



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

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 - Pacific
Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

Title - Sujet Landscape Maintenance	
Solicitation No. - N° de l'invitation EZ899-180708/A	Date 2017-12-29
Client Reference No. - N° de référence du client	
GETS Reference No. - N° de référence de SEAG PW-\$PWY-031-8267	
File No. - N° de dossier PWY-7-40283 (031)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-02-12	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Leung, Janie	Buyer Id - Id de l'acheteur pwy031
Telephone No. - N° de téléphone (778) 919-3273 ()	FAX No. - N° de FAX (604) 775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CBSA - Aldergrove Border Crossing - Aldergrove, BC	

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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NOTICE

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Janie Leung by e-mail to Janie.Leung@tpsgc-pwgsc.gc.ca.

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:

<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications 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 and the Security Requirements Check List.

2. Summary

- (i) To provide Landscape Maintenance services including all labour, material, equipment, supervision and transportation. The services must be provided in accordance with the **Statement of Work** attached at Annex A.
- (ii) for Public Works and Government Services Canada (PWGSC), on behalf of Canada Border Services Agency, located at the Aldergrove Border Crossing, 10 Highway 13, Aldergrove, B.C, Canada.
- (iii) The period of the Contract shall be for a period of two (2) years. The estimated commencement date is **April 1, 2018**. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions.
- (iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".
- (v) 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), and the Canada Free Trade Agreement (CFTA).

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2. Submission of Bids

2.1 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.

2.2 Revision of Bids

A bid submitted in accordance with these instructions may be revised by letter or facsimile (604)-775-9381 provided the revision is received at the office designated for the reception of tenders, on or before the time and date set for the closing of tenders. The facsimile must be on the Bidder's letterhead or bear a signature that identifies the contractor. A revision to a unit tender price must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority named on the Request for Proposal – Page 1 at email address Janie.Leung@tpsgc-pwgsc.gc.ca, no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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.

5. Mandatory Site Visit

Bidders attendance at the site visit for this requirement is MANDATORY. The representative(s) of the Bidder will be required to sign the attendance sheet at the site visit. Bids submitted by Bidders who have not attended and signed the attendance sheet for the site visit will not be accepted.

Bidder and/or a representative of the Bidder must visit the work site. Arrangements have been made for the site visit to be held on January 11th, 2018 10:00 am PST at the Aldergrove Border Crossing, 10 Highway 13, Aldergrove, BC.

Bidders are responsible for making their own travel arrangements.

Bidders are requested to communicate with the Contracting Authority, Janie Leung at Janie.Leung@pwgsc.gc.ca or (778) 919-3273 no later than 24 hours prior to the site visit to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending.

Any clarifications or changes to the solicitation resulting from the mandatory site visit will be included as an amendment/addendum to the solicitation. Submissions provided by Bidders who did not attend the mandatory site visit and did not sign the attendance forms will be considered non-responsive and will not be considered further from the solicitation process.

6. Scope of Work

It shall be the Contractor's responsibility to ascertain the entire Scope of Work and conditions affecting the work before submission of a bid for this requirement. No allowance shall be made for any extra expense incurred through failure to do so.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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; and
- (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 are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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

2. (MANDATORY) Full Time Supervisor's Qualifications HIGH MAINTENANCE REQUIREMENTS

The bidder **MUST** have one full time supervisor available who has at least two (2) years experience providing Landscape Maintenance services with a registered landscape maintenance company(ies), within the past five (5) years for a site of 3,000 m2 or larger.

Full Time Supervisor's References

Proof of the Supervisor's experience: The bidder must provide references confirming the required experience of at least two (2) years within the past five (5) years wherein the Supervisor has performed Landscape Maintenance service for a site of 3,000 m2 or larger. The references provided may be for the same company as long as it is for two (2) years.

Name of Company	Start Date of Employment	Completion Date of Employment	Contact Name and Phone Number
			Name: Phone Number:
			Name: Phone Number:
			Name: Phone Number:

Proof of this experience as described in the above **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

2.1 Full time Supervisor

Provide the name of the bidder's Full Time Supervisor for Landscape High Maintenance who will be assigned to the Contract

Name of Supervisor	
---------------------------	--

3. Full time Supervisor Duties (Landscape Maintenance)

The Supervisor will be the Technical Authority's main contact person for issues related to the terms and conditions in the Specifications **at Annex A** of the contract. The Supervisor is authorized by the firm to provide requested quotes to the Technical Authority. The Supervisor will be the person inspecting the site on an as required basis but minimally once a week to ensure the work is being conducted in accordance with the specification. The Supervisor will sign off on the Horticulture Log book that the work has been completed satisfactorily. The Supervisor will be the person who will meet with the Technical Authority on site as required. The Technical Authority will forward the weekly inspection reports to the Supervisor who will ensure that all the deficiencies are corrected. The Supervisor will advise the Technical Authority of any issues on site which may impact service delivery or which require action from the Technical Authority.

4. (MANDATORY) Contractor's Experience and Past Performance

The Bidder must have two (2) years experience within the last five (5) years wherein the performance of at least one contract for site(s) of 3,000 m2 or larger and satisfactorily completed which involved Landscape Maintenance.

References:

The "Reference Charts" that follow must be completed, for each contract and demonstrate that the Bidder has the required two (2) years experience in Landscape Maintenance within the past five (5) years for a site of 3,000 m2 or larger.

The bidder **must** provide **valid** evidence of its experience and past performance by referencing:

A minimum of two (2) separate contracts **within the past five (5) years satisfactorily rendered** which include **LANDSCAPE MAINTENANCE** for the growing season of at least six (6) months each covering the landscape period of the same season. The reference information indicated must be provided and submitted with the bidder's proposal, failure to do so shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

4.1 Reference Charts

References for contracts which include Landscape Maintenance

REFERENCE NO. 1: CONTRACTS WHICH INCLUDE LANDSCAPE MAINTENANCE	
Name of Client Organization or Company	Name:
Name & Phone Number of Client Contact	Name: Phone Number:
Location/site of the contract:	
Size of contract: No.of bldgs (estimate) and /or square meters (estimate) :	
Scope of contract: Provide a brief description that summarizes how this referenced contract is similar to the work described in the Specifications	
Value of the Contract	\$
Performance Period of contract: (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____

REFERENCE NO. 2: CONTRACTS WHICH INCLUDE LANDSCAPE MAINTENANCE	
Name of Client Organization or Company	Name:
Name & Phone Number of Client Contact	Name: Phone Number:
Location/site of the contract:	
Size of contract: No.of bldgs (estimate) and /or square meters (estimate) :	
Scope of contract: Provide a brief description that summarizes how this referenced contract is similar to the work described in the Specifications	
Value of the Contract	\$
Performance Period of contract: (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____

The evidence provided by the bidder may be verified by the Crown. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service is found to be unsatisfactory the proposal be considered non-responsive and no further consideration will be given to the Bidder.

Section II: Financial Bid

5. Bidders must submit their financial bid in accordance with the Basis of Pricing detailed below. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

5.1 Basis of Pricing (MANDATORY)

The following requirement **MUST** be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is **MANDATORY** that the bidders submit firm prices/rates in Canadian Funds for the five (5) years for all items listed hereafter.

Pricing Schedule 1: Landscape Maintenance

Provide firm all-inclusive lot price per month including labour, supervision, material, equipment, transportation, overhead, profit and all related cost (excludes HST/GST) for Landscape Maintenance in accordance with the Statement of Work attached at Annex A. The prices proposed for each month shall reflect the volume of work anticipated for that Month.

YEAR 1 - APRIL 1, 2018 TO MARCH 31, 2019	
Period	Firm Monthly Rate
April	\$
May	\$
June	\$
July	\$
August	\$
September	\$
October	\$
November	\$
December	\$
January	\$
February	\$
March	\$
SUB-TOTAL:	\$

YEAR 2 - APRIL 1, 2019 TO MARCH 31, 2020	
Period	Firm Monthly Rate
April	\$
May	\$
June	\$
July	\$
August	\$
September	\$
October	\$
November	\$
December	\$
January	\$
February	\$
March	\$
SUB-TOTAL:	\$

OPTION YEAR 1 - APRIL 1, 2020 TO MARCH 31, 2021	
Period	Firm Monthly Rate
April	\$
May	\$
June	\$
July	\$
August	\$
September	\$
October	\$
November	\$
December	\$
January	\$
February	\$
March	\$
SUB-TOTAL:	\$

OPTION YEAR 2 - APRIL 1, 2021 TO MARCH 31, 2022	
Period	Firm Monthly Rate
April	\$ _____
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
November	\$ _____
December	\$ _____
January	\$ _____
February	\$ _____
March	\$ _____
SUB-TOTAL:	\$ _____

OPTION YEAR 3 - APRIL 1, 2022 TO MARCH 31, 2023	
Period	Firm Monthly Rate
April	\$ _____
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
November	\$ _____
December	\$ _____
January	\$ _____
February	\$ _____
March	\$ _____
SUB-TOTAL:	\$ _____

Pricing Schedule 2: Special Operations

Provide firm all-inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excludes HST/GST) for Special Operations on an "as and when requested" basis only. The Special Operations are to be performed in accordance with the Statement of Work attached at Annex A.

YEAR ONE : APRIL 1, 2018 TO MARCH 31, 2019			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Fertilize shrub beds	\$ _____	X <u>1</u> =	\$ _____
b) Non-Selective Herbicide treatment river rock, black top and concrete areas	\$ _____	X <u>1</u> =	\$ _____
SUB-TOTAL			\$ _____

YEAR TWO : APRIL 1, 2019 TO MARCH 31, 2020			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Fertilize shrub beds	\$ _____	X <u>1</u> =	\$ _____
b) Non-Selective Herbicide treatment river rock, black top and concrete areas	\$ _____	X <u>1</u> =	\$ _____
SUB-TOTAL			\$ _____

OPTION YEAR ONE: APRIL 1, 2020 TO MARCH 31, 2021			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Fertilize shrub beds	\$ _____	X <u>1</u> =	\$ _____
b) Non-Selective Herbicide treatment river rock, black top and concrete areas	\$ _____	X <u>1</u> =	\$ _____
SUB-TOTAL			\$ _____

OPTION YEAR TWO: APRIL 1, 2021 TO MARCH 31, 2022			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Fertilize shrub beds	\$ _____	X <u>1</u> =	\$ _____
b) Non-Selective Herbicide treatment river rock, black top and concrete areas	\$ _____	X <u>1</u> =	\$ _____
SUB-TOTAL			\$ _____

OPTION YEAR THREE: APRIL 1, 2022 TO MARCH 31, 2023			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Fertilize shrub beds	\$ _____	X <u>1</u> =	\$ _____
b) Non-Selective Herbicide treatment river rock, black top and concrete areas	\$ _____	X <u>1</u> =	\$ _____
SUB-TOTAL			\$ _____

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing,

Pricing Schedule 1: = Subtotal \$ _____ +

Pricing Schedule 2: = Subtotal \$ _____

Total Assessed Proposal Price = \$ _____ (applicable taxes extra)

In the case of error in the extension of prices, the unit price will govern. Canada may enter into contract without negotiation.

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWY031

Client Ref. No. - N° de réf. du client

File No. - N° du dossier
PWY-7-40283

CCC No./N° CCC - FMS No./N° VME

AUTHORITY

Contractor's Representative:

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____

Telephone Number: _____

Cellular Number: _____

Facsimile Number: _____

E-Mail: _____

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be examined to determine their compliance with the following Mandatory Requirements:

- (1) Site Visit attendance;
- (2) Security Clearance in accordance with Part 6, Security Requirements;
- (3) Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section II: Financial Bid;
- (4) Full Time Supervisor's qualifications in accordance with Part 3, Section 1: Technical Bid
- (5) Contractor's Experience & Past Performance in accordance with Part 3, Section 1: Technical Bid.

2. BASIS OF SELECTION

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Precedent to Contract Award

The certifications listed below should be submitted with the bid but may be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed or submitted as requested, 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.

1.2 Former Public servant Certification

Contracts with 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 with FPS, bidders must provide the information required below.

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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? 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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWY031

Client Ref. No. - N° de réf. du client

File No. - N° du dossier
PWY-7-40283

CCC No./N° CCC - FMS No./N° VME

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

PART 6 - SECURITY AND FINANCIAL REQUIREMENTS

1. SECURITY REQUIREMENT

1.1 At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2 For additional information on security requirements, bidders should consult <http://ssi-iss.tpsgc-pwgsc.gc.ca>.

2. Employee Information for Security

The Bidder must specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

PROPOSED EMPLOYEES			
	Employees	Legal Name (First & Last) (Please Print Clearly)	Date of Birth Day / Month / Year
1	Full Time Supervisor Landscape Maintenance		
2	Employee		
3	Employee		
4	Employee		
5	Employee		
6	Employee		
7	Employee		
8	Employee		
9	Employee		

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

To provide Landscape Maintenance services including all labour, material, equipment, supervision and transportation for Public Works and Government Services Canada (PWGSC), located at located at the Aldergrove Border Crossing, 10 Highway 13, Aldergrove, B.C, Canada.

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

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. .

2.1 General Conditions

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

3. Security Requirement

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/Offeror must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable), attached at Annex B;
- b. Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of Contract

This Contract is valid during the period of April 1, 2018 to March 31, 2020.

4.2 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) 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 thirty (30) 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Janie Leung
Public Works and Government Services Canada
Real Property Contracting
219-800 Burrard Street

Vancouver, BC, V6Z 0B9
Telephone Number (778) 919-3273
Facsimile Number: (604) 775-6612

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.

5.2 Technical Authority

The Technical Authority for the Contract is:

“TO BE PROVIDED AT CONTRACT AWARD”

_____ (Name of Technical Authority)
_____ (Title)
_____ (Fill in Organization)
_____ (Fill in Address)
Telephone: _____
Facsimile: _____
E-mail Address: _____

The Technical Authority named above 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 Technical Authority, however the Technical 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.

5.3 Contractor's Representative:

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____
Telephone Number: _____
Cellular Number: _____
Facsimile Number: _____
E-Mail: _____

5.4 Specific Person(s) Supervisor (s) (Landscape Maintenance)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Full Time Supervisor's: _____
Telephone Number: _____
Cellular Number: _____
E-Mail: _____

6. Payment

6.1 Basis of Pricing

The Basis of Pricing will be inserted at contract award as per winning bid submitted in accordance with Part 3 Section II Financial Bid - Basis of Pricing of this solicitation.

6.2 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure not exceeding \$ (to be determined) (HST/GST included).

6.3 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under this Contract, the Contractor shall be paid the Firm Lot Price amounts identified below. Goods and Services Tax extra or Harmonized Sales Tax extra, as appropriate.

(a) Landscaping shall be paid in accordance with Pricing Schedule 1, at the end of each calendar month.

(b) As and When Requested Work

Any costs incurred for "**Special Operations**" shall be paid, on an "as and when requested" basis, in accordance with Pricing Schedule 2, after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted.

Canada's total liability under the "as and when requested" portion of the Contract shall not exceed \$ _____ (to be determined).

The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor shall notify the Contracting Authority in writing as to the adequacy of this sum when:

- (a) it is 75 percent committed, or
- (b) if the Contractor considers the funds provided are inadequate for the completion of the Work,

whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor shall provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

No increase in the total liability of Canada or in the price of the Work resulting from any changes, modifications or interpretations of the Specifications, will be authorized or paid to the Contractor unless such changes, modifications or interpretations shall have been approved by the Minister prior to their incorporation in the Work.

6.4 SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

A9116C (2007-11-30) T1204 - Information Reporting by Contractor

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

7. Invoicing Instructions

All invoices are to be mailed as per the Front Page of any resulting contractual document and must include the Contract Number, description of work which has been completed and for which payment is being claimed, location of work and the person who requested the service, before any payments can be processed. All taxes are to be listed as separate items. Failure to submit the correct information may result in the rejection of the invoice for processing.

Any costs incurred for "Special Operations" shall be invoiced after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted in accordance with Basis of Payment clause hereafter. These costs are to be denoted as separate items on the monthly invoice.

Invoices are to be made out and mailed to:

Public Works and Government Services Canada
Property and Facilities Manager
Real Property Branch, Professional and Technical Services
Aldergrove Border Crossing
10 Highway 13, Aldergrove, BC V4W 2L8

Payment will only be made on receipt of satisfactory invoices duly supported by any specified documents called for under this contract.

8. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is performed.

10. 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);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Security Requirements Check List (SRCL);
- (e) the Contractor's proposal dated _____, as amended _____ (if applicable)

11. Insurance Requirements

11.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 11.2 Commercial General Liability Insurance**. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

11.2 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) **Non-Owned Automobile Liability - Coverage** for suits against the Contractor resulting from the use of hired or non-owned vehicles.

12. Site Regulations

The Contractor must comply with all rules, instructions and directives in force on the site where the Work is performed.

13. Cellular Phones and/or Pagers

The Contractor shall be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, shall be the responsibility of the Contractor. The Contractor shall maintain an uninterrupted communication service.

14. Language

All personnel and employees assigned to this/any resulting contract must have sufficient knowledge to speak, read and comprehend one of Canada's official languages.

ANNEX A

Landscape Maintenance
Aldergrove Border Crossing Specification index
10-Hwy 13 Aldergrove B.C.

Page 1 of 1

Project R.016015.001

<u>Specification Division</u>	<u>Section</u>	<u>No. of Pages</u>
General Requirements	1	4
Scope of work	2	3

CONDITIONS 1 .1 All clauses in the general conditions apply to and govern this work.

Requirements 2 .1 **This work must be carried out on an established schedule:** Work must be performed a minimum of four times each month on a weekly basis during the term of the contract. Work is to be performed between 08:00 hrs. and 15:30 hrs. When deficiencies are identified by a Public Works and Government Services Canada representative the Contractor must respond immediately to deficiencies identified as a safety hazard and within one week for all other deficiencies. The Contractor is to provide the Property Manager with a schedule.

.2 All debris, lawn cuttings, leaves, prunings, etc., generated by maintenance work must be removed from the site the same day that the work is performed. Raking of leaves, picking up branches and litter is part of the general grounds maintenance.

.3 Any damage to grounds, property etc., generated as a result of negligence on the part of the Contractor and/or his/her employees while performing the duties identified in the specification are to be made good and property is to be left in a neat and tidy condition, to the satisfaction of PWGSC.

Inspections 3 .1 Inspections shall be made by PWGSC representatives from time to time to determine whether quality of work being provided by the Contractor is acceptable.

Samples 4 .1 Samples of material from the contractor's stock may be required by the department for testing to ensure all material used meets Canadian General Standards Board qualified products list.

Supplies 5 .1 The Contractor is to supply all labour, material, tools, and equipment necessary to execute the work satisfactorily, including mowers, hand tools, hoses, sprinklers, drop sheets, fertilizer, chemicals, lime, grass seed, peat moss, weed killer, spreaders, weed eaters, wheel barrow, pole pruners, chainsaws etc.

Work Force 6 .1 The Contractor will provide the director with details of the work force to be employed in carrying out the work and if not satisfactory to the Director, the Contractor will be required to employ additional staff as directed.

Log 7 .1 A log must be maintained by the Contractor in which he/she shall record the time and date when the work was done. The log shall be made available to PWGSC on request.

Safety 8 .1 All safety measures respecting personnel and fire hazards recommended by the national and provincial codes and/or prescribed by the authorities having jurisdiction shall be observed at all times.

WHMIS 9 .1 All Chemicals used on this site must be labelled in accordance with WHMIS regulations. Prior to the use of any chemicals, weed killers, pesticides etc. a copy of the WHMIS data sheet is to be sent to PWGSC.

Signage 10 .1 Signage noting the type of application is to be posted in a conspicuous place in advance of application and removed only after manufacturers recommended safety time frame has elapsed.

Chemical Application 11 .1 The Contractor is responsible for all precautionary measures when applying herbicides/pesticides and shall insure that the person using these chemicals is licensed under provincial regulations governing the application and safe use of herbicides/pesticides.

Fire Hydrants 12 .1 Fire hydrants and signage shall be kept visible and free of obstruction at all times.

Contract Enforcement 13 Bidders shall be aware that this contract will be enforced in the following manner to ensure satisfactory performance or else the speedy removal of the Contractor for default of contract under the terms of the contract:

- .1 Any deficiency in specified contract performance will be considered a default of contract;
 - .2 A first default will result in a letter of notification to the Contractor of the default. If the default is not immediately corrected, the Director may call in another contractor to rectify the default and deduct the cost from payment due, or the Director may deduct monies relating to the default and the services not rendered. If the contract is bonded with a Performance Bond, a copy of the first letter of default will be forwarded to the Bonding Company;
-

Contract
Enforcement 13
Cont'd

- .3 This first letter of default will also notify the Contractor that a second default of any kind will automatically commence action to take the work out of the Contractor's hands in accordance with the terms of the contract;
- .4 A second default by the Contractor will result in a letter from the Director to the Contractor giving notice of the default. This second letter will also inform the Contractor that the Director is proceeding with the steps to take the work out of the Contractor's hands;
- .5 After a second default all payments will immediately cease in accordance with the terms of the contract;
- .6 After a second default the work of the contract will be taken out of the hands of the Contractor.
- .7 There will be no "action steps" as outlined above for very serious poor performance or abandonment of the contract or bankruptcy, etc. The Director will, in these serious situations, immediately commence to take the work out of the Contractor's hands in accordance with the terms of the contract.

RIVER ROCK

AREAS

1 .1

Remove weeds and litter and debris weekly to maintain tidy appearance.

.2

Chemicals appropriate for the elimination and control of weeds shall be used as required to keep River Rock areas free of weeds. Weed killer must be applied with the air temperature above 65 degrees and **with a wind velocity of less than 5 miles per hour.** In all cases where a chemical is to be used PWGSC is to be advised in advance.

PARKING LOTS, DRIVEWAYS,
SIDEWALKS
& COMPOUNDS

2

.1

All cuttings, clippings, branches and other debris are to be disposed of on the same day as work was performed.

.2

All sidewalks, driveways, blacktop and curbs are to be swept to remove clippings and dirt each time work is performed.

.3

Chemicals appropriate for the elimination and control of vegetation is to be used (Round-up or equivalent) on sidewalk expansion joints, paved areas, curbing and building perimeter lines including fences and walls. The dead vegetation is to be removed from the site.

FLOWER BEDS, SHRUB
BEDS, PLANTED

AREAS & TREES

3 .1

Soil areas are to be kept free of weeds by means of regular hand cultivating and/or the use of (Round-up or equivalent and Casaron) for the elimination and control of vegetation.

.2

All cuttings, clippings, branches, leaves, litter and other debris are to be disposed of on the same day as work was performed.

.3

Ornamental trees and shrubs are to be pruned, shaped and staked as required to ensure healthy growth and a neat appearance.

-
- .4 Healthy shrubs, trees and plants that are on site at the beginning of the contract and subsequently die due to negligence on the part of the contractor are to be replaced immediately in like and kind manner, or as other wise agreed. Replacement plant shall be of no cost to the Crown and at a size equal to grown size of other plants of the same type on the property.
 - .5 Stakes are to be retained for at least two years to enable young trees a chance to take root. Check ties every six months to make sure that they are not causing a depression in the bark. loosen if necessary. Guide wires should be retained until such time as the tree is strong enough to with stand a strong wind.
 - .6 All shrubs are to be pruned as necessary to provide a full bushy plant. Shrubs planted in groups shall be pruned so as to form continuous planted groups.
 - .7 All planted areas are to be maintained in a neat and tidy manner 12 months per year or as otherwise specified.
 - .8 All shrubs, trees and grass are to be pruned back From all Buildings to a minimum distance of no less than 3 feet. This is to assist in the control of Rodents.
 - .9 When requested shrubs and trees are to be Trimmed to maintain camera views and/or to assist in perimeter security requirements.
 - .10 PERIODIC
APPLY Non-Selective Herbicide
treatment TO river rock, black top and
-

		concrete areas.
		.11 PERIODIC
LARGE TREES		Fertilize shrub beds
<u>OVER 8 FEET</u>	<u>4</u>	
	.1	Branches are to be pruned as required to provide a neat appearance and healthy growth. Pruning will also be required to ensure aerial power and telephone lines, building signs, and perimeter lighting are not subject to interference/obstruction.
	.2	Branches which present a safety hazard are also to be removed, this includes overhanging branches which could interfere with vehicular and foot traffic.
	.3	Branches which present a hazard to the building are also to be removed(to a 12'' of building edge)this includes overhanging branches which could interfere with roof drains/gutters.
Area in front		
<u>Of Duty Free</u>	<u>5</u>	
	.1	Every two weeks weed eat this area, remove any saplings that have sprouted. All cuttings, clippings, branches, leaves, litter and other debris are to be disposed of on the same day as work was performed.

ANNEX B

JUL 11 2017 17-18 #34



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

20180708

Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine PWGSC		2. Branch or Directorate / Direction générale ou Direction Property & Facilities Management	
3. a) Subcontract Number / Numéro du contrat de sous-traitance R.016015.001		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Landscape Maintenance Aldergrove Border			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of Information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

Security Classification / Classification de sécurité



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

20180708

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No Non ☐ Yes Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No Non ☐ Yes Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B : PERSONNEL (SUPPLIER) / PARTIE B : PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No Non ☐ Yes Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No Non ☐ Yes Oui

PART C : SAFEGUARDS (SUPPLIER) / PARTIE C : MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No Non ☐ Yes Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No Non ☐ Yes Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No Non ☐ Yes Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No Non ☐ Yes Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No Non ☐ Yes Oui

Security Classification / Classification de sécurité



PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	Confidential	Secret	Top Secret	NATO Restricted	NATO Confidential	NATO Secret	COSMIC Top Secret	Protected Protégé			Confidential	Secret	Top Secret	
				Confidentiel		Très Secret	NATO Diffusion Restreinte	NATO Confidential		COSMIC Très Secret	A	B	C	Confidentiel		Très Secret	
Information / Assets Renseignements / Biens																	
Production																	
IT Media Support TI																	
IT Link Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

20180708

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Heather Avon

Title - Titre

Property & Facilities Manager

Signature

Telephone no. - N° de téléphone

(604) 541-5533

Facsimile - Télécopieur

(604) 541-3382

E-mail address - Adresse courriel

heather.avon@pwgsc.gc.ca

Date

2017-07-04

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Loveleen Dhaliwal

Title - Titre

Manager Security CBSA

Signature

Telephone no. - N° de téléphone

(604) 666-9847

Facsimile - Télécopieur

(604) 666-4438

E-mail address - Adresse courriel

loveleen.dhaliwal@cbsa-asfc.gc.ca

Date

July 4, 17

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No
Non ☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone no. - N° de téléphone

() -

Facsimile - Télécopieur

() -

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorisé contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Linda Daly

Title - Titre

Signature

Telephone no. - N° de téléphone

613-571-1337

Facsimile - Télécopieur

() -

E-mail address - Adresse courriel

Linda.Daly@pwgsc.gc.ca July 8/17

Security Classification / Classification de sécurité