



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment Canada</b> <b>/ Réception des soumissions – Environnement Canada</b></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUSSION À:</b> <b>ENVIRONNEMENT CANADA</b></p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<b>Title – Titre: Snow Clearing at Iqaluit, NU</b>	
	<b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP K4E21-17-0005</b>	
	<b>Date of Bid solicitation (2017-08-08) – Date de la demande de soumissions (2017-08-08)</b>	
	<b>Bid Solicitation Closes (2017-09-19) - La demande de soumissions prend fin (2017-09-19)</b>	<b>Time Zone – Fuseau horaire</b>  <i>Mountain</i>
	<b>at – à 2:00 P.M.</b> <b>on – le</b>	
	<b>F.O.B – F.A.B Iqaluit, NU</b>	
	<b>Address Enquiries to - Adresser toutes questions à Environment and Climate Change Canada, Attention: Cyndi Ryan Manager, Contracting &amp; Finance Directorate, 9250 – 49 Street NW Edmonton, Alberta T6B 1K5</b>	
	<b>Telephone No. – N° de téléphone</b> <b>780-951-8659</b>	<b>Fax No. – N° de Fax</b> <b>780-495-5097</b>
	<b>Delivery Required (2017-12-1) – Livraison exigée (2017-12-1)</b>	
	<b>Destination - of Services / Destination des services</b> Environment & Climate Change Canada, Aerological Operations, Box 607, Iqaluit, NU X0A 0H0	
<b>Security / Sécurité: Not Applicable</b>		
<b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. – N° de téléphone</b>	<b>Fax No. – N° de Fax</b>	

	<p><b>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) /</b>  <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b></p> <p><b>Signature</b> <span style="float: right;"><b>Date</b></span></p>
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The purpose of this Request for Proposal is to: establish a multi-year contract for snow clearance at the Iqaluit Upper Air Weather Station.

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**PART 1 – GENERAL INFORMATION**

**1. Security Requirement**

1.1 There is no security requirement associated with this requirement aside from requirement to check in with on-site staff.

**2. Statement of Work**

The Contractor must perform the Work as follows: See Annex A

**3. Debriefings**

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

**PART 2 – BIDDER INSTRUCTIONS**

**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 PWGSC *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 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

**Under “Text” at 02:**

**Delete:** “Procurement Business Number”

**Insert:** “Deleted”

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** “Deleted”

**At Section 05 Submission of Bids, Subsection 05 (2d):**

**Delete:** In its entirety

**Insert:** "send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;"

**At Section 06 Late Bids:**

**Delete:** "PWGSC"

**Insert:** "Environment Canada"

**At Section 07 Delayed Bids:**

**Delete:** "PWGSC"

**Insert:** "Environment Canada"

**At Section 08 Transmission by Facsimile, Subsection 08 (1):**

**Delete:** In its entirety

**Insert:** "Bids may be submitted by facsimile if specified in the bid solicitation."

**At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:**

**Delete:** In their entirety

**Insert:** "Deleted"

**At Section 17 Joint Venture, Subsection 17 (1) b.:**

**Delete:** "the Procurement Business Number of each member of the joint venture,"

**Insert:** "Deleted"

**At Section 20 Further Information, Subsection 20 (2):**

**Delete:** In its entirety

**Insert:** "Deleted"

## **2. Submission of Bids**

**2.1** Bids must be submitted to the Contracting Authority at the address indicated on page 1 of the bid solicitation by 19 Sept 2017, 14:00 Mountain.

**2.2** Bids may be transmitted by facsimile to Cyndi Ryan at: 780-495-5097.

## **3. Former Public Servant – Competitive Bid**

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 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.

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **5. Applicable Laws**

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

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.

#### **6. Basis for Canada's Ownership of Intellectual Property: Not Applicable**

### **PART 3 – BID PREPARATION INSTRUCTIONS**

## 1. Bid Preparation Instructions

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

Section I: Technical Bid 1 hard copy or 1 soft copy in PDF format, *such as CD, DVD*

Section II: Financial Bid 1 hard copies or 1 soft copy in PDF format, *such as CD, DVD*

Section III: Certifications ( 1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Bids may be submitted to the Contracting Authority via e-mail, facsimile, courier or Canada Post mail.

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>). 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; and
- (3) print on both sides of the paper.

### Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will carry out the Work

### Section II: Financial Bid

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

#### 1.1 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements *for phases of the work, travel if required*, of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.

"The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:

- (i) all travel between the successful bidder's place of business and the Regina office if required.

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.)

- (b) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (c) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (d) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (e) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in the resultant contract in part 6 of the bid solicitation.
- (f) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

**1.2** Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

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

### **1. Evaluation Procedures**

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



**Information to be included in the bid:**

**For Technical Proposal:**

1. Mandatory Certifications
2. Technical Proposal.

**For Financial Proposal:  
In Separate Envelope: Financial Bid**

**Note that all proposals MUST include Technical Evaluation responses in a SEPARATE envelope from the Financial Bid.**

**1.1 Technical Evaluation**

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

All bidders should consider the information in the following tables as part of their proposal when preparing information to answer and comply with the technical evaluation portion of their submission.

**1.2 Technical Evaluation**

**1.2.1. Mandatory Technical Criteria:** Bidders must meet these criteria in order to be further considered. Failure to meet mandatory criteria will result in being eliminated from further consideration. Each mandatory requirement must be checked off "Yes". Failure to meet any mandatory requirement will result in the elimination of bid from the competition.

1.2.2: The Bidder must include proof of minimum \$2,000,000.00 liability insurance.

1.2.3: The Bidder must include proof of Workman's Compensation certification in good order.

**Point-Rated Technical Evaluation Criteria:**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

**For the bid to be valid, the bidder must obtain a minimum pass mark of 250 points score within the technical evaluation based on the following grid. Bids that obtain less than 250 points will be considered non-responsive.**

\* Note 1: for criteria S1 – S3, partial marks will be awarded if the rated element is addressed in the Bidder's plan, but not in a sufficiently detailed manner, or where minor but observable weaknesses are

identified. Consequently, the plan provides a reasonable but not a high level of assurance that activities will be carried out successfully. Partial marks will be awarded where major weaknesses or flaws are identified, or where important information is missing altogether from the bid.

<b>Max Points available Awarded Score</b>	<b>Point Allocation</b>	<b>Points</b>	<b>Comments</b>
<p><b>S1. Plan for the execution of the Maintenance Work. (150 points)</b></p> <p>Bidder should provide a detailed plan that demonstrates how it will conduct snow clearing at the station.</p>	<p>The Bidder is capable of meeting the snow removal criteria and that they will clear the snow on an "as and when required" as per the Contractor or when the snow reaches a minimum of 5 cm.</p>		
<p><b>S2. Bidders Corporate Experience (250 points)</b></p> <p>The Bidder should demonstrate its experience in administering similar contracts.</p>	<p>Twenty five (25) points for each year administering similar contracts, up to a max of two hundred and fifty (250) points.</p> <p>* Note: points will only be awarded for the corporate experience of the Bidder (i.e. the firm's experience). Points will not be awarded under this criterion for the experience of individuals.</p>		
<p><b>S3. Winter Maintenance Equipment. (100 points)</b></p> <p>The Bidder should provide detailed information on Snow Removal Equipment.</p>	<p>The Bidder will provide details on the type of equipment that will be used during the snow removal at the Aerological Station and that it is in good working order. (100 points)</p>		
<b>Minimum Pass Mark</b>		<b>(250)</b>	
<b>Total Score</b>		<b>(500)</b>	

### 1.3 Financial Evaluation

**Note that all proposals submitted by mail MUST include Technical Evaluation responses in a SEPARATE envelope from Financial Bid Proposal.**

<b>PRICING</b>	
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### 2. Basis of Selection

## **Basis of Awarding Contract:**

### **The Basis of Selection to issue the resulting Contract is:**

To qualify, bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated technical criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations.

The contract will be awarded to

The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **1.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

## **2. Additional Certifications Required Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

### **2.1 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.

### **2.3 Rate or Price Certification**

### **3. Certifications Required with the Bid**

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

## **PART 6 - RESULTING CONTRACT**

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

### **1. Security Requirement**

1.1 There is no security requirement applicable to this Contract aside from requirement to check in with on site staff.

### **2. Statement of Work**

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

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

#### **3.1 General Conditions**

2010B, General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

#### **At Section 12 Transportation Costs**

**Delete:** In its entirety

**Insert:** "Deleted"

#### **At Section 13 Transportation Carriers' Liability**

**Delete:** In its entirety.

**Insert:** "Deleted"

**At Section 18, Confidentiality:****Delete:** In its entirety**Insert:** "Deleted"

Insert Subsection: "35 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

**A. For professional services requirements where the deliverables are copyrightable works:*****Canada to own Intellectual Property rights in Copyright*****At Section 19 Copyright**

1. In this section:
  - "Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.
  - "Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;
  - "Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;
2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
3. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the *Copyright Act*, R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the

contrary, including the wording on any shrink-wrapped license attached to any deliverable.

#### **4. Term of Contract**

##### **4.1 Period of the Contract**

The period of the Contract is from date of Contract to June 30, 2020 inclusive.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Cyndi Ryan  
Title: Manager,  
Environment Canada  
Procurement and Contracting  
Address: 9250 – 49 Street, NW  
Edmonton, Alberta T6B 1K5

Telephone: 780-951-8659  
Facsimile: 780-495-5097  
E-mail address: cyndi.ryan@canada.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. 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. Payment**

##### **7.1 Basis of Payment**

Estimate as supplied: **Basic proposed dollar amount, plus GST**

Contract is to be paid monthly “as-and-when-required” upon acceptance of all specified deliverables. Departmental Representative must review and approve deliverables prior to any compensation.

The Departmental Representative will serve as point of contact for the Contractor and verify satisfactory work completion in accordance with the Statement of Work. Following

review, receipt of completed work, and acceptance of the final invoice, payment shall be made within 30 days. All deliverables will be assessed at the sole discretion of the Environment & Climate Change Canada Departmental representative to determine acceptability.

#### **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) Modified 2010B General Conditions
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;

### **ANNEX A**

#### **STATEMENT OF WORK**

**Title: Snow Clearing at Iqaluit, NU**

**Background:** Environment and Climate Change Canada requires clearing and removal of snow accumulation at the Environment Canada Upper Air Station at Iqaluit, Nunavut on an ongoing, multiyear basis.

#### **STATEMENT OF WORK**

The Contractor will provide all necessary labour, equipment and material required to perform snow clearing and removal services at the Environment Canada Upper Air Station in Iqaluit, NU. Contract is to commence on date of signing and terminate June 30, 2020.

The snow clearing schedule shall be determined by the Contractor on an “as and when required” basis, but in no event shall the snow accumulate more than five centimeters, unless otherwise directed by the Departmental Representative.

Snow hauling will be performed on an “as and when required” basis, as requested by the Departmental Representative.

The Contractor shall abide by all on-site rules and regulations, and complete work with a minimum of disturbance to Environment Canada.

**Deliverables:** As per Statement of Work. Invoices to be submitted to the Departmental Representative monthly as a result of requests for service on an “on-and-as-required” basis.