



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Snow Removal	
Solicitation No. - N° de l'invitation W684E-17LP66/A	Date 2017-12-17
Client Reference No. - N° de référence du client W684E-17LP66	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-014-11278	
File No. - N° de dossier EDM-7-40148 (014)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-29	Time Zone Fuseau horaire Mountain Standard Time MST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lau, Chris	Buyer Id - Id de l'acheteur edm014
Telephone No. - N° de téléphone (780) 566-2195 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON PO BOX 10500, STATION FORCES EDMONTON Alberta T5J4J5 Canada	

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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W684E-17LP66

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-7-40148

Buyer ID - Id de l'acheteur
edm014
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 Insurance 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, the Electronic Payment Instruments, the Insurance Requirements and the DND 626 Task Authorization Form.

1.2 Summary

The Department of National Defense (DND) requires the furnishing of all labour, tools and equipment to provide snow clearing, snow removal and sanding, to provide a safe and unobstructed surface for vehicular and pedestrian traffic. Work also includes removal of snow buildup from roof tops. The work will be on an "as and when required basis" with a monthly "stand-by allowance" at Riverbend Receiver Site, 21721 17th St NE RR#6, Edmonton, AB and Area 3 – Cardiff Transmitter Site, 55425 Range Road 245, Nmao, AB.

The period of the Contract is for three (3) years from contract award and up to two (2) additional one (1) year period under the same conditions.

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).

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 (*To be filled in by bidder*)

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 ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: 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: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: 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 "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" 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 III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

1. Compliance with the terms and conditions contained in this document.
2. Provision of pricing as requested.
3. Ability to perform the full scope of the work, as described in Annex "A".

4.1.2 Financial Evaluation

The total assessed bid price quoted in Annex "B" - Basis of Payment will be determined by:

The firm unit price for each item will be multiplied by its respective estimated annual usage to determine the Total Extended Price for each year.

The total extended prices for each year will be added together to obtain the total assessed bid 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) 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 – INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "C".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 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.

7.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization Form 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 five (5) 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.

7.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of **\$30,000.00**, Goods and Services Tax or Harmonized Sales Tax 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.

7.1.1.3 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.

7.1.1.4 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 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 15 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.

7.1.1.5 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (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 fifteen (15) 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christopher Lau
Title: Procurement Specialist
Public Services and Procurement Canada
Acquisitions Branch
Directorate: Western Region
Address: 5th Floor, ATB Place Tower, 10025 Jasper Avenue, Edmonton, AB T5J 1S6

Telephone: 780-566-2195
Facsimile: 780-497-3510
E-mail address: christopher.lau@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.

7.5.2 Project Authority (*To be released at contract award*)

The Project Authority for the Contract is:

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

Solicitation No. - N° de l'invitation
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Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-7-40148

Buyer ID - Id de l'acheteur
edm014
CCC No./N° CCC - FMS No./N° VME

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.

7.5.3 Contractor's Representative (*To be filled in by bidder*)

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

For the Work described in item 1 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 excluded 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.

For the Work described in item 2, 3 and 4 of the Basis of Payment in Annex "B":

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (*insert the amount at contract award*). 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 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.
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.

7.7.3 SACC Manual Clauses

H1000C (2008-05-12), Single Payment
H1008C (2008-05-12), Monthly Payment
A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C2000C (2007-11-30) Taxes - Foreign-based Contractor (if applicable).
C0710C (2007-11-30), Time and Contract Price Verification

7.7.4 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)

7.7.5 Time Verification

SACC Manual clause C0711C (2008-05-12), Time Verification

7.8 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;

- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
- 2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1.

7.9 Certifications and Additional Information

7.9.1 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.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex "A", Statement of Work
- (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 _____ (*insert date of bid*).

7.12 Canadian Forces Site Regulations

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

7.13 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.14 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.

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File No. - N° du dossier
EDM-7-40148

Buyer ID - Id de l'acheteur
edm014
CCC No./N° CCC - FMS No./N° VME

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.

ANNEX "A"

STATEMENT OF WORK

1. SITE OF WORK

Area 2 – Riverbend Receiver Site, 21721 17th St NE RR#6, Edmonton, AB. (Gravel Surfaces) Access road and parking lot.

Area 3 – Cardiff Transmitter Site, 55425 Range Road 245, Nmao, AB. (Gravel Surfaces) Access road and parking lot.

2. SCOPE OF WORK

- a. The work comprises of the furnishing of all labour, tools and equipment to provide snow clearing, snow removal and sanding, to provide a safe and unobstructed surface for vehicular and pedestrian traffic. Work also includes removal of snow buildup from roof tops. The work will be on an "as and when required basis" with a monthly "stand-by allowance". The contract as tendered will be based on firm unit rates as quoted in the Annex "B" - Basis of Payment. The contractor will only be paid if they are called out and perform the work. The monthly stand-by allowance will be paid for November 1st to March 31st inclusive for a fixed three year period.
- b. Clear and remove snow accumulations to a designated site.
- c. Sand roads and buildings entrances.
- d. Upon request, provide hourly labour for snow clearing and removal service for small, localized areas such as building roofs, building entries, parking stalls etc. Hourly labour rate is to include all typical equipment for snow removal such as a shovel, broom, etc. as well as a vehicle for traveling to, from and around the site.
- e. Areas included as detailed on the Site Plan attached: (reference Appendix "A" and "B")

(1) Snow Clearing. Snow Removal. (Refer to definition of service to be provided)

Area 2 – Riverbend Receiver Site. (Gravel Surfaces) Access road and parking lot.

Area 3 – Cardiff Transmitter Site. (Gravel Surfaces) Access road and parking lot.

3. DEFINITIONS

- a. "Snow clearing" - means plowing, blowing, pushing and shoveling snow from the areas indicated to allow for traffic movement. Response to site must be within 4 hours of being called out and the area must be unobstructed within 8 hours of call out.
- b. "Snow removal" - means loading, transporting and dumping accumulated snow from the area to the designated approved snow dump area within 24 hours of call out.
- c. "Sanding operations" means applying sand to ice and snow packed surfaces. Response time expected to be within 1 hour of call out and sanding must be completed within 4 hours.
- d. "Stand-by allowance" means the monthly amount paid for upon invoicing for the Contractor to be in full preparation with all equipment, materials and manpower to execute the work under this contract within the time frames noted above. This shall place the work under this contract as the #1 priority to the Contractor when compared to all other work. This will apply to a 5 month period of November to March inclusive.

4. PAYMENT

- a. Snow clearing, snow removal and sanding operations for roads and sidewalks.
 - (1) Should be ordered, completed and billed separately as per time cost (reference annex "B").
 - (2) Payment will be made on satisfactory completion of the work as determined by the Real Property Operations Section Representative.
- b. Snow clearing and removal service for small localized areas
 - (2) Should be ordered, completed and billed separately as per hour rate (reference annex "B").
 - (3) Payment will be made on satisfactory completion of the work as determined by the Real Property Operations Section Representative.
- c. The "stand-by allowance" amount will be paid monthly regardless of whether the contractor gets called out or not. The Real Property Operations Section reserves the right to deny the "stand-by" amount for payment if the Contractor fails to meet the specified time frames for snow clearing and removal.

5. EXISTING CONDITION SURVEY

Prior to commencing work, complete an existing condition survey of all areas to be cleared of snow and adjacent property. Upon request, provide the Real Property Operations Section Representative with a copy of the existing condition survey. The Real Property Operations Section may conduct a condition survey for comparison to the provided condition survey. Discrepancies between the two surveys will be resolved before commencing work.

6. DAMAGE TO EXISTING FACILITIES

The contractor should take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused by the contractor must be repaired without undue delay.

7. SAFETY STANDARDS

- a. Provide Safety person(s) as required at each site where snow removal loading operations occur.
- b. Safety person(s) must be positioned on the ground and will be in communication with mobile equipment operators at all times.
- c. Safety person(s) must ensure pedestrian and vehicular safety.
- d. Implement safety and accident prevention measures in full accordance with publications of the Occupational Health and Safety Act and Regulations for Alberta.
- e. All equipment on the roads must be operated in accordance with the Alberta Traffic Safety Act.
- f. Snow clearing equipment must not exceed the posted speed limit or 20kph (kilometers per hour) whichever is less.
- g. Comply with the Edmonton Garrison Fire Orders and Regulations for Contractors (reference Appendix "C").
- h. Report non-fire related emergencies by calling 911.

8. EQUIPMENT

- a. All equipment should be in good repair. The Real Property Operations Section Representative reserves the right to have equipment taken out of service if determined to be unsafe, unsuitable or defective. Provide suitable replacement equipment until repairs are completed. Engineer Services have all authorities in this regard.

- b. All mobile equipment must have flashing beacons. Beacons to be mounted for greatest visibility by vehicular and pedestrian traffic.
- c. Supply miscellaneous tools (shovels, picks, brooms, fall arrest gear etc.) as required to perform the work.
- d. Minimum Equipment
 - Parking Lot and Road Work (Clearing/Removal)
 - Skidsteer loader, rubber track c/w brush or snow thrower attachment and/or
 - Tractor, rubber tires c/w brush or snow thrower attachment
 - Parking Lot/Roads (Sanding Operations)
 - Trailer c/w sand distributor
 - Truck c/w sand distributor
 - Roof Tops (Clearing/Removal)
 - Zoom Boom 40 – 60ft Reach

9. OPERATORS

- a. All mobile equipment operators must be qualified and experienced on the equipment being operated.
- b. All mobile equipment operators must have all licenses required by the Province of Alberta.

10. SAND

Sand and salt mixture must be in accordance with the requirements of CAN/CGSB 15.9-92 (8% Sodium Chloride Pavement De-Icer) when warranted by the temperature of the road surface.

11. WORKING HOURS

Work should be carried out 7 days per week as called out by Real Property Operations Section Representative who will make provisions to contact the on weekends. Response times are to be as indicated.

12. SERVICE REPORTS

Upon completion of the work provide the Real Property Operations Section Representative a worksheet report showing the following:

- (1) Areas that snow clearing /removal occurred.
- (2) Starting and finishing time.
- (3) Comments (if applicable).

13. EXECUTION

- a. All work should be carried out using machinery to properly execute work and be completed to the satisfaction of the Real Property Operations Section Representative. All equipment should be in good operating condition and must comply with all Provincial Occupational Health and Safety Regulations and the Traffic Safety Act.
- b. Cleared snow and ice must be banked along Roadways sides and is to be removed where it is obstructing sidewalks and walkways.
- c. Use manual snow shoveling only where motorized equipment cannot be operated.
- d. Visibility for pedestrian and vehicular traffic must not be impaired by snow banks
- e. Contact the Real Property Operations Section Representative when parked vehicles impede Snow clearing operations.

14. SNOW CLEARING

a. Roads

- (1) Clear roads of snow to as reasonably possible to bare pavement.
- (2) For the first snow fall on gravel roads, mix snow into loose gravel to stabilize the surface material when it freezes in order to minimize future gravel loss.
- (3) Snow is not to be left in windrows blocking access to driveways.
- (4) Wing snow into the ditch before plowed snow accumulates to a depth of 30 cm along the shoulder edge.
- (5) Snow banks or piles to be kept 1.0 meter (minimum) away from fences or other structures that could be damaged from accumulated snow until it is removed.

b. Hydrants

- (1) Use shovels to clear snow and ice from around all fire hydrants in each area when called to perform work in that specific area. Clear a path from the road/sidewalk 1000mm wide and fully around each hydrant 1000mm.

c. Roof Tops

- (1) Use a Roof Snow Removal Partner. Must not work alone, when working on the roof, especially with ice and snow.
- (2) Use of Ground (Safety) Spotter is mandatory.
- (3) Leave Some Snow on the Roof. Do not remove the last layer of snow from the roof. Leave a thin layer of snow. This is important so that you do not damage the roof and inadvertently cause a puncture and then require a costly roof repair.
- (4) Roof Safety First. A harness, rope, anchor, lanyard, ladder tie offs, roof cleats, etc. are mandatory.
- (5) Remove the snow from roof away from Foundation.

15. SANDING

- a. Set sanding spinner to cast sand only on roadways.
- b. Spread sand at a rate of 1000 kg/km of roadway

16. CALL-OUTS

- a. Snow **clearing** operations must be completed within (8) hour from the time Real Property Operations Section Representative makes the service call. The contractor must respond to site within 2 hour.
- b. Sanding operations must be completed within (4) hours from the time Real Property Operations Section Representative makes the service call. The contractor must respond to site within 1 hour.
- c. Snow **removal** operations must be completed within 24 hours from the time of the service call.

The unit prices will be differentiated for Snow Clearing and Snow Removal as 2 separate processes.

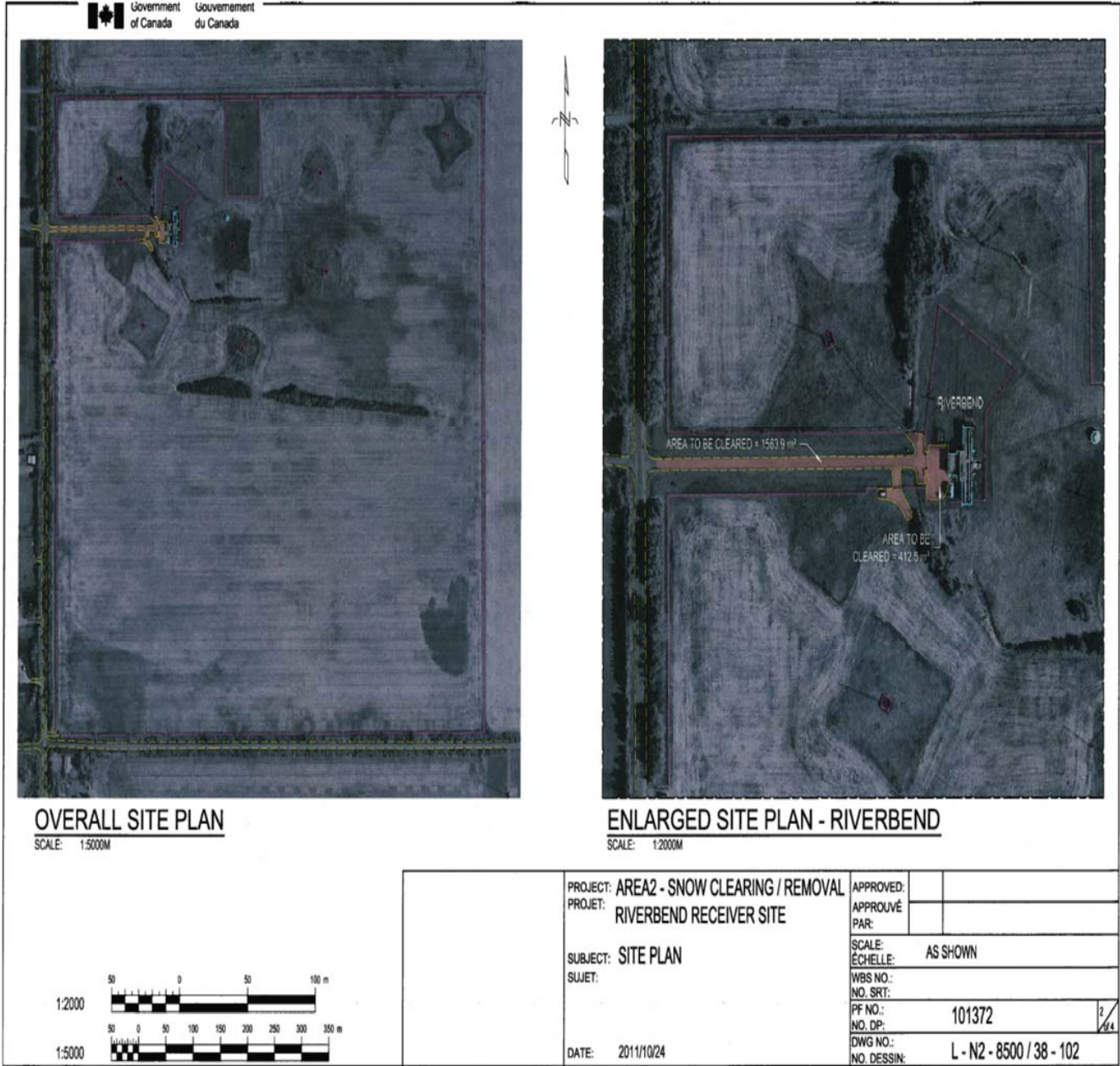
They will not be done at the same time. The call out will define the service that is requested.

17. CLEAN UP

On completion of the work, remove all equipment and debris and leave the site in a clean and tidy condition to the complete satisfaction of the Real Property Operations Section Representative.

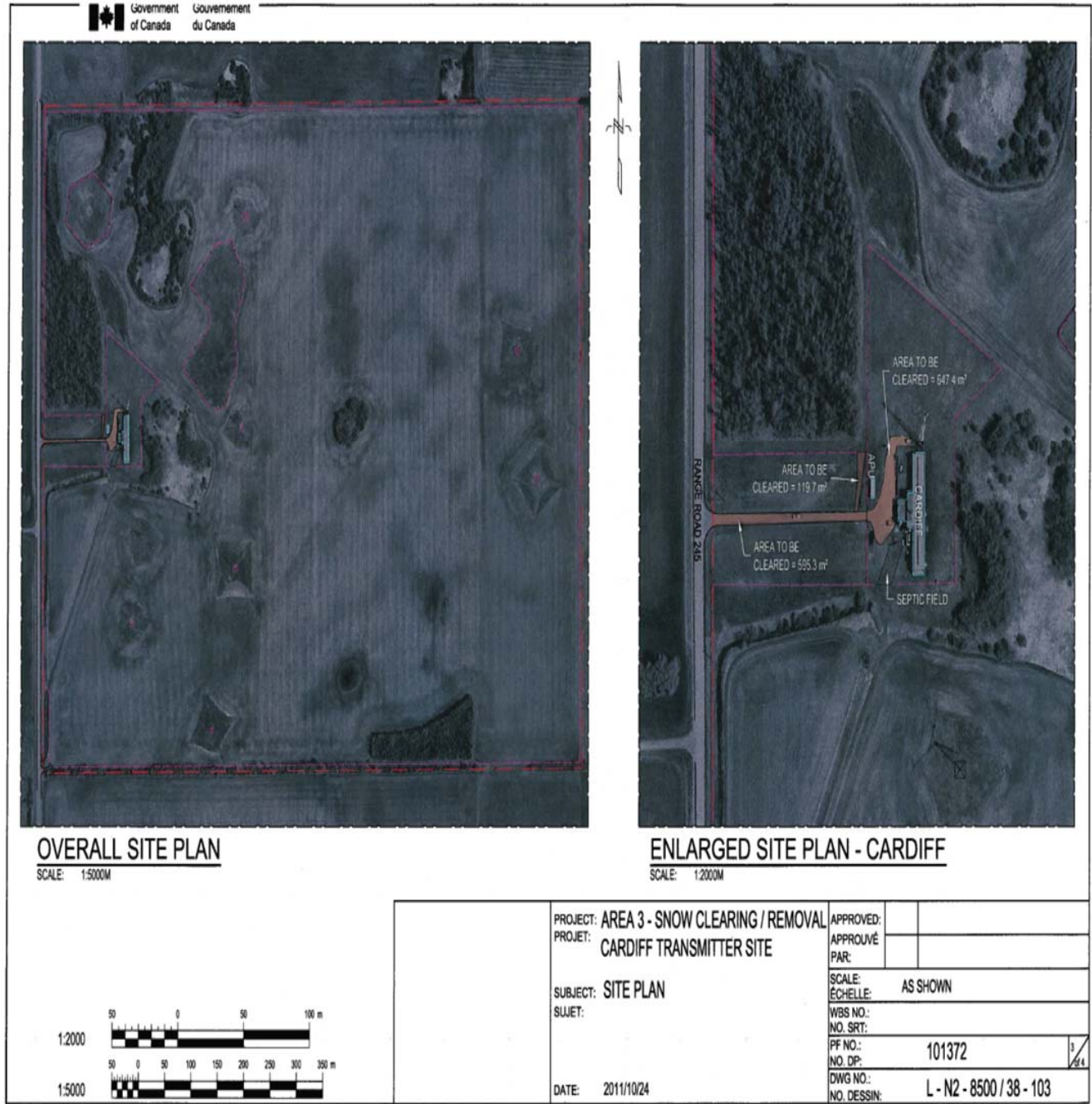
Appendix "A"

RIVERBEND RECEIVER SITE



Appendix "B"

CARDIFF TRANSMITTER SITE



Appendix "C"

PF NO. 101372
DATE Oct 24, 2011

-EDMONTON GARRISON-

FIRE ORDERS AND REGULATIONS FOR CONTRACTORS

All personnel are to be thoroughly familiar with the contents of this order and in addition are to be conversant with relevant regulations pertaining to:

REPORTING A FIRE

- .1 All Fire incidents are to be reported immediately to the nearest Fire Department by one of the following means available.
- .2 Non-emergency, fire related inquiries - call MP's at 973-4011, ext 4044 or Fire Department at 973-4011, ext 4434 Namao.
- .3 Reporting a Fire Namao:
 - .1 Activate nearest fire alarm, or;
 - .2 On base dial 911, give location and nature of incident and;
 - .3 Married quarters or non-Government phone, dial 911, give location and nature of incident.
- .4 Reporting a Fire Riverbend Receiver Site
 - .1 Activate nearest fire alarm, or;
 - .2 Call City of Edmonton 911 and then
 - .3 Notify Edmonton Garrison Fire Department, dial 973-4011, ext 4434, give location and nature of incident.
- .5 Reporting a Fire Cardiff Transmitter Site
 - .1 Activate nearest fire alarm, or;
 - .2 Call Parkland Emergency Response Centre 911 and then
 - .3 Notify Edmonton Garrison Fire Department, dial 973-4011, ext 4434, give location and nature of incident.

FIRE PRECAUTIONS

- .1 Fire safety will be maintained in accordance with Garrison Standing Order 328. (Engineering Administration and Defence Construction Canada maintain copies of this Garrison Standing Order).

- .2 Fire Watchers provided with sufficient fire equipment to control or extinguish fire shall be provided:
- .1 wherever work is being carried out in dangerous or hazardous areas involving the use of heat.
 - .2 for the duration of cutting and welding operations and for a period of 30 minutes thereafter. Before leaving he shall make an inspection of the site to ensure that all is in order.
 - .3 on a scale established in conjunction with the Engineer prior to commencing work.
- .3 Hot work permits will be required on a daily basis from the Garrison Fire Hall at 973-4011, ext 4434 in all cases involving welding, burning or the use of blow torches, salamanders, etc., in buildings or hazardous areas.
- .4 The Contractor shall supply fire extinguishers, as scaled by the Fire Chief, necessary to protect the work in progress and the contractor's physical plant on site.

FIRE HYDRANTS, SPRINKLER SYSTEMS, FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire hydrants, sprinkler systems, and fire protection and alarm systems will not be:
- .1 Obstructed;
 - .2 Tampered with, shut-off; or
 - .3 Left inactive at the end of a working day or shift without authorization from Fire Chief.
 - .4 The Garrison Fire Chief must be notified before disconnecting the power to buildings with fire alarm systems.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than firefighting purposes unless authorized by Fire Chief.

BLOCKING OF ROADWAYS OR ACCESS/EGRESS

- .1 Blocking of Roadways: in all areas the Garrison Fire Chief is to be advised prior to the erection of barricades or the digging of trenches which may impede fire apparatus. The Contractor shall provide an emergency access road as required and as directed by the Garrison Fire Chief.
- .2 Blocking of Access/Egress: The Garrison Fire Chief shall be advised of any work that would restrict access/egress or block a door to an area of a building. The Contractor shall provide an emergency access route as directed by the Garrison Fire Chief.

FLAMMABLE LIQUIDS

- .1 Flammable liquids such as gasoline, kerosene, naphtha, etc., may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriters Laboratory or Factory Mutual Seal of Approval.
- .2 Transfer of flammables is prohibited within buildings. In all cases where the transfer of such liquids is necessary, care is to be taken to provide adequate bonding between containers and ground.
- .3 The transfer of flammable liquids shall not be carried out in the vicinity of open flame or any type of heat producing devices.

- .4 Storage of quantities of flammable liquids exceeding 45 litres for work purposes requires the permission of the Garrison Fire Chief. Flammable liquids having a flash point below 38°C (100°F) such as gasoline or naphtha, etc., shall not be used in solvents or cleaning agents.
- .5 Disposal of flammable liquids shall be in a safe approved manner.

SMOKING PRECAUTIONS

- .1 Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking material in non-restricted areas. Smoking is not permitted in Department of National Defence Buildings.

STORAGE AND REMOVAL OF RUBBISH AND WASTE MATERIALS

- .1 Accumulations of rubbish and waste materials are to be kept to a minimum and removed from buildings at the end of the work day or shift.
- .2 Flammable waste material shall not be stored in the work area without the consent of the Garrison Fire Chief.
- .3 The burning of rubbish is prohibited.

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ANNEX “B”

BASIS OF PAYMENT

(Attached)

ANNEX B – BASIS OF PAYMENT

- Bidders must complete the below table and submit it with their bid.
- Rates quoted must include ALL relative costs associated with providing the service as outlined in Annex “A” - Statement of Work, and remain firm for the period of the contract.
- Firm Unit Price do not include Applicable taxes. Applicable taxes will be added as a separate line item to any invoice issued as a result of a Contract.
- All Firm Unit Prices are in Canadian Dollars (CAD)
- All line items must be filled out in order for the bid to be deemed responsive.
- Estimated usages are for evaluation purposes only; actual usage may vary from amounts shown.

FIRM YEARS

Item	Description	Estimated Annual Usage (A)	Year 1		Year 2		Year 3	
			Firm Unit Price (B)	Extended Price (AXB)	Firm Unit Price (C)	Extended Price (AXC)	Firm Unit Price (D)	Extended Price (AXD)
	Scheduled work							
1.	Stand-by allowance	5 months	\$ ____/month	\$ ____	\$ ____/month	\$ ____	\$ ____/month	\$ ____
	As and when required work							
2.	Snow Clearing and Removal:							
	(a) Area 2- Riverbend Receiver Site (1976.4m ²)	10 call outs	\$ ____/call out	\$ ____	\$ ____/call out	\$ ____	\$ ____/call out	\$ ____
	(b) Area 3- Cardiff Transmitter Site (1362.4m ²)	10 call outs	\$ ____/call out	\$ ____	\$ ____/call out	\$ ____	\$ ____/call out	\$ ____

3.	Sanding/ Anti-slip Operations: (a) Area 2- Riverbend Receiver Site (1976.4m ²) (b) Area 3- Cardiff Transmitter Site (1362.4m ²)	12 call outs 12 call outs	\$ _____/call out \$ _____/call out	\$ _____ \$ _____	\$ _____/call out \$ _____/call out	\$ _____ \$ _____	\$ _____/call out \$ _____/call out	\$ _____ \$ _____
4.	Snow Clearing and Removal: Small localized areas as outlined in Annex "A".	200 hours	\$ _____/hour	\$ _____	\$ _____/hour	\$ _____	\$ _____/hour	\$ _____

OPTION YEARS

Item	Description	Estimated Annual Usage (A)	Year 1		Year 2	
			Firm Unit Price (B)	Extended Price (AXB)	Firm Unit Price (C)	Extended Price (AXC)
	Scheduled work					
1.	Stand-by allowance	5 months	\$ _____/month	\$ _____	\$ _____/month	\$ _____
	As and when required work					
2.						

	<p>Snow Clearing and Removal:</p> <p>(a) Area 2-Riverbend Receiver Site (1976.4m²)</p> <p>(b) Area 3-Cardiff Transmitter Site (1362.4m²)</p>	10 call outs	\$ _____/call out	\$ _____	\$ _____/call out	\$ _____	\$ _____
		10 call outs	\$ _____/call out	\$ _____	\$ _____/call out	\$ _____	\$ _____
3.	<p>Sanding/ Anti-slip Operations:</p> <p>(a) Area 2-Riverbend Receiver Site (1976.4m²)</p> <p>(b) Area 3-Cardiff Transmitter Site (1362.4m²)</p>	12 call outs	\$ _____/call out	\$ _____	\$ _____/call out	\$ _____	\$ _____
		12 call outs	\$ _____/call out	\$ _____	\$ _____/call out	\$ _____	\$ _____
4.	<p>Snow Clearing and Removal:</p> <p>Small localized areas as outlined in Annex "A".</p>	200 hours	\$ _____/hour	\$ _____	\$ _____/hour	\$ _____	\$ _____

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.
 - 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.

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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Buyer ID - Id de l'acheteur
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ANNEX "D"

DND 626 TASK AUTHORIZATION FORM

(Attached)

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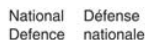
Buyer ID - Id de l'acheteur
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ANNEX “E”

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)



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

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/ceiling 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.

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 ici celle/celles qui s'appliquera/ont 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 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.