



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

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

*** SOLICITATION CONTAINS A SECURITY
REQUIREMENT***

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Title - Sujet Snow Removal | |
| Solicitation No. - N° de l'invitation W0125-18SK06/A | Date 2017-09-25 |
| Client Reference No. - N° de référence du client W0125-18-SK06 | |
| GETS Reference No. - N° de référence de SEAG PW-\$KIN-535-7282 | |
| File No. - N° de dossier KIN-7-48027 (535) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-10-19 | Time Zone Fuseau horaire Eastern Daylight Saving Time EDT |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Carriere, Nancy | Buyer Id - Id de l'acheteur kin535 |
| Telephone No. - N° de téléphone (613) 545-8764 () | FAX No. - N° de FAX (613) 545-8067 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence Mountain View Detachment 3179 Siver Star Drive Building 95 MV Hwy 62 South Ameliasburg, Ontario | |

Instructions: See Herein

Instructions: Voir aux présentes

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

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File No. - N° du dossier
KIN-7-48027

Buyer ID - Id de l'acheteur
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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

1.2.1 To provide all labour, materials, and equipment required to provide snow removal and the spreading of various abrasives for the Department of National Defence, 8 Wing, at Mountain View Detachment, 3179 Silver Star Drive, Building 95 MV, Hwy 62 South, Ameliasburg, Ontario, Canada. The initial period of the contract will be from 15 November 2017 to 31 March 2020 inclusive.

It is the intention of Canada to award one (1) contract for this requirement.

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

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

2.3 Former Public Servant

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

-
- e. rate of pay on which lump sum payment is based;
 - f. period of lump sum payment including start date, end date and number of weeks;
 - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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.

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: Financial Bid (one (1) hard copy)

Section II: Certifications (one (1) hard copy)

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

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

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

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

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

Section I: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section II: Certifications

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

File No. - N° du dossier
KIN-7-48027

Buyer ID - Id de l'acheteur

KIN535

CCC No./N° CCC - FMS No./N° VME

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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

Any bid which fails to meet the following mandatory requirements will be deemed nonresponsive and will receive no further consideration:

- a) It is MANDATORY that bidders submit firm lot prices, excluding all applicable taxes, for all of the pricing basis listed in the Basis of Payment at Annex B.
- b) Bids must not contain any alteration to the Pricing Basis other than the addition of the Bidder's prices.
- c) Bids must not contain any condition or qualification placed upon the bid.
- d) Pricing must be firm in Canadian currency, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- e) The price used in the evaluation will be the Total Evaluated Price, which is calculated as follows:

Pricing Basis A:

Pricing Basis A: Firm Lot Price for each month will be added together to arrive at the Extended Price. The Total Extended for Pricing Basis A is the sum of all Extended Prices for each year.

Pricing Basis B:

Pricing Basis B: For all items, located in Pricing Basis B, the unit price will be multiplied by the estimated usage to arrive at the Extended Price. The Total Extended Price for Pricing Basis B is the sum of all Extended Prices for all items.

The Total Evaluated Price will be the sum of all extended prices for Pricing Basis A, and B.

4.2 Basis of Selection

4.2.1 Basis of Selection

A bid must comply with all requirements of the bid solicitation 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.

5.2 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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" *or* "DND 626, Task Authorization Form" *or* "Task Authorization" form specified in Annex "F".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within one (1) calendar day of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$5,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

6.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on periods defined as follows:

1st period: 1-November-2017 to 31-March-2018;
2nd period: 1-November-2018 to 31-March-2019;
3rd period: 1-November-2019 to 31-March-2020

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the start and completion date for each authorized task; and

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.1.1.5 Task Authorization - Department of National Defence

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

6.2 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>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

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

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 15 November 2017 to 30 June 2020,

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nancy Carrière
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3
Telephone: (613) 545-8764
Facsimile: (613) 545-8067
E-mail address: Nancy.Carriere@pwgsc-tpsgc.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

The Project Authority for the Contract is: (to be updated at contract award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____

E-mail address: _____

In its absence, the Project Authority is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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 (to be completed by Bidder)

Name: _____
Title: _____
Address: _____

Telephone No: _____
Facsimile No: _____
E-mail address: _____

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.

6.7 Payment

6.7.1 Basis of Payment – Firm Lot Price

For the Work described in Pricing Basis “A” of the Basis of Payment in Annex B:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ (insert the amount at contract award). Customs duties are included, and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

6.7.2 Basis of Payment – Firm Unit Price(S) – Task Authorizations

For the Work described in Pricing Basis “B” of the Basis of Payment in Annex B:

For the Work described in Pricing Basis “B” of the Basis of Payment in Annex B:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. (*enter at contract award*) Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

6.7.4 Monthly Payment

SACC Manual Clause H1008C (2008-05-12) Monthly Payment

6.7.5 T1204 – Direct Request by Customer Department

SACC Manual Clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

6.7.6 Time and Contract Price Verification

SACC Manual Clause C0710C (2007-11-30) T1204 – Time and Contract Price Verification

6.7.7 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

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

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - c. one (1) copy must be forwarded to the consignee

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 Ontario.

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 2035, (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Insurance Requirements;
- (f) Annex G, Drawings;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____, (*insert date of bid*)

6.12 Insurance Requirements

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

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

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

6.13 SACC Manual Clauses

SACC Manual clause B9028C (2007-05-25) Access to Facilities and Equipment

SACC Manual clause A9062C (2011-05-16) Canadian Forces Site Regulations

ANNEX "A"

STATEMENT OF WORK

FOR THE PROVISION OF

SNOW REMOVAL AND SPREADING OF ABRASIVE

SNOW AND ICE CONTROL (SNIC)

DEPARTMENT OF NATIONAL DEFENCE

8 WING/MOUNTAIN VIEW DETACHMENT

1.0 Background

- 1.1 For snow and ice control operations at Canadian Forces Base Trenton/Mountain View Detachment

2.0 Acronyms and Abbreviations

| | |
|--------------|-----------------------------------------------------------------------|
| CFB | Canadian Forces Base |
| DND | Department of National Defence |
| HTA | The Province of Ontario Highway Traffic Act |
| MVD | Mountain View Detachment |
| MSEO | Mobile Support Equipment Officer |
| MTO | The Province of Ontario Ministry of Transport |
| MVTA | The Province of Ontario Motor vehicle Transportation Act |
| PA | Project Authority |
| PWGSC | Public Works and Government Services Canada |
| RC Air Ops C | Regional Cadet Air Operations Central |
| RCAF | Royal Canadian Air Force |
| SNIC | Snow and Ice Control |
| SOR | Statement of Requirement |
| Tn/RCEME | Transport/Royal Canadian Electrical and Mechanical Engineering Flight |
| TTA | The Province of Ontario Truck Transportation Act |
| WSIB | Worker's Safety and Insurance Board of Ontario |

3.0 Definitions

Abrasives: Abrasives will consist of sand (free from loam and dry) with 100% passing a 10 mm sieve and not more than 30% passing a #50 sieve.

Class conditions: This term used to identify acceptable levels of accumulation of snow on road and parking surfaces. Contractors are to attain 'Class 3 Conditions' at all times during the period of the contract.

Class 1: Bare pavement to a maximum of 2.5 cm
Class 2: Bare pavement to a maximum of 4.0 cm
Class 3: Bare pavement to a maximum of 5.0 cm

Class 4: Bare pavement to a maximum of 7.0 cm

4.0 Scope of Work

- 4.1 To provide all labour, materials and equipment required for snow removal and the spreading of treated abrasives at MVD.
- 4.2 This includes roads, parking lots and driveways at MVD as per the drawings/photos in Annex "G".
- 4.3 RC Air Ops Central is the Project Authority (PA). Tn/RCME Sqn will be consulted with snow removal areas. OPI will be the DCO RC Air Ops Central.
- 4.4 The contractor must meet with the PA prior to the start of contract to coordinate locations of snow piles and areas that are out of bounds.
- 4.5 The contractor must stay off aerodrome. This includes all runways, ramps, aprons and taxiways.
- 4.6 On an 'as and when requested' basis upon the direction of the PA, the contractor must be on site and starting operations within (1) hours of receipt of the call to provide plowing operations for access of personnel.
 - a. Plowing of snow during and after a snowfall/snowstorm;
 - b. Plowing/scraping of slush and snow, after an accumulation of 2.0 cm;
 - c. Plowing/scraping of ice after an accumulation of 0.5 cm;
 - d. Plowing of windrows/drifts as required to maintain access on roadways and parking lots; and
 - e. Applying abrasives as required.

5.0 Requirements

- 5.1 The SNIC season for MVD must be between 0600 hours to 1300 hours daily from Monday to Friday. The season is defined as 15 Nov 17 to 31 Mar 18 (year #1), 15 Nov 18 to 31 Mar 19 (year #2) and 15 Nov 19 to 31 Mar 20 (year #3).
- 5.2 The SNIC season must be based on a maximum seasonal accumulation of 250 cm, based on meteorological statistics provided by the 8 Wing Trenton Meteorological Section.

6.0 Equipment

Equipment **must** include a minimum of, but is not limited to:

- 1. Commercial Vehicle/Snowblader
- 2. Farm Tractor
- 3. Winter Tool Vehicle

Equipment that is **not** acceptable:

- 1. Passenger Truck
- 2. Light Truck

- 6.1 The contractor must ensure that all snow removal and sanding equipment corresponds to the work to be performed after a review of the areas designated for SNIC in the contract drawings/photos.

6.2 All vehicles used in the provision of services must conform to the Truck Transportation Act (TTA) and the Motor Vehicle Transportation Act (MVTA). All equipment must be equipped with applicable warning lights in accordance with the Highway Traffic Act (HTA), visible from all directions, equipped with back-up beepers and signs designating safety precautions.

6.3 All vehicles must have approved Ontario government vehicle inspection certification, and upon request must provide proof of certification to PA. Upon request, Contractor must provide to the PA all applicable ownership, safety inspection certification, proof of insurance, and / or rental / purchase agreements within seven (7) days of contract award. DND reserves the right to have the Province of Ontario's Ministry of Transport (MTO) inspect the Contractor's equipment at any time.

7.0 Equipment Storage

7.1 No storage of equipment, fuel or sand is authorized nor allowable on DND property.

8.0 Workmanship

8.1 The contractor must retain a sufficient number of licensed operators to provide snow removal operations in accordance with the terms of the contract.

9.0 Site Conditions

9.1 Within two (2) days of award of contract, the contractor, the PA and CE engineer must make a pre-snow removal inspection of grounds to determine the existence of damages, if any, in place prior to start of SNIC season.

9.2 Throughout the duration of the contract if damage occurs as a result of the contractor's SNIC operations, the contractor and PA must report any damage occurrence to the CE engineer within (1) working day. The contractor must repair any and all damage caused by the contractor's personnel/equipment within (30) days to the conditions that existed before the damages occurred. If the contractor fails to complete repairs within the time agreed, the CE engineer must authorize the repairs to be completed by DND and have the cost deducted from the contractor's payment.

10.0 Plowing

10.1 Plowing must be performed on roadways to the full width of the asphalt pavement, parking areas driveways as designated in the drawings. It is the contractor's responsibility to clear the roads by pushing and banking snow in the areas designated by the PA for snow storage. Parking areas as designated by the PA must be cleared of snow/ice to achieve a Class 3 condition. Road edges must be cleared to a minimum of one meter on each side.

11.0 Snow and Ice Materials

11.1 All Abrasives must be supplied by the contractor. Loading of abrasives will be the contractor's responsibility. Abrasive material must be spread to prevent slipping and skidding. The winter maintenance charts from MTO must be used as a general guide in application of materials. The only area of abrasives (sand only) to be used is the parking lot area and in front of the building. No other place would be allowed.

12.0 Quality Assurance

-
- 12.1 The PA, along with an assistant, must ascertain that all work is performed in accordance with specifications. The PA must provide the contractor with name, address and telephone number of the PA. The contractor must designate, in writing, a representative and assistant that can be reached at all times to fulfill the terms of the contract. During operations, the contractor's representative/assistant must remain on site in person. In the event of a change of the contractor's authorized representative/assistant, the contractor must immediately notify the PA and confirm the appointment in writing without delay.

13.0 Quality Control/Remedial Action

- 13.1 DND reserves the right to lease or use equipment and labour required to make up for any deficiencies on the part of the contractor in the performance of this contract. Costs incurred must be charged to the contractor and deducted from the contractor's payments. Costs must be based on the DND Cost Factors Manual.

ANNEX "B"

BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified below. Applicable taxes are extra, if applicable, and to be shown as a separate item on any resulting invoice. Pricing must be firm unit price in CDN including all costs associated with providing the statement of work. (Italics to be removed upon contract award)

Pricing Basis A: Fixed Per Period Rates

Pricing is FOB Destination. GST/HST as applicable is and must be shown as a separate item on all invoices. Fixed, all-inclusive price, for snow removal for the Snow and Ice Control (SNIC) for each season, based on a maximum precipitation of 250.0 cm of normal snow for all areas during the entire period of the Contract. If total yearly precipitation does exceed 250.0 cm, the fixed price sum will be paid and the services for clearing the snow in addition to the 250.0 cm will be paid under Pricing Basis B. If total Precipitation does not exceed 250.0 cm, only the fixed price sum will be paid. The reported snow accumulations from Government of Canada Weather Website found at:

https://weather.gc.ca/city/pages/on-126_metric_e.html

Price per Period of Contract:

The firm fixed price per period of the contract for snow clearing in accordance with Annex A, Statement of Work (SOW), based on a maximum precipitation of 250.0 cm for each season for the entire period of the contract, is as follows:

| Timeframes | Year 1 15-Nov-2017 to 31-Mar-2018 | | Year 2 15-Nov-2018 to 31-Mar-2019 | | Year 3 15-Nov-2019 to 31-Mar-2020 | |
|--------------------------------------------------|--------------------------------------|-------------------|--------------------------------------|-------------------|--------------------------------------|-------------------|
| First Period: Month of November (15 days) | \$ _____ /lot | For the period | \$ _____ /lot | For the period | \$ _____ /lot | For the period |
| Second Period: Month of December (31 days) | \$ _____ /lot | For the period | \$ _____ /lot | For the period | \$ _____ /lot | For the period |
| Third Period: Month of January | \$ _____ | For the period | \$ _____ | For the period | \$ _____ | For the period |

| | | | | | | |
|----------------------------------------------------------|----------------------|-------------------|----------------------|-------------------|----------------------|-------------------|
| (30 days) | /lot | | /lot | | /lot | |
| Fourth Period: Month of February (28 Days) | \$ _____ /lot | For the period | \$ _____ /lot | For the period | \$ _____ /lot | For the period |
| Fifth Period: Month of March (31 Days) | \$ _____ /lot | For the period | \$ _____ /lot | For the period | \$ _____ /lot | For the period |

**Pricing Basis B: Additional Requirements (Task Authorizations)
 Extra Services and Material on an “as and when” required basis**

This section is for the pricing of services which are required in addition to the services detailed in Pricing Basis A. All work performed under Pricing Basis B requires prior authorization in writing from the Project Authority using a DND 626 Task Authorization form.

If total precipitation exceeds 250.00 cm of normal snowfall or if the Project Authority requests snow clearing for areas not specified on the drawing, an additional payment will be made based on 100 sq. meters of area cleared per cm of precipitation.

The payments for extra costs incurred under Pricing Basis B will be limited to the actual services provided and that have been authorized in writing by the Project Authority. A log will be kept in the Project Authority's office or at a pre-arranged location.

The estimated usage figures are only an approximation of requirements given in good faith. This does not constitute an agreement by Canada to order any or all of the said services

YEAR 1

| Year 1 | | | | |
|----------------------------|--------------------------------------------------|------------------|---------------------------------|----------------|
| 15-Nov-2017 to 31-Mar-2018 | | | | |
| Item # | Description | Estimated Usages | Unit Price | Extended Price |
| 01 | Snow Removal of an area of 100 square metres per | 25 | \$ _____ / per 100 m2 per cm | \$ _____ |

| | | | | |
|----|----------------------------------------------------------------------------|----------|--------------------------------|----------|
| | centimetre of snow. | | of snow. | |
| 02 | Application of abrasive, including labour, material and equipment. | 6 | \$ _____ / per metric tonne | \$ _____ |
| 03 | Application of treated abrasive, including labour, material and equipment. | 6 | \$ _____ / per metric tonne | \$ _____ |
| | | | Year 1 Total: | \$ _____ |

YEAR 2

| Year 2 | | | | |
|----------------------------|----------------------------------------------------------------------------|------------------|------------------------------------------|----------------|
| 15-Nov-2018 to 31-Mar-2019 | | | | |
| Item # | Description | Estimated Usages | Unit Price | Extended Price |
| 01 | Snow Removal of an area of 100 square metres per centimetre of snow. | 25 | \$ _____ / per 100 m2 per cm of snow. | \$ _____ |
| 02 | Application of abrasive, including labour, material and equipment. | 6 | \$ _____ / per metric tonne | \$ _____ |
| 03 | Application of treated abrasive, including labour, material and equipment. | 6 | \$ _____ / per metric tonne | \$ _____ |
| | | | Year 2 Total: | \$ _____ |

YEAR 3

Solicitation No. - N° de l'invitation
W0125-18SK06/A
Client Ref. No. - N° de réf. du client
W0125-18-SK06

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48027

Buyer ID - Id de l'acheteur
KIN535
CCC No./N° CCC - FMS No./N° VME

| Year 3 | | | | |
|----------------------------|----------------------------------------------------------------------------|------------------|------------------------------------------|----------------|
| 15-Nov-2019 to 31-Mar-2020 | | | | |
| Item # | Description | Estimated Usages | Unit Price | Extended Price |
| 01 | Snow Removal of an area of 100 square metres per centimetre of snow. | 25 | \$ _____ / per 100 m2 per cm of snow. | \$ _____ |
| 02 | Application of abrasive, including labour, material and equipment. | 6 | \$ _____ / per metric tonne | \$ _____ |
| 03 | Application of treated abrasive, including labour, material and equipment. | 6 | \$ _____ / per metric tonne | \$ _____ |
| | | | Year 3 Total: | \$ _____ |

ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

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

ANNEX "D"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

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.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavor 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. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX "E"

ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the Ineligibility and Suspension Policy, Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - _____

Suppliers may register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the Info Line at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Solicitation No. - N° de l'invitation

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W0125-18-SK06

Amd. No. - N° de la modif.

File No. - N° du dossier
KIN-7-48027

Buyer ID - Id de l'acheteur

KIN535

CCC No./N° CCC - FMS No./N° VME

ANNEX "F"

DND 626 TASK AUTHORIZATION FORM

Buyer ID - Id de l'acheteur
KIN535
CCC No./N° CCC - FMS No./N° VME

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------|
| <div style="display: inline-block; vertical-align: middle; text-align: right;"> National Defence Défense nationale </div> | | TASK AUTHORIZATION AUTORISATION DES TÂCHES | |
| All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche. | | | Contract no. – N° du contrat Task no. – N° de la tâche |
| Amendment no. – N° de la modification | Increase/Decrease – Augmentation/Réduction | Previous value – Valeur précédente | |
| To – À TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat. | | | |
| Delivery location – Expédiez à | Date _____ for the Department of National Defence pour le ministre de la Défense nationale | | |
| Delivery/Completion date – Date de livraison/d'achèvement | | | |
| Contract Item no. N° d'article du contrat | Services | | Cost Prix |
| | | | |
| | GST/HST TPS/TVH | | |
| | Total | | |
| APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU' AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat. | | | |
| _____ for the Department of Public Works and Government Services pour le ministre des Travaux publics et services gouvernementaux | | | |

Solicitation No. - N° de l'invitation
W0125-18SK06/A
Client Ref. No. - N° de réf. du client
W0125-18-SK06

Amd. No. - N° de la modif.

File No. - N° du dossier
KIN-7-48027

Buyer ID - Id de l'acheteur
KIN535
CCC No./N° CCC - FMS No./N° VME

**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments, per diem rates/labour category hourly rates, travel and living rates, firm price/costing price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

N° de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

A
Nom de l'entrepreneur.

Expédiez à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez-les ici colle/collies qui s'appliqueraient à la soumission pour la tâche à accomplir (p.ex. acompte forcé sur les étapes franchies, taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre, frais de déplacement et de séjour, prix fixe ou prix plafond, etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ANNEX "G"

DRAWINGS

(Attached)



Solicitation No. - N° de l'invitation
W0125-18SK06/A
Client Ref. No. - N° de réf. du client
W0125-18-SK06

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48027

Buyer ID - Id de l'acheteur
KIN535
CCC No./N° CCC - FMS No./N° VME

