



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux  
Canada

Place Bonaventure,

800 rue de la Gauchetière Ouest

Voir aux présentes - See herein

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

## INVITATION TO TENDER

## APPEL D'OFFRES

**Tender 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.

### Soumission 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 et 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

Travaux publics et Services gouvernementaux Canada

Place Bonaventure,

800 rue de la Gauchetière Ouest

Voir aux présentes - See herein

Montréal

Québec

H5A 1L6

<b>Title - Sujet</b> Dénégement	
<b>Solicitation No. - N° de l'invitation</b> EF944-180573/A	<b>Date</b> 2017-08-17
<b>Client Reference No. - N° de référence du client</b> R.004326.001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-035-14490
<b>File No. - N° de dossier</b> MTC-7-40082 (035)	<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 2017-09-27</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lussier, Joël	<b>Buyer Id - Id de l'acheteur</b> mtc035
<b>Telephone No. - N° de téléphone</b> (514) 496-3862 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE,PORTAIL S-E,BUR.7300 800 RUE DE LA GAUCHETIERE O. MONTREAL Québec H5A1L6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> .	<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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## PART 1 - GENERAL INFORMATION

### 1.1 Statement of Work

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

### 1.2 Debriefings

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

### 1.3 Trade Agreements

"The requirement is subject to the provisions of the the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA) and the Canadian Free Trade between Canada, Peru/Colombia/Panama"

## 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.

"Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSAs), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names".

### 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 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.

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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 five (5) 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 Quebec

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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 Optional site visit

It is recommended 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 1001 St-Laurent, Longueuil, J4K 1C7 on **September 7<sup>th</sup> 2017**. The site visit will begin at 10h00 am.

Bidders are requested to communicate with the Contracting Authority no later than **September 1<sup>st</sup> 2017** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. 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 (2 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (2 hard copies)

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.

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**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

**3.1.2 Exchange Rate Fluctuation**

[C3011T \(2013-11-06\), Exchange Rate Fluctuation](#)

**3.1.3 SACC Manual Clauses****Section III: Certifications**

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

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation****4.1.1.1 Mandatory Technical Criteria**

The bidder must submit two (2) examples of similar projects carried out during the last 5 years in snow removal either for areas equal to or greater than 78000pc

**4.1.2 Financial Evaluation**

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

## **4.2 Basis of Selection**

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

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.

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

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

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

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

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

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

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

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

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

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

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### 5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.



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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the contract is from contract award date to September 30<sup>th</sup> 2019.

#### 6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 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.

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## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Joel Lussier  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Place Banaventure  
800 De la Gauchetière West, office 1110  
Montréal, Qué. H5A 1L6  
phone : 514-496-3862

Email : joel.lussier@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.

### **6.5.2 Project Authority**

Details to be provided at contract award

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

### **6.5.3 Contractor's Representative**

Details to be provided at contract award

## **6.6 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.

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## **6.7 Payment**

### **6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_ as per annex B. Customs duties are included and Applicable Taxes are extra.

### **6.7.2 Option to Extend the Contract**

During the contract extension period, the Contractor will be paid a firm price of \$ \_\_\_\_\_ as per annex B to perform all the work related to the contract extension period.

### **6.7.3 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada

## **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general.
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 Project Authority.

The Contractor must distribute the invoices and reports as follows:

The original and two (2) copies of the invoices and maintenance reports must be forwarded to the technical authority for certification and payment. Please consult section 6.5.2

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## **6.9 Certifications and Additional Information**

### **6.9.1 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.

### **6.10 Applicable Laws**

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

### **6.11 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 2010C (2016-04-04) Services (Medium Complexity) apply to and form part of the Contract.
- (c) Annex A, Statement of Work
- (d) the Contractor's bid dated

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## ANNEX "D" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

*(insert if applicable)*

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 "A"**  
**STATEMENT OF WORK**

**1. Objective**

This Statement of Work refers to snow removal services for Health Canada located at 1001 Saint-Laurent blvd West in Longueuil (Quebec), J4K 1C7.

The contractor must refer to the plan attached (Annex A.1) to know the exact locations of the various surfaces where the snow must be removed and to know how they need to be cleaned, unless specified otherwise by the technical authority.

The term "technical authority" used hereunder refers to Health Canada's representative.

**2. Scope of Work**

The work to be completed includes the removal of snow and the mechanical spreading of non-toxic biodegradable salt on all iced and slippery surfaces of all areas mentioned on the plan, or otherwise specified by the technical authority.

The work to be completed includes the removal of snow and the mechanical spreading of gravel and/or sand and/or calcium, when salt is inefficient in maintaining the service areas and parking lots free of snow accumulation and/or ice.

The contractor is responsible for piling the snow in the locations mentioned in the plan or with respect to the indications given out by the technical authority.

In the spring, the contractor must clean all surfaces indicated on the plan with a parking and street sweeper. The contractor must rake the lawn and pick up all the debris lying on the lawn.

**3. Tasks**

The technical authority will hand 3 keys as well as the operation instructions for the parking gates to the contractor. These keys allow the gates to be kept open in order to facilitate the machinery access. The contractor must open the gates before executing the work.

The snow removal must be done whether vehicles are parked in the parking lot or not. The circulation path is approximately 15 to 20 feet wide.

**3.1 Snow removal**

All surfaces must be free of snow and ice at all times, in order for pedestrians and vehicles to circulate freely and safely. The contractor is responsible for removing the snow as soon as there is an accumulation of 3cm.

The contractor must provide and install, to the technical authority's satisfaction, beacons along edges and contours. Also, the contractor must take them out in the spring.

The contractor must cut, level all mounds, bumps and holes, that might have taken form on all surfaces as a result of snow and/or ice accumulation at all times.

### 3.2 Mechanical salt spreading

Unless specified otherwise, the contractor must provide non-toxic biodegradable salt containers that must contain at all times a sufficient quantity of this product based on the surface to be cleaned. The contractor must fill the containers as necessary in order to be compliant with this requirement. The containers will be placed in the areas designated by the technical authority.

No calcium must be used on concrete surfaces. This also applies in case of sleet and freezing rain, and when the surfaces are iced due to rain or else.

### 3.3 Specific snow removal

The contractor must pay attention to inclined surfaces such as the access ramp in the receipt platform and the access ramp for low mobility people. The contractor must clean the areas to allow access to the hydrants, electrical outlets, flag pole and V.I.P water valves. The contractor must, at all times, clean and maintain the entrance doors and emergency exits.

The contractor must manually remove snow, and with caution, from surfaces that are inaccessible to motorised equipment.

The contractor must remove snow from any surface to permit an easy access to loading and unloading docks.

### 3.4 Storage and transportation

In case of considerable snowfall, in order to be efficient, it will be permitted to move the snow and to leave it to accumulate at the limits and edges of the lot, exceptionally. In these situations, the contractor must make sure that the circulation areas for vehicles and pedestrians are free.

The contractor must find a place to transport and store the snow outside of government sites, on the same day of the snowfall, when requested by the technical authority. In case of a snow storm that lasts several days, upon request from the technical authority, the contractor will have 3 hours to do so.

### 3.5 Equipment and products

The contractor must provide, upon request from the technical authority, a complete list of all products and/or materials and/or equipment used for this work, including the brand names, origin and composition. He must provide technical sheets and/or MSDS sheets for the products used, and he can be asked to provide, for testing purposes, samples of materials and/or products and/or equipment used.

The contractor must ensure the maintenance and good condition of his materials and equipment used to execute the work. The technical authority can prohibit the use of materials or equipment deemed dangerous or inappropriate. The responsibility to replace them as needed remains with the contractor.

The vehicles must be equipped with lights and backup alarm.

For the duration of this contract, the technical authority will have access, without prior consent, to the contractor's equipment for verification purposes, when he deems necessary.

### 3.6 Availability and communication

The Contractor must be able to be reached by a Technical Representative at all times

The Contractor must be available to perform the work required in this Specification from Monday to Sunday, regardless of the time when work is required as defined in section 3.1.

The Contractor must inform the Technical Authority of the completion of the work as soon as it is completed.

## **4. Deliverables**

### 4.1 Before starting the work

The contractor must provide a copy of mechanical inspection reports for the equipment used as part of this contract. The inspection reports must be signed by a competent mechanic.

The contractor must provide a copy of training certifications required for this work, as well as implementation of the work safety plan (first aid, health and safety, etc).

The contractor must provide all MSDS sheets for controlled products (SIMDUT) used throughout the work, at least three (3) days prior to their use on work site.

### 4.2 After the end of the work

Upon request from the technical authority, the contractor must inspect the work site and provide an inspection grid at the end of each work day as needed.

## **5. Health and Safety**

The contractor must:

Regardless of the number of workers, designate one person as responsible for health and safety at the work site, and grant him/her the authority to order a work stoppage and resumption should he/she deem it necessary for health and safety reasons.

Follow first aid and first responder standards in compliance with applicable policies and regulations, as well as any other provision of this specification.

Make sure you are familiar with the emergency plan for the building or installation, and provide your workers with training and information so they are capable of implementing it.

Advise your workers that they have the right to refuse any work that poses a danger to their health or safety.

Mark off the work area; control access and barricade as needed.

Take all necessary measures to keep the work site clean and orderly for the duration of the work, and at the end of each workday, ensure nothing at the work site represents a safety hazard.

When a worker is required to work alone in an isolated place where it is impossible for him/her to obtain help, identify the risks involved and provide the Minister with a procedure aimed at eliminating these risks and rapidly obtaining help in the event of an emergency.

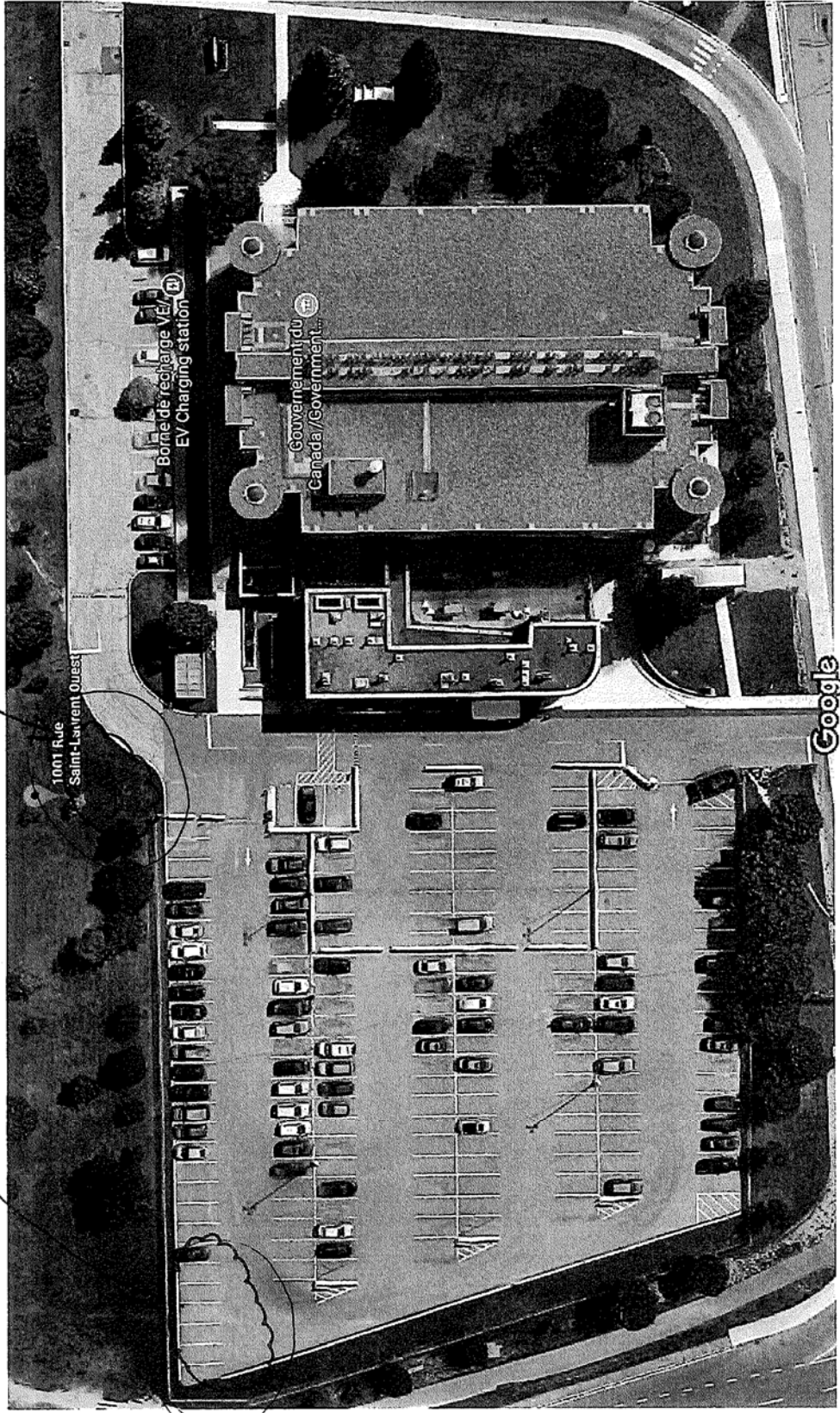


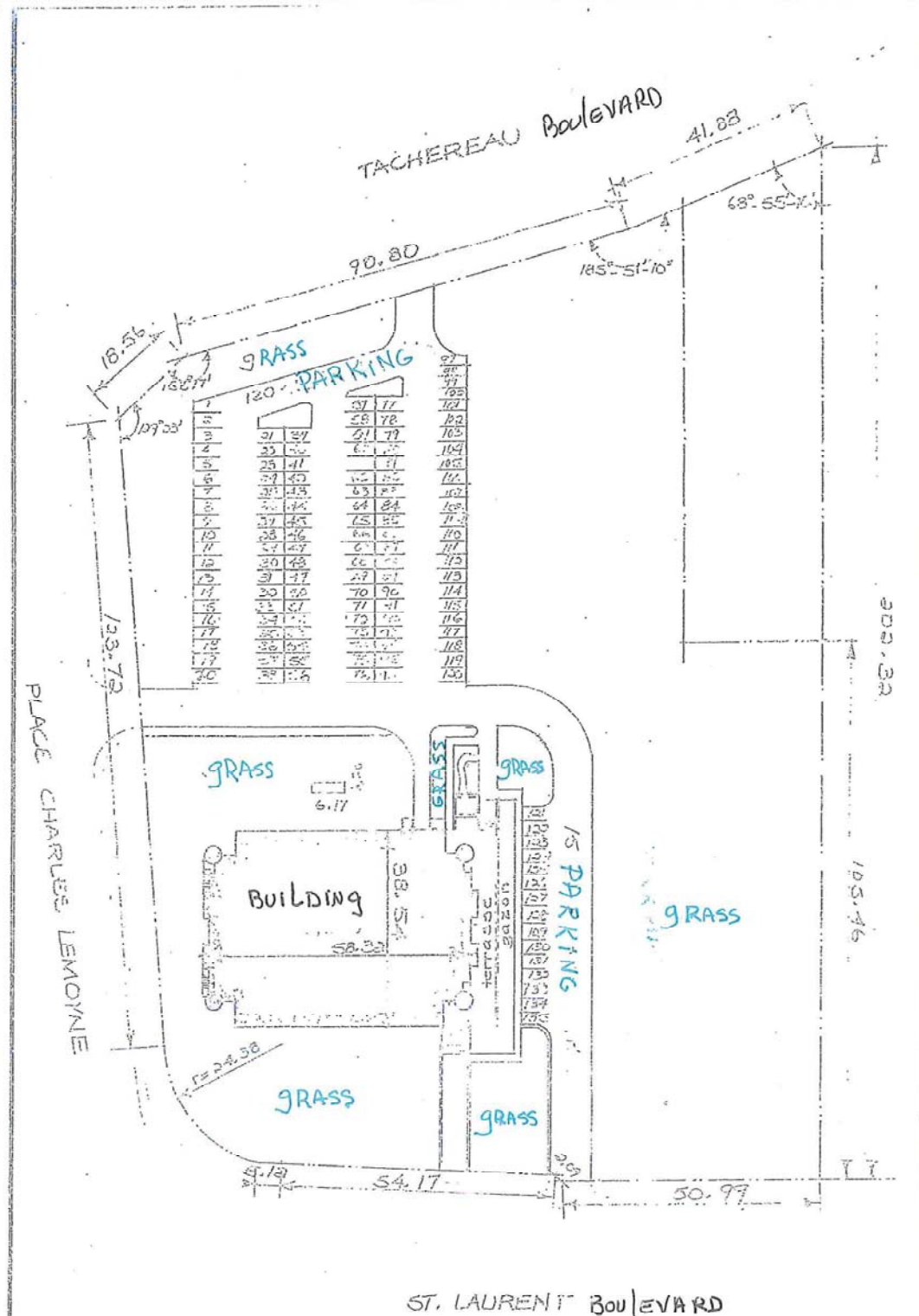
In the event of an unexpected incident, take all necessary measures, including imposing a work stoppage, to protect the health and safety of the workers and the public, and immediately notify the Minister.

Ensure the protection and the respect of the public during snow removal work on the ground.

*Entreposage de la neige*  
*SNOW PILING*

Google Maps 1001 Rue Saint-Laurent Ouest





<input type="checkbox"/> aire de service service area m <sup>2</sup>		<input type="checkbox"/> auxiliaire "A" accessory m <sup>2</sup>		<input type="checkbox"/> auxiliaire "B" accessory m <sup>2</sup>		<input type="checkbox"/> espace utilisable usable area m <sup>2</sup>	
Public works Travaux publics Canada Canada		nom de l'édifice ED. ALIMENTS et DROGUES 1001 St. Laurent, Longueuil 2024 601248 building name		relevé par <i>N. No. 1</i> checked by		vérifié par drawn by	
région <i>SOUTH SHORE</i> Montreal region		no dossier file no		étage -LAND floor		no du projet project no	
				date <i>50/01/01</i> scale		feuille no 1/6 sheet no	

1. PRODUITS ET ÉQUIPEMENTS	1 SUPPLIES AND EQUIPMENT
.1 Le Ministre se réserve le droit d'exiger du soumissionnaire, de faire la preuve qu'il a à sa disposition les équipements nécessaires à l'exécution des travaux faisant l'objet du contrat. L'entrepreneur doit disposer de ses propres souffleuses de neige. Des souffleuses sous-traitées ne sont pas acceptées pour les travaux faisant l'objet du contrat. Le Ministre ne fournira, ni n'entretiendra l'outillage nécessaire à l'exécution du présent contrat.	.1 The Minister reserves the right to request from the tenderer proof that he has the proper equipment to provide the services described in the contract. The contractor must have his own snow blowers. Sub-contracted blowers are not accepted for work being part of the contract. The Minister will not supply nor maintain the equipment needed to execute the present contract.
.2 Le Ministère n'est pas responsable des produits et de l'équipement appartenant à l'entrepreneur et qui subissent des dommages dans l'immeuble et/ou sur le terrain où l'immeuble est situé, ni des effets personnels qui y sont introduits par ses employés(es).	.2 The Department will not be responsible for any damage to the contractor's supplies and for equipment kept in the building or on the grounds where the building is situated, nor to the contractor's employees' personal belongings brought into the building.
.3 L'entrepreneur doit présenter, sur demande du Ministre, une liste complète de tous les produits et/ou matériaux et/ou de l'équipement qu'il utilise lors de l'exécution de ses travaux, incluant les noms des fabricants, la provenance et la composition. Il doit aussi soumettre les fiches techniques et/ou signalétiques des produits qu'il utilise et il peut avoir à fournir, à des fins d'essai, des échantillons des matériaux et/ou produits et/ou de l'équipement qu'il utilise.	.3 The contractor must submit to the Minister, upon his request, a complete list of all products and/or materials and/or equipment supplied by him for use in the work, including the names of the manufacturers, their origin and composition. He must also provide the Minister with technical data and/or material security data pertaining to the products in use and may have to provide samples of materials and/or products and/or equipment from his stock for testing purposes.
.4 Pendant la durée du présent contrat, l'entrepreneur s'engage à permettre au Ministre d'avoir accès sans préavis à l'équipement de l'entrepreneur afin de l'examiner lorsque le Ministre le juge nécessaire.	.4 During the present contract, the contractor commits himself allowing the Minister to have access, without notice to the equipment of the contractor in order to examine it when the Minister juge it necessary.
2. INSPECTION	2. INSPECTION
.1 L'entrepreneur doit soumettre au Ministre le calendrier des travaux prévus avant leur début. L'entrepreneur doit, de plus, informer le Ministre de la fin de ces travaux dès qu'ils auront été complétés afin de permettre une vérification immédiate du travail et la prise de mesures correctives, s'il y a lieu. L'entrepreneur devra avoir préalablement vérifié lui-même les travaux terminés avant d'informer le Ministre. Le Ministre pourra, de plus, s'il le désire, procéder également à l'inspection des travaux pendant leur exécution, afin d'en assurer une exécution adéquate.	.1 The contractor must provide the Minister with a calendar of scheduled tasks before these tasks are performed. The contractor must also notify the Minister immediately upon completion of these tasks so that these may be inspected and that proper corrective measures may be initiated, should this be necessary. The contractor must inspect the job done before informing the Minister. Furthermore, the Minister, if he so wishes, may inspect the work while it is being performed in order to ensure proper execution.
3. EXIGENCES SÉCURITAIRES	3. SECURITY REQUIREMENTS
.1 L'entrepreneur doit se conformer à toutes les mesures de sécurité concernant les risques d'incendie et d'accidents, mesures recommandées par les codes national et provincial et prescrites par les autorités ayant juridiction sur le matériel, les méthodes et les habitudes de travail. L'entrepreneur accepte de se conformer aux exigences de sécurité établies pour cet édifice par le Ministre.	.1 The contractor shall adhere to all safety measures pertaining to accidents prevention and fire hazards recommended by national and provincial codes and/or prescribed by the authorities having jurisdiction over the equipment, working habits and procedures. The contractor agrees to conform to the requirements of safety established for the building by the Minister.

4. SANTÉ ET SÉCURITÉ	4. HEALTH AND SAFETY
.1 En acceptant ce contrat, vous acceptez de prendre en charge toutes les responsabilités normalement dévolues au maître d'oeuvre et à l'employeur en vertu de la <i>Loi sur la santé et la sécurité du travail</i> et d'agir comme surveillant des travaux.	.1 By accepting this proposed contract, you agree to take on all responsibilities normally assumed by the principal contractor and the employer, pursuant to the <i>Act Respecting Occupational Health and Safety</i> , and to supervise all work.
.2 L'entrepreneur doit gérer ses activités de sorte que la santé et la sécurité de votre personnel, des occupants de l'immeuble ou de l'installation et du public ainsi que la protection de l'environnement aient toujours préséance sur les questions reliées aux coûts et au calendrier des travaux.	.2 You must manage your activities such that the health and safety of your personnel, the occupants of the building or installation, and the public, as well as environmental protection, always take precedence over issues of cost or work scheduling.
.3 Vous devez respecter en tout temps les dispositions de la <i>Loi sur la santé et la sécurité du travail</i> et du <i>Règlement sur la santé et la sécurité du travail</i> .	.3 You must respect at all times the provisions of the <i>Act Respecting Occupational Health and Safety</i> and the <i>Regulation respecting Occupational Health</i> .
De plus, avant de commencer les travaux, vous devez notamment : .4 Transmettre au Ministre une <u>planification sécuritaire du travail</u> qui réponde aux exigences suivantes : identifier les risques propres à chaque catégorie de tâches qui seront effectuées pour l'exécution du contrat et les mesures préventives correspondantes basées sur les exigences réglementaires; identifier la personne responsable de la mise en application des mesures préventives; tenir compte des risques pouvant affecter la santé et la sécurité des travailleurs de même que celle des occupants de l'immeuble ou de l'installation et du public; inclure une grille d'inspection du lieu de travail basée sur le contenu de votre identification des risques.	In addition, before starting work, you must: .4 Provide the Minister representative with a <u>work safety plan</u> that meets the following requirements: identifies the risks for each category of task to be carried out under the contract and the corresponding preventive measures based on regulatory requirements; identifies the person responsible for applying the preventive measures; considers the risks that could affect the health and safety of the workers, the occupants of the building or installation, and the public;  includes an inspection schedule for the work site based on your risk identification.
.5 Transmettre au Ministre un certificat d'inspection mécanique pour la machinerie utilisée pour les travaux signé par un mécanicien compétent (ex: plates-formes élévatoires).	.5 Provide the Minister with a mechanical inspection certificate for machinery used in the work, signed by a competent mechanic (e.g. lift platforms)
.6 Transmettre au Ministre les copies des certificats de formation qui sont requis pour l'application du présent devis et de la <u>planification sécuritaire du travail</u> (ex: amiante, secourisme, Santé et sécurité générale, etc.).	.6 Provide the Minister with copies of the training certificates required for work covered in this specification and the <u>work safety plan</u> (e.g. asbestos, first aid, Health and Safety, etc.).
.7 Transmettre au Ministre toutes les fiches signalétiques des produits contrôlés utilisés sur le lieu de travail, et ce, au moins trois (3) jours avant leur utilisation sur le lieu de travail.	.7 At least three (3) days prior to using controlled products at the work site, provide the Minister with material safety data sheets for these products.
.8 S'assurer de l'entretien et du bon état du matériel et de l'outillage utilisé pour effectuer les travaux. Le Ministre se réserve le droit d'empêcher l'utilisation de ce matériel ou outillage jugé dangereux, défectueux ou non approprié. Il est de la responsabilité de l'Entrepreneur de remplacer le matériel ou l'outillage lorsque nécessaire.	.8 Ensure that all materials and tools used to carry out the work are maintained in good condition. The Minister reserves the right to prohibit the use of any material or equipment deemed dangerous, defective or inappropriate. It is the Contractor's responsibility to replace the latter with adequate equipment or material, as necessary.
.9 Inspecter les lieux de travail et transmettre au Ministre la grille d'inspection du lieu de travail dûment complétée à chaque journée de travail selon les besoins et sur demande du Ministre.	.9 Inspect the work site and give the inspection grids, duly filled out each workday, to the Minister as needed and upon request by the Minister.

.10	Peu importe le nombre de travailleurs(euses) affecté(e)s aux travaux, désigner une personne qui agira en tant que responsable de la santé et de la sécurité sur le lieu de travail et lui accorder l'autorité nécessaire pour ordonner l'arrêt et la reprise des travaux lorsqu'il le juge nécessaire pour des raisons de santé et de sécurité.	.10	Regardless of the number of workers, designate one person as responsible for health and safety at the work site, and grant him/her the authority to order a work stoppage and resumption should he/she deem it necessary for health and safety reasons.
.11	Assumer les normes de premiers secours et de premiers soins conformément aux politiques et à la réglementation applicables de même qu'à toute autre clause spécifiée dans ce devis.	.11	Follow first aid and first responder standards in compliance with applicable policies and regulations, as well as any other provision of this specification.
.12	Vous assurer que vos travailleurs(euses) ont reçu la formation et l'information nécessaire pour exécuter les travaux de façon sécuritaire, que tous les outils et équipements de protection requis sont disponibles, conformes aux normes, aux lois et aux règlements et qu'ils sont utilisés.	.12	Ensure that your workers have received the training and information required to carry out the work safely, and that all required safety devices and equipment are available, are in compliance with standards, laws and regulations, and are used by the workers.
.13	Prendre connaissance du plan d'urgence de l'immeuble ou de l'installation et former et informer vos travailleurs à ce sujet pour qu'ils soient en mesure d'appliquer ce plan.	.13	Make sure you are familiar with the emergency plan for the building or installation, and provide your workers with training and information so they are capable of implementing it.
.14	Aviser vos travailleurs(euses) qu'ils ont le droit de refuser tout travail qui comporte un danger pour leur santé ou leur sécurité.	.14	Advise your workers that they have the right to refuse any work that poses a danger to their health or safety.
.15	Délimiter votre aire de travail, en contrôler l'accès et barricader au besoin.	.15	Mark off the work area; control access and barricade as needed.
.16	Prendre toutes les mesures nécessaires pour garder le lieu de travail propre et bien ordonné tout au long des travaux et s'assurer qu'à la fin de chaque journée de travail, le lieu de travail ne comporte aucune condition dangereuse.	.16	Take all necessary measures to keep the work site clean and orderly for the duration of the work, and at the end of each workday, ensure nothing at the work site represents a safety hazard.
.17	Lorsqu'un(e) travailleur(euse) exécute un travail seul dans un lieu isolé où il/elle lui est impossible de demander de l'assistance, identifier les risques liés à cette situation et fournir au Ministre une procédure visant à prévenir ces risques et à obtenir rapidement de l'aide en cas d'urgence.	.17	When a worker is required to work alone in an isolated place where it is impossible for him/her to obtain help, identify the risks involved and provide the Minister with a procedure aimed at eliminating these risks and rapidly obtaining help in the event of an emergency.
.18	En cas d'incident imprévu, prendre toutes les mesures nécessaires, incluant l'arrêt des travaux, pour protéger la santé et la sécurité des travailleurs et du public et communiquer sans délai avec le Ministre.	.18	In the event of an unexpected incident, take all necessary measures, including imposing a work stoppage, to protect the health and safety of the workers and the public, and immediately notify the Minister.
.19	S'assurer de la protection et du respect du public lors des travaux de déneigement sur le sol.	.19	Ensure the protection and the respect of the public during snow removal work on the ground.
.20	Les véhicules doivent être munis de gyrophares et d'avertisseurs de recul.	.20	Vehicles must be equipped with revolving lights and backup alarms.

**ANNEX « C »**  
**Evaluation Criteria**  
**Snow removal Health Canada**  
**1001 St-Laurent, Longueuil, Qué.**



**EF944-180573**

**Evaluation criteria**

Bids submitted in writing must demonstrate that they meet all mandatory evaluation criteria in order to be considered receivable.

<b>Mandatory criteria</b>	<b>Instructions</b>
<hr/> <p>1- The bidders must submit two (2) examples of similar projects carried out during the last 5 years in snow removal either for areas equal to or greater than 78000pc</p>	<hr/> <p>Bidders must complete part 2 in annex « G ».</p>

Partie 2

**ANNEX « C »**  
**Evaluation Criteria**  
**Snow removal Health Canada**  
**1001 St-Laurent, Longueuil, Qué.**

**EF944-180573**

<b>Reference No. 1</b>	Year and period of contract _____
	Organisation/company _____
	Contact person _____
	Project description
	_____ _____ _____ _____
<b>Reference No. 2</b>	Year and period of contract _____
	Organisation/company _____
	Contact Person _____
	Project description
	_____ _____ _____ _____



## BASIS OF PAYMENT

### Annex “B”

The prices proposed in this Basis of Payment include all expenses related to the work and exclude all applicable taxes.

#### 1. Price

##### 1.1 Base Period

Period	Proposed Price (\$CAD)
contract year 1 From contract award date to September 30 <sup>th</sup> 2018	_____ \$ (A)
contract year 2 From October 1 <sup>st</sup> 2018 to September 30 <sup>th</sup> 2019	_____ \$ (B)

##### 1.2 Options

Period	Proposed Price (\$CAD)
From October 1 <sup>st</sup> 2019 to September 30 <sup>th</sup> 2020	_____ \$ (C)
From October 1 <sup>st</sup> 2020 to September 30 <sup>th</sup> 2021	_____ \$ (D)
From October 1 <sup>st</sup> 2021 to September 30 <sup>th</sup> 2022	_____ \$ (E)

#### 2. Payment Calendar

##### 2.1 For the Base period for the contract :

Period	Value of payment	\$ Payment
Year 1 – From contract award date to September 30 <sup>th</sup> 2018		
November 2017	1/6 of (A)	_____ \$
December 2017	1/6 of (A)	_____ \$
January 2018	1/6 of (A)	_____ \$
February 2018	1/6 of (A)	_____ \$
March 2018	1/6 of (A)	_____ \$
April 2018	1/6 of (A)	_____ \$

Period	Value of payment	\$ Payment
Year 2 – From October 1 <sup>st</sup> 2018 to September 30 <sup>th</sup> 2019		
November 2018	1/6 of (B)	_____ \$
December 2018	1/6 of (B)	_____ \$
January 2019	1/6 of (B)	_____ \$
February 2019	1/6 of (B)	_____ \$
March 2019	1/6 of (B)	_____ \$
April 2019	1/6 of (B)	_____ \$

## 2.2 For optional periods

Period	Value of payment	\$ Payment
Year 3 (option) – From October 1 <sup>st</sup> 2019 to September 30 <sup>th</sup> 2020		
November 2019	1/6 of (C)	_____ \$
December 2019	1/6 of (C)	_____ \$
January 2020	1/6 of (C)	_____ \$
February 2020	1/6 of (C)	_____ \$
March 2020	1/6 of (C)	_____ \$
April 2020	1/6 of (C)	_____ \$

Period	Value of payment	\$ Payment
Year 4 (option) – From October 1 <sup>st</sup> 2020 to September 30 <sup>th</sup> 2021		
November 2020	1/6 of (D)	_____ \$
December 2020	1/6 of (D)	_____ \$
January 2021	1/6 of (D)	_____ \$
February 2021	1/6 of (D)	_____ \$
March 2021	1/6 of (D)	_____ \$
April 2021	1/6 of (D)	_____ \$

Period	Value of payment	\$ Payment
Year 5 (option) – From October 1 <sup>st</sup> 2021 to September 30 <sup>th</sup> 2022		
November 2021	1/6 of (E)	_____ \$
December 2021	1/6 of (E)	_____ \$
January 2022	1/6 of (E)	_____ \$
February 2022	1/6 of (E)	_____ \$
March 2022	1/6 of (E)	_____ \$
April 2022	1/6 of (E)	_____ \$