Uplands Military Base</b> 23,946 m <sup>2</sup>	<b>Cartier square and Military stores Bldg.</b> 2,758 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	450 Croll Private K1V 1J1	2-4 Queen Elizabeth Drive K2P 2H9
<b>Security Level requirement / Niveau de sécurité requis</b>	Secret & Reliability	Reliability
<b># of floors / # d'étages</b>	19 Buildings	7
Equipment		
<b>Building Name / Nom de l'édifice</b>	<b>Dows Lake</b> 6,058 m <sup>2</sup>	<b>NRC M23 Bldg.</b> 3,560 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	79 Prince of Wales Drive K1A 0K2	1200 Montreal Road K1K 2E1
<b>Security Level requirement / Niveau de sécurité requis</b>	Reliability	Reliability
<b># of floors / # d'étages</b>	2	2
Equipment	12 Outside bait stations	
<b>Building Name / Nom de l'édifice</b>	<b>Major Holland Armory</b> 3,560m <sup>2</sup>	<b>The Salaberry Hull Military Drill Hall</b> 4,904 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	2100 Walkley Road K1A 0K2	188 Boulevard Taché J9A 1L8
<b>Security Level requirement / Niveau de sécurité requis</b>	Reliability	Reliability
<b># of floors / # d'étages</b>	2	3
Equipment	10 Outside bait stations	
<b>Building Name / Nom de l'édifice</b>	<b>NDMC</b> 35,000 m <sup>2</sup>	<b>Edward Drake Building</b> 200 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	1745 Alta Vista Drive K1A 0K6	1500 Bronson Avenue K1G 3J5
<b>Security Level requirement / Niveau de sécurité requis</b>	Reliability	Reliability
<b># of floors / # d'étages</b>	8	1
Equipment	14 Outside bait stations	
<b>Building Name / Nom de l'édifice</b>	<b>Connaught Range (RCMP)</b> 800 m <sup>2</sup>	<b>Connaught Range (DND)</b> 3,500 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	1-3-5-7 Webley K2K 2W6	37 Shirley(Full complex) K2K 2W6
<b>Security Level requirement / Niveau de sécurité requis</b>	Reliability	Reliability
<b># of floors / # d'étages</b>	1	1
Equipment		Flies light (10)
<b>Building Name / Nom de l'édifice</b>	<b>Louis St-Laurent # 2</b> 40,829 m <sup>2</sup>	<b>Conf.Heights</b> 200 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	455 BDLC Gatineau J8Y 6V7	790 Heron Road K1V 1N2
<b>Security Level requirement / Niveau de sécurité requis</b>	Reliability	Reliability
<b># of floors / # d'étages</b>	13	1

Equipment	Birds control (1)	
<b>Building Name / Nom de l'édifice</b>	<b>Landfill Ottawa</b> 330 m <sup>2</sup>	<b>MCDC</b> 2,851 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	2300 Leitrim Road K1T 3W5	1600 Tom Roberts Road K1V 1E5
<b>Security Level requirement / Niveau de sécurité requis</b>	Reliability	Reliability
<b># of floors / # d'étages</b>	1	2
Equipment		
<b>Building Name / Nom de l'édifice</b>	<b>Sir Leonard Tilley Building</b> 200 m <sup>2</sup>	
<b>Building Address Adresse de l'édifice</b>	790 Heron Road K1G 3Z4	
<b>Security Level requirement / Niveau de sécurité requis</b>	Reliability	
<b># of floors / # d'étages</b>	1	
Equipment		

<b>Building Name / Nom de l'édifice</b>	<b>Building 0-276</b> 1,805 m <sup>2</sup>	<b>Building T-58</b> 4,180 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	20 Airbus Private K1V 9B2	200 Comet Private K1V 9B2
<b>Security Level requirement / Niveau de sécurité requis</b>	Reliability	Reliability
<b># of floors / # d'étages</b>	1	2
Equipment		
<b>Building Name / Nom de l'édifice</b>	<b>Building U-100</b> 2,193 m <sup>2</sup>	<b>Supreme Court of Canada</b> 16,350 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	1901 Research Road K1V 2N6	301 Wellington St. K1A 0J1
<b>Security Level requirement / Niveau de sécurité requis</b>	Reliability	Reliability
<b># of floors / # d'étages</b>	1	5
Equipment		
<b>Building Name / Nom de l'édifice</b>	<b>Building T-104</b> 305 m <sup>2</sup>	<b>Building T-104 A</b> 1,205 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	3701 Carling Ave. K1A 0Z4	3701 Carling Ave. K1A 0Z4
<b>Security Level requirement / Niveau de sécurité requis</b>	Secret	Secret
<b># of floors / # d'étages</b>	1	1
Equipment		
<b>Building Name / Nom de l'édifice</b>	<b>Building T-104 B</b> 335 m <sup>2</sup>	<b>Building T-86</b> 1,299 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	3701 Carling Ave. K1A 0Z4	3701 Carling Ave. K1A 0Z4
<b>Security Level requirement / Niveau de sécurité requis</b>	Secret	Secret
<b># of floors / # d'étages</b>	1	1
Equipment		

<b>Building Name / Nom de l'édifice</b>	<b>Building 62</b> 128 m <sup>2</sup>	<b>Building 91</b> 3,493 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	3701 Carling Ave. K1A 0Z4	3701 Carling Ave. K1A 0Z4
<b>Security Level requirement / Niveau de sécurité requis</b>	Secret	Secret
<b># of floors / # d'étages</b>	1	3
Equipment		
<b>Building Name / Nom de l'édifice</b>	<b>Building 6</b> 510 m <sup>2</sup>	<b>Building 4</b> 240 m <sup>2</sup>
<b>Building Address Adresse de l'édifice</b>	3701 Carling Ave. K1A 0Z4	3701 Carling Ave. K1A 0Z4
<b>Security Level requirement / Niveau de sécurité requis</b>	Secret	Secret
<b># of floors / # d'étages</b>	2	2
Note		DND space only
<b>Building Name / Nom de l'édifice</b>	<b>Building 39</b> 235 m <sup>2</sup>	
<b>Building Address Adresse de l'édifice</b>	3701 Carling Ave. K1A 0Z4	
<b>Security Level requirement / Niveau de sécurité requis</b>	Secret	
<b># of floors / # d'étages</b>	1	
Note	DND space only	

JUN 15 2017



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EJ196-180462

Security Classification / Classification de sécurité  
UNCLASSIFIED

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

## PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction MOA	
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 Provide pest control services for multi buildings (as per specification)				
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"/> Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: <input type="checkbox"/> 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"/>





**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non ☐ 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 ☐ Yes  
Non ☐ 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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |  |  |

Special comments:

Commentaires spéciaux :

Only for buildings -Uplands: Hangar 11, -Blue nose trailers, - Crypto building (Secret level) for all buildings (Reliability Status) as per specifications EJ196-180462

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EJ196-180462

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
quinn, michel	Maintenance Services Officer	
Telephone No. - N° de téléphone 613-808-2536	Facsimile No. - N° de télécopieur 819-775-4050	E-mail address - Adresse courriel michel.quinn@tpgsc-pwgsc.gc.ca
		Date 2017/06/15

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Maheux, Marc	SO	
Telephone No. - N° de téléphone 613-998-5021	Facsimile No. - N° de télécopieur 613-949-2331	E-mail address - Adresse courriel marc.maheux@tpsgc-pwgsc.gc.ca
		Date 15/6/2017

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No  
Non ☐ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date 19 June 2017

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