



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**Room 100,**  
**167 Lombard Ave.**  
**Winnipeg**  
**Manitoba**  
**R3B 0T6**  
**Bid Fax: (204) 983-0338**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Title - Sujet</b> Snow Removal	
<b>Solicitation No. - N° de l'invitation</b> W0117-171228/A	<b>Date</b> 2017-10-31
<b>Client Reference No. - N° de référence du client</b> W0117-171228	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-010-10353	
<b>File No. - N° de dossier</b> WPG-7-40096 (010)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-12-11</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Maki, Christie	<b>Buyer Id - Id de l'acheteur</b> wpg010
<b>Telephone No. - N° de téléphone</b> (204) 891-6126 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE ASSORTED WINNIPEG LOCATIONS 17 WING WINNIPEG, HMCS Manitoba R3J3Y5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## Snow Removal

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-7-40096

Buyer ID - Id de l'acheteur  
wpg010  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

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

### **1.2 Summary**

The Department of National Defence, Canadian Forces Base, Winnipeg requires the furnishing of all labour, materials, tools, equipment, supervision and transportation required for snow clearing and removal from various DND locations in Winnipeg. All work procedures and equipment must be in accordance with legislated standards. Scheduled snow clearing services are required from date of contract issuance to March 31, 2018. For any subsequent option years exercised, scheduled snow clearing services will be required from November 1 to March 31.

The contract will be from date of issuance until April 30, 2018 with two, one year option periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

There is an optional site visit November 22, 2017 at 13:00 associated with this requirement. Please Consult Part 2 – Bidder Instructions.

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

#### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### **Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

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

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as 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 Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **2.7 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Canex building (bldg #17) 700 Wihuri Rd. on November 22, 2017. The site visit will begin at 13:00 CST.

Bidders must communicate with the Contracting Authority no later than November 20 at 13:00 CST to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and who do not provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance sheet. No

alternative appointment will be given to bidders who do not attend or do not send a representative. Bidders who do not participate in the visit will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Financial Bid (1 hard copies)

Section II: Certifications (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 F Electronic Payment Instruments, to identify which ones are accepted.

If Annex F 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



### **3.1.4 SACC Manual Clauses**

#### **Section II: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Financial Evaluation**

##### **4.1.1.1 Mandatory Financial Criteria**

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

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria**

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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

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

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

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

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

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](#) website

(<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

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

### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the 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) (<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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) 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.

#### **6.1.2 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.

##### **6.1.2.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex D.

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 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the 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.

#### **6.1.2.2 Task Authorization Limit**

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

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

#### **6.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

*SACC Manual* Clause [B9031C](#) (2011-05-16), Canada's Obligation- Portion of the Work- Task Authorizations

#### **6.1.2.4 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 or in Annex E. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 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 total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

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

**6.1.2.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Department of National Defence, 17 Wing, TEME. 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) (<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 date of Contract to April 30, 2018 inclusive

**6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.4.3 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: Christie Maki  
Title: A/ Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 100-167 Lombard Ave, Winnipeg MB R3B 0T6  
  
Telephone: 204-891-6126  
Facsimile: 204-983-7796  
E-mail address: christie.maki@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is: TO BE DETERMINED

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

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 Price**

For the Work described in the Statement of Work and relating to Scheduled Services in Annex B Pricing Schedule 1:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, for a cost of \$To be determined. 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-Individual task authorizations**

For the Work described in the Statement of Work and relating to Scheduled Services in Annex B Pricing Schedule 2:

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ to be determined . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

#### **6.7.3 Monthly Payment**

SACC Manual Clause [H1008C](#) (2008-08-12), Monthly Payment

#### **6.7.4 Electronic Payment of Invoices – Contract**

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

To be determined

#### **6.7.5 Discretionary Audit**

SACC Manual Clause [C0705C](#) (2010-01-11) Discretionary Audit

#### **6.7.6 Time Verification**

SACC Manual Clause [C0711C](#) (2008-05-12) Time Verification

### **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.

## **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.

### **6.9.2 SACC Manual Clauses**

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

## **6.10 Applicable Laws**

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

## **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, including Appendix 1 diagrams 1,2,3,4;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated \_\_\_\_\_.

## **6.12 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex C. 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**



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A9039C Salvage 2008-05-12

A9062C Canadian Forces Site Regulations 2011-05-16

## ANNEX A

### STATEMENT OF WORK

#### SNOW REMOVAL

##### Background:

The Department of National Defence, Canadian Forces Base, Winnipeg requires the furnishing of all labour, materials, tools, equipment, supervision and transportation required for snow clearing and removal from various DND locations in Winnipeg. All work procedures and equipment must be in accordance with legislated standards. Scheduled snow clearing services are required from date of contract issuance to March 31, 2018. For any subsequent option years exercised, scheduled snow clearing services will be required from November 1 to March 31.

The contract will be from date of issuance until April 30, 2018 with two, one year option periods.

##### **Location of Work: (Winnipeg MB)**

- A 17 Wing Chapel (Bldg #94),  
Silver Ave
- B Military Family Resource Center  
(MFRC) Child Care Center (Bldg#125),  
630 Whytewold Rd
- C Personnel Support Programs (PSP) Offices / 17 Wing Gymnasium  
(Bdg#90 and # 33)  
680 Whytewold Rd
- D CANEX Retail Store,  
700 Wihuri Rd (Bldg#17)
- E 17 Wing Residential Housing Units (RHU's)  
as bordered by Sabre Cres  
(including Sabre Cres, Canso St, and Argus St),
- F North Side Private Married Quarters (PMQ) Area,  
Airforce Way, Mooregate St (north of Ness Ave),  
Conway St (north of Ness Ave)  
( back lanes inclusive for the aforementioned areas of location (f))

\* See attached diagram 1 (Base), areas highlighted in green are referenced in the above descriptions.

- G HMCS Chippewa  
1 Navy Way
- H Minto Armories  
969 St Mathews Ave
- I McGregor armories

551 Machray Ave

\* See attached diagrams 2, 3, 4, areas highlighted in yellow are referenced in the above descriptions.

## **SCOPE OF WORK**

**1) SURFACE SNOW CLEARING-- (Regular Scheduled) services required from date of contract issuance to March 31, 2018. For any subsequent option years exercised services will be required from November 1 to March 31**

.1 The contractor must:

- .1 Provide services for clearing of snow from the surfaces of all the locations above. Including streets, alleys, parking areas and compounds indicated in the attached diagrams 1-4.
- .2 Clear all surfaces including streets, alleys, parking areas and compounds so that the surfaces have no more than 2cm accumulation by 0700 hrs 7 days a week.
- .3 Supervise and plan surface snow clearing services. DND will not be responsible for a advising the contractor when this portion of the work is required.
- .4 Keep up to date on weather and checking the surfaces on a regular basis in order to ensure compounds have no more than 2cm accumulation on surfaces by 0700 hrs- 7 days a week.
- .5 Clear snow to maintain handicap parking stalls at all locations. Handicap parking stalls must be free of snow and ice.
- .6 Clear the surfaces by pushing and banking snow in the areas designated by the Technical Authority for snow storage.

.2 Surface clearing must be performed on roadways to the full width of the asphalt pavement, parking areas, and driveways designated in the drawings.

.3 Services for this portion of work are based on accumulation of snow.

.4 Accumulation of snow caused by winds, whether they occur during a snowfall or not are included as accumulation for the purpose of this contract.

.5 Hours

Surface clearing must only take place during the following times:  
Monday to Friday between 1600 and 0700 hrs  
Saturday and Sunday 24 hours

.6 Invoicing

The Contractor will be paid a firm monthly rate for this portion of the contract regardless of how many times the contractor clears the surfaces. Services will be invoiced monthly.

## **2) WORK REQUIRED ON "AS REQUESTED" BASIS- Task Authorization (TA) Portion**

## **2.1 REMOVAL OF ICE IN AREAS SPECIFIED**

- .1 Apply ice melt and/or sand to designated area on an "as requested" basis.

## **2.2 APPLY SAND AND SALT**

- .1 The contractor shall apply winter sand/salt on an as requested basis. This will be co-ordinated only through the Technical Authorities.
- .2 Sand/salt mixture to be approved for use by the Wing Environmental Officer. Salt content must not consist of more than 5% of the mixture.
- .3 Spreading rates of mixture must be as per the province of Manitoba standards.

## **2.3 REMOVAL OF SNOW- HAULING OFF SITE**

- .1 The contractor shall remove the snow from the premises on an as requested basis as there is limited area for stockpiling. This will be co-ordinated only through the Primary Point of contact.
- .2 Contractor will use most economical means when deciding which equipment to use when hauling, only invoicing for what is required and what is used. DND reserves the right to request use of certain equipment though will generally leave it at the discretion of the contractor.

## **2.4 TASK AUTHORIZATION ADMINISTRATION:**

- .1 Task Authorization work may not commence until the contractor receives a signed Task Authorization authorizing work. Services rendered without a signed Task Authorization cannot be invoiced.
- .2 Generally these services will only be required for HMCS Chippewa, Minto Armories and McGregor armories.
- .3 Work must commence within 6 hours of request for "as requested" services.
- .4 The contractor will provide quotes for Task Authorization work, as requested by The Technical Authority, at no cost to DND. DND may request verbal or written quotes.
- .5 Hours

Work will generally be requested to be performed during the following times:  
1700 to 0700 Mon to Fri  
Saturday and Sunday 24 hours.  
Only Technical Authorities listed in the contract may request services.

- .6 Invoicing

The Contractor will be paid hourly rates for this Task Authorization Work. Invoices must be submitted monthly.

## **3) GENERAL**

- .1 All work must be done by skilled workers and in the most efficient and economical method.
- .2 All fuel, oil, lubricants in addition to any repairs required shall be the responsibility of the Contractor.
- .3 There will be no storage of equipment, fuel or sand on DND Property.
- .4 DND reserves the right to add or subtract locations included in this contract.
- .5 The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.
- .6 The Contractor shall comply with all Federal, Provincial, Municipal, local legislation, regulations and Worker Compensation regulations, in force at the time of the work.
- .7 The Contractor and their employees must hold all licences, and permits required to perform the work.

#### **4) DAMAGES**

The Contractor will be responsible for any damages caused to DND property while performing the work and will at no expense to DND, repair the damages to the satisfaction of the Project Authority.

Damages include but are not limited to:

Repositioning of parking bumpers to correct locations after spring-time melt,

Repair in the spring, with topsoil and sod, damaged grassed areas caused by winter snow removal equipment.

Prior to the commencement of the contract, the Contractor will inspect the areas to be serviced and identify to the Project Authority and damaged infrastructure.

#### **5) INVOICES**

Submit invoices to: DEPARTMENT OF NATIONAL DEFENSE  
715 WIHURI RD.  
PO Box 17000 STN FORCES  
WINNIPEG, MB,  
R3J – 3Y5  
ATTN; 17 MSS TRANSPORT FINANCE

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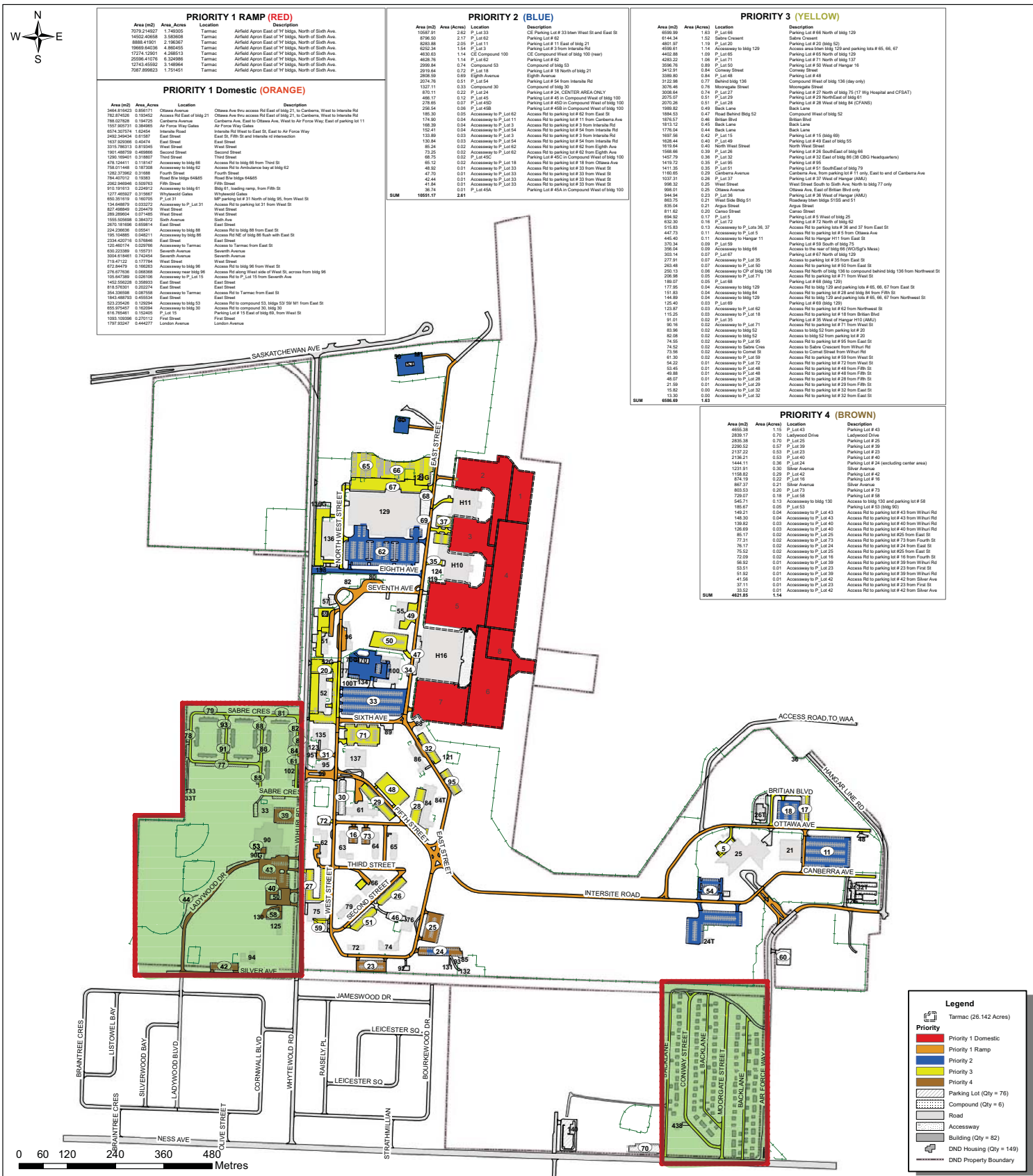
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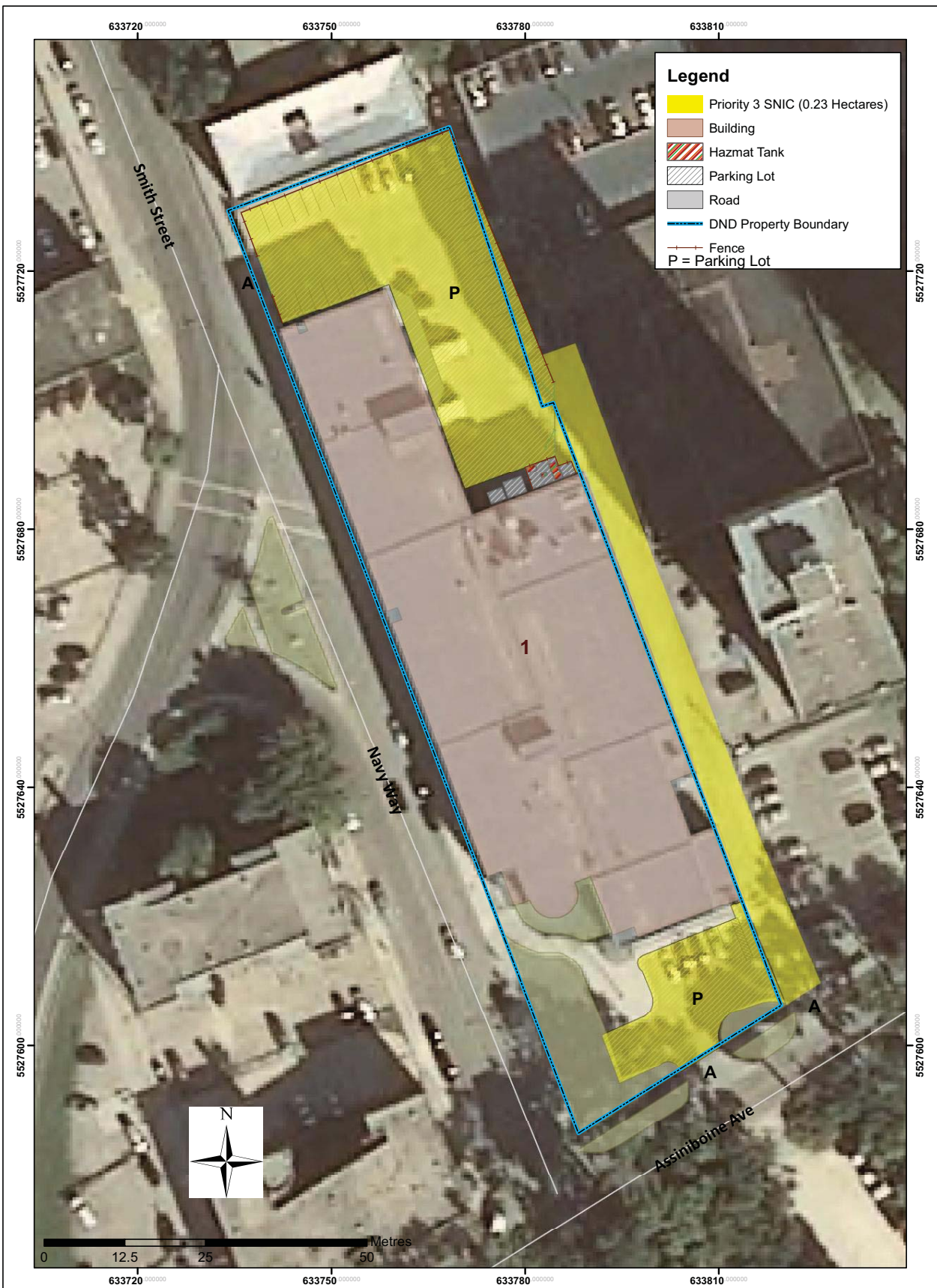
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## **APPENDIX 1**

### **Diagrams 1, 2, 3, 4**







**HMCS CHIPPAWA  
SNIC**

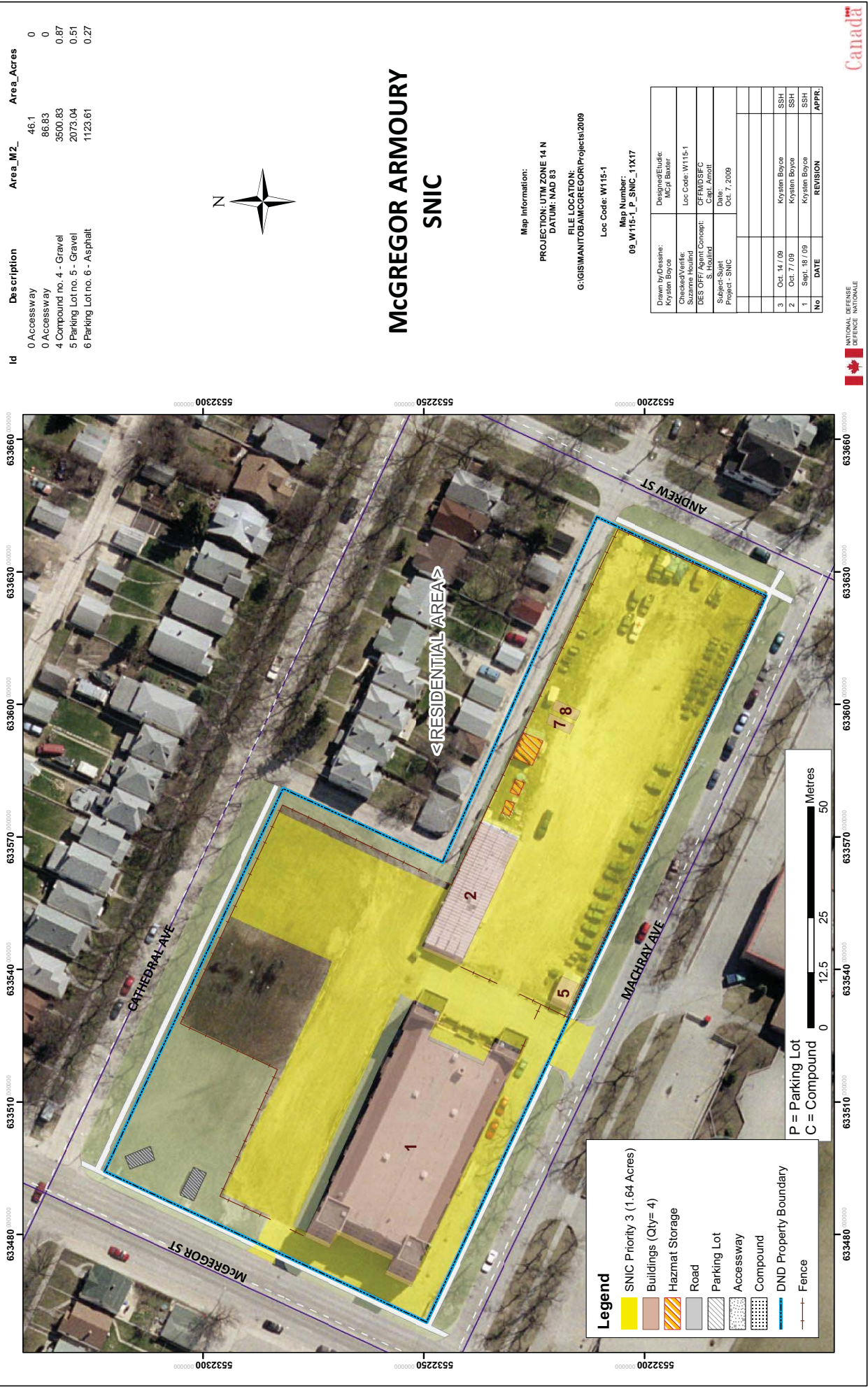


Drawn by/Dessine: Krysten Boyce	Designed/Etudie: MCpl Baxter
Checked/Verifie: Suzanne Houliand	Loc Code: W115-4
DES OFF/ Agent Concept: S. Houliand	CFFM/DSIFC Capt. Amott
Subject-Sujet Project - SNIC	Date: Oct. 7, 2009

Map Information:
PROJECTION: UTM ZONE 14 N DATUM: NAD 83
FILE LOCATION: G:\GIS\MANITOBA\MINTO\Projects\2009
Map Number: 09_W115-4_P_SNIC_01

3	Oct. 14 / 09	Krysten Boyce	SSH
2	Oct. 7 / 09	Krysten Boyce	SSH
1	Sept. 18 / 09	Krysten Boyce	SSH
No	DATE	REVISION	APPR.









Legend	
	Buildings (Qty= 5)
	Hazmat Storage
	Priority 3 SNIC (1.39 Hectares)
	Road
	Parking Lot
	Compound
	Parade Square
	Accessway
	DND Property Boundary
	Fence

P = Parking Lot  
C = Compound  
PS = Parade Square

## MINTO ARMOURY SNIC



0 12.5 25 50 Metres

Drawn by/Dessine: Krysten Boyce	Designed/Etudie: MCpl Baxter
Checked/Verifie: Suzanne Houliand	Loc Code: W115-2
DES OFF/Agent Concept: S. Houliand	CFPM/DSIFC Capt. Amott
Subject-Sujet Project - SNIC	Date: Oct. 7, 2009

Map Information:  
PROJECTION: UTM ZONE 14 N  
DATUM: NAD 83  
FILE LOCATION:  
G:\GIS\MANITOBA\MINTO\Projects\2009  
Map Number:  
09\_W115-2\_P\_SNIC\_01

No	DATE	REVISION	APPR.
3	Oct. 14 / 09	Krysten Boyce	SSH
2	Oct. 7 / 09	Krysten Boyce	SSH
1	Sept. 18 / 09	Krysten Boyce	SSH

## ANNEX B

### BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders must provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal will be changed to reflect the quantities stated in the RFP.

Pricing must be quoted in Canadian (CDN) funds, and remain firm for the period of the Contract. Pricing **MUST** include ALL costs associated with providing the services in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

The quantities specified below are provided for evaluation purposes only.

#### **Prorating prices- first month of contract only**

For the first month of the contract only, prorating of prices for scheduled snow clearing services may be required. This will be calculated as follows: (firm unit price/31) multiplied by number of days remaining in the first month of the contract.

### **PWGSC RESERVES THE RIGHT TO ADD OR DELETE WORK SITE LOCATIONS AS REQUIRED**

The financial evaluation will be calculated as follows:

1. For each line item, the estimated quantity (a) will be multiplied by each year's firm unit price.  
 $(a \times b) + (a \times c) + (a \times d) = \text{Extended Price (e)}$ ;
2. The Extended Price for each line item will be added = subtotal;
3. The subtotals will be added together to give the TOTAL BID PRICE FOR EVALUATION.

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**PRICING SCHEDULE 1: SCHEDULED SNOW CLEARING SERVICES (November 1 to March 31)**

Firm Unit Pricing as per Annex A, GST (if applicable) Extra							
I t e m	Description	Unit of Issue	Est Qty per year (a)	Firm Unit Price Yr # 1 (b)	Firm Unit Price Opt Yr # 1 (c)	Firm Unit Price Opt Yr #2 (d)	Extended Price (e) = (a) x (b) + (a) x (c)+ (a) x (d)
1	17 Wing Chapel (Bldg #94) Silver Ave,	Per month	5	\$	\$	\$	\$
2	Military Family Resource Center (MFRC) Child Care Center (Bldg#125), 630 Whytewold Rd	Per month	5	\$	\$	\$	\$
3	Personnel Support Programs (PSP) Offices / 17 Wing Gymnasium (Bdg#90 and # 33) 680 Whytewold Rd	Per month	5	\$	\$	\$	\$
4	CANEX Retail Store, 700 Wihuri Rd (Bldg#17)	Per month	5	\$	\$	\$	\$

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5	17 Wing Residential Housing Units (RHU's) as bordered by Sabre Cres (including Sabre Cres, Canso St, and Argus St)	Per month	5	\$	\$	\$	\$
6	North Side Private Married Quarters (PMQ) Area, Airforce Way, Mooregate St (north of Ness Ave), Conway St (north of Ness Ave) ( back lanes inclusive for the aforementioned areas of location)	Per month	5	\$	\$	\$	\$
7	HMCS Chippewa 1 Navy Way	Per month	5	\$	\$	\$	\$
8	Minto Armories 969 St Mathews Ave	Per month	5	\$	\$	\$	\$
9	McGregor armories 551 Machray Ave	Per month	5	\$	\$	\$	\$
<b>Subtotal i</b>							\$

## PRICING SCHEDULE 2: "AS REQUESTED" SERVICES

### TASK AUTHORIZATIONS

Additional service may be required on an "as and when requested" basis and authorized by DND. The work requested must be for the type of services defined in Annex A- Statement of Work.

The quantities specified below are provided for evaluation purposes only.

Firm all-inclusive prices/rates for "as and when requested" services in addition to the work described in Pricing Schedule 1.

Firm Unit Pricing as per Annex A, GST (if applicable) Extra							
Item	Description	Unit of Issue	Est Qty per year (a)	Firm Unit Price Yr # 1 (b)	Firm Unit Price Opt Yr # 1 (c)	Firm Unit Price Opt Yr #2 (d)	Extended Price (e) = (a) x (b) + (a) x (c) + (a) x (d)
10	Dump Truck with certified and working driver (Minimum 4 yard size truck)	Per hour	50	\$	\$	\$	\$
11	Power driven loader with certified and working operator (Minimum size skid-steer or equivalent)	Per hour	50	\$	\$	\$	\$
12	Sand Application, all-inclusive price- must include all required machinery, equipment, certified and working operator and sand.	Per yard	25	\$	\$	\$	\$
Subtotal ii							\$

TOTAL BID PRICE FOR EVALUATION = (subtotal i +subtotal ii) \$\_\_\_\_\_



## **ANNEX C**

### **INSURANCE REQUIREMENTS**

#### **Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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wpg010  
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## Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.



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# DND 626 TASK AUTHORIZATION FORM

National Defence / Défense nationale		<b>TASK AUTHORIZATION AUTORISATION DES TÂCHES</b>	
<b>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.</b>		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	<b>TO THE CONTRACTOR</b> <p>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.</p> <p>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.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>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.</p> <p>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.</p>		
Delivery location – Expédiez à	Date _____ for the Department of National Defence pour le ministère de la Défense nationale		
Delivery/Completion date – Date de livraison/d'achèvement			
Contract item no. N° d'article du contrat	Services		Cost Prix
	<b>GST/HST TPS/TVH</b>		
	<b>Total</b>		
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.			
<b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

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**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/celling 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.

**À**  
Nom de l'entrepreneur.

**Expédier 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). **Note :** 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 celles/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé 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 négociées 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.

**Note :**  
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.

Solicitation No. - N° de l'invitation  
W0117-171228/A  
Client Ref. No. - N° de réf. du client  
W0117-171228

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-7-40096

Buyer ID - Id de l'acheteur  
wpg010  
CCC No./N° CCC - FMS No./N° VME

## ANNEX E

### TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
10 August	01 May	31 July
10 November	01 August	31 October
10 February	01 November	31 January
10 May	01 February	30 April

Contract No.:	HT434-162321
Work Period:	

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

#### SEND TO:

Christie.maki@pwgsc-tpsgc.gc.ca

Or

Facsimile: (204) 983-7796 Attn: Christie Maki

Solicitation No. - N° de l'invitation  
W0117-171228/A  
Client Ref. No. - N° de réf. du client  
W0117-171228

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-7-40096

Buyer ID - Id de l'acheteur  
wpg010  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX F 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)