



<p><b>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</b> Heidi Noble Environment and Climate Change Canada 867 Lakeshore Road Burlington, Ontario L7S 1A1</p> <p><b>BID SOLICITATION DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUSSION À: ENVIRONNEMENT CANADA</b></p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p><b>Title – Titre</b> Field Support for Air Monitoring at Point Petre, Ontario</p>	
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> 5000033587</p>	
	<p><b>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ)</b> 2018-01-11</p>	
	<p><b>Bid Solicitation Closes (YEAR- MM-DD) - La demande de soumissions prend fin (AAAA- MM-JJ)</b></p> <p>at – à 2:00 P.M. on – le 2018-02-01</p>	<p><b>Time Zone – Fuseau horaire</b> Eastern Standard Time</p>
	<p><b>F.O.B – F.A.B</b> Not Applicable</p>	
	<p><b>Address Enquiries to - Adresser toutes questions à</b> Heidi Noble <a href="mailto:heidi.noble@canada.ca">heidi.noble@canada.ca</a></p>	
	<p><b>Telephone No. – N° de téléphone</b> 905-319-6982</p>	<p><b>Fax No. – N° de Fax</b></p>
	<p><b>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA- MM-JJ)</b> 2019-03-31</p>	
	<p><b>Destination - of Services / Destination des services</b> Ontario Region</p>	
	<p><b>Security / Sécurité</b> There is a security requirement associated with this requirement.</p>	
<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b></p>		
<p><b>Telephone No. – N° de téléphone</b></p>	<p><b>Fax No. – N° de Fax</b></p>	
<p><b>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)</b></p>		
<p><b>Signature</b></p>	<p><b>Date</b></p>	

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## **PART 1 – GENERAL INFORMATION**

### **1. Security Requirement**

- 1.1 There is a security requirement associated with this requirement.
- 1.2. Before award of a contract, the following conditions must be met:
- (a) 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 6 - Resulting Contract;
  - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- 1.2.1 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- 1.2.2 The Contractor's personnel requiring access to PROTECTED information, assets or work site must EACH hold a valid RELIABILITY STATUS, granted or approved by the Government of Canada.
- 1.2.3 Contractor's personnel requiring access to PROTECTED information, assets or work site(s) not already holding a valid RELIABILITY STATUS, granted or approved by the Government shall ensure that the personnel requiring access to PROTECTED information, assets or work site(s) are security screened to RELIABILITY STATUS at the Contractor's expense.
- 1.2.4 The Contractor must comply with the provisions of the Security Requirements Check List, attached at Annex C.
- 1.2.5 For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](#) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

The Work to be performed is detailed under Annex A, Statement of Work of the resulting contract.

### **3. Debriefings**

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

## **PART 2 – BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

**Under “Text” at 02:**

**Delete:** “Procurement Business Number”

**Insert:** “Deleted”

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** “Deleted”

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

**Delete:** In its entirety

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

**At Section 06 Late Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment Canada”

**At Section 07 Delayed Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment Canada”

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

**Delete:** In its entirety

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

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

**Delete:** In their entirety

**Insert:** “Deleted”

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

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

**Insert:** “Deleted”

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

**Delete:** In its entirety

**Insert:** “Deleted”

**At Section 05 Submission of Bids, Subsection 05 (4)**

**Delete:** “sixty (60) days”

**Insert:** “one hundred and twenty (120) days”

**2. Submission of Bids**

**2.1** Bids must be submitted to the Contracting Authority at the address indicated on page 1 of the bid solicitation by February 1, 2018 at 2:00 P.M.

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

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

## Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

**4. Enquiries - Bid Solicitation**

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

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

**5. Applicable Laws**

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

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**

**1. Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (2 hard copies)

**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

**1.1 Price Breakdown**

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for each task of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.  
The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:
  - (i) Work described in Part 6, Resulting Contract of the bid solicitation required to be performed within the Ontario Region.
  - (ii) travel between the successful bidder's place of business and the Ontario Region. to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
- (b) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

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

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

**Section III - Certifications**

1. **Certifications Required Precedent to Contract Award**

Bidders must provide the required certifications Part 5.

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

**1. Evaluation Procedures**

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



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

## 1.1 Technical Evaluation

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

### 1.1.1 Mandatory Technical Criteria

Mandatory criteria are assessed on a simple pass/fail basis. Bids that fail to meet any of the mandatory criteria will be considered non-responsive.

Mandatory Technical Criteria is included in Attachment 1 to Part 4.

### 1.1.2 Point Rated Technical Criteria

To be considered responsive, a bidder must obtain the required minimum 42 points of the overall 60 points for the evaluation of the Point Rated Technical Criteria.

A minimum score of 70% must be obtained for the proposal to be considered responsive.

Point Rated Technical Criteria is included in Attachment 1 to Part 4.

## 1.2 Financial Evaluation

### 1.2.1 Mandatory Financial Criteria

Bids which fail to meet the Mandatory Financial Criteria will be declared non-responsive.

Number	Criterion	Met/Not Met	Page Number
MF1	The maximum budget allocated for this project must not exceed \$90,000.00 which includes the initial contract period and option periods 1, 2 and 3, including all labour, associated costs and subcontractors, applicable taxes extra . Bids valued in excess of this amount will be considered non-responsive. This disclosure of project funds does not commit Environment and Climate Change to pay such an amount.		

### 1.2.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as follows:

Proposals will be evaluated out of 30 points

The proposal with the lowest price receives the maximum 30 points, and all higher priced proposals will be pro-rated relative to the lowest price

## 2. Basis of Selection

## 2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory financial criteria;

and

  - (c) obtain the required minimum of 42 points overall for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$75,000 (75).

### Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

<u>Bidder</u>	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	57/60	45/60	50/60
Bid Evaluated Price	\$90,000.00	\$85,000.00	\$75,000.00
<u>Calculations</u>			
Technical Merit Score	$57/60 \times 70 = 66.5$	$45/60 \times 70 = 52.5$	$50/60 \times 70 = 58.33$
Pricing Score	$75/90 \times 30 = 25$	$75/85 \times 30 = 26.47$	$75/75 \times 30 = 30$
Combined Rating	91.5	78.79	88.33
Overall Rating	1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

**ATTACHMENT 1 TO PART 4  
MANDATORY TECHNICAL CRITERIA POINT RATED TECHNICAL CRITERIA**

**Mandatory Technical Criteria**

<b>Mandatory Technical Criteria</b>	
Evaluation Criteria	Met/Not Met
<p>M1. In its bid, the Bidder must propose one (1) resource</p>	
<p>M2. Availability The Bidder's Proposed Resource must be available for all sample installation/removal dates and times at 324 Point Petre Road, Milford, Ontario. The Bidder's Proposed Resource must be available to provide maintenance and/or repair for instruments in a timely manner in order to ensure sample schedules are preserved. The Bidder's Proposed Resource must be available during times when precipitation exceeds 20mm in order to exchange bottles before over-flow. The Bidder's Proposed Resource must be available for receiving and placing shipments with couriers. (Refer to Annex H)</p>	
<p>M3. The Bidder's Proposed Resource must have accredited training of one year or more in one of the following disciplines: meteorology, atmospheric sciences or environmental technology. Proof of certificate/acknowledgement of qualification must be provided prior to contract award.</p>	
<p>M4. The Bidder must provide a resume for its Proposed Resource using the work experience template as a guide (refer to Annex I) This resumes will be used to evaluate its Proposed Resource. The following information must be provided</p> <ol style="list-style-type: none"> <li>a. Name of its Proposed Resource;</li> <li>b. Education;</li> <li>c. Certifications;</li> <li>d. Work experience; Name of the organization the work was performed for;</li> <li>e. Title of the project/work or contract name;</li> <li>f. Role and responsibilities of its Proposed Resource, including a description of the work performed;</li> <li>g. Start date (specify month and year);</li> <li>h. Completion date (specify month and year);</li> <li>i. Total number of years; including if the work is still in progress; and</li> <li>j. Name and contact information of two references who can confirm the information supplied by the Bidder.</li> </ol>	

**Point Rated Technical Criteria**

<b>Point Rated Technical Criteria</b>	
<b>Evaluation Criteria</b>	<b>Maximum Score</b>
<p><b>Expertise of the Bidder's Proposed Resource</b></p> <p>Describe your previous experience and/or training as it pertains to the items listed in (a) to (f) below. Include at what capacity you have operated any air quality/meteorological equipment (including but not limited to monitoring, maintenance and calibration), the types of measurements made, who the measurements were made for, and for what time period. 2 points will be awarded for each year of experience up to a maximum of 10 points in each of the following categories:</p> <p>a. Maintaining an air quality facility  <ul style="list-style-type: none"> <li>▪ <i>2 points per year of experience demonstrated in the proposal, up to a maximum of 10 points</i></li> </ul> </p> <p>b. Maintaining a meteorological facility  <ul style="list-style-type: none"> <li>▪ <i>2 points per year of experience demonstrated in the proposal, up to a maximum of 10 points</i></li> </ul> </p> <p>c. Operation of precipitation collectors for analysis of trace chemicals  <ul style="list-style-type: none"> <li>▪ <i>2 points per year of experience demonstrated in the proposal, up to a maximum of 10 points</i></li> </ul> </p> <p>d. Operation of high-volume air samplers for analysis of trace chemicals  <ul style="list-style-type: none"> <li>▪ <i>2 points per year of experience demonstrated in the proposal, up to a maximum of 10 points</i></li> </ul> </p> <p>e. Operation of other air quality instrumentation; list types  <ul style="list-style-type: none"> <li>▪ <i>2 points per year of experience demonstrated in the proposal, up to a maximum of 10 points</i></li> </ul> </p> <p>f. Meteorological observations and measurements, including precipitation  <ul style="list-style-type: none"> <li>▪ <i>2 points per year of experience demonstrated in the proposal, up to a maximum of 10 points</i></li> </ul> </p>	<p><b>10</b></p> <p><b>10</b></p> <p><b>10</b></p> <p><b>10</b></p> <p><b>10</b></p> <p><b>10</b></p> <p><b>10</b></p>
<b>TOTAL SCORE</b>	<b>60</b>

## **PART 5 - CERTIFICATIONS**

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

### **1. Certifications Required Precedent to Contract Award**

#### **1.1 Integrity Provisions - Associated Information**

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

#### **1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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

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

#### **2.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the

Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## **2.2 Education and Experience**

PWGSC SACC Manual clause A3010T (2010-08-16), Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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

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

1. English Language Certification at Annex E;
2. Access to Reliable Transportation Certification at Annex F;
3. Experience Using Microsoft Outlook, Word and Excel Certification at Annex G;
4. Certificate of Availability at Annex H; and
5. Work Experience Template at Annex I.

## **PART 6 - RESULTING CONTRACT**

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

**Title:** Field Support for Air Monitoring at Point Petre, Ontario

### **1. Security Requirement**

**1.1** The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor's personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Government of Canada.
2. The attached security requirement checklist (SRCL and related clauses) applies and form part of the Contract – found at Annex C.

### **2. Insurance Requirement**

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

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

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

### 3. Statement of Work

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

### 4. Standard Clauses and Conditions

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

#### 4.1 General Conditions

[2010B \(2016-04-04\), General Conditions - Professional Services \(Medium Complexity\), as modified below, apply to and form part of the Contract.](#)

General conditions 2010B is modified as follows:

#### At Section 12 Transportation Costs

**Delete:** In its entirety

**Insert:** "Deleted"

#### At Section 13 Transportation Carriers' Liability

**Delete:** In its entirety.

**Insert:** "Deleted"

#### At Section 18, Confidentiality:

**Delete:** In its entirety

**Insert:** "Deleted"

#### Insert Subsection: "35 Liability"

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

#### At Section 06 Subcontracts

**Delete:** paragraphs 1, 2, and 3 in their entirety.

**Insert:** "The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor."

**At Section 19 Copyright**

**Delete:** In its entirety

**Insert:** "Deleted"

**5. Term of Contract**

**5.1 Period of the Contract**

The period of the Contract is from April 1, 2018 to March 31, 2019 inclusive.

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. 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.

**6. Authorities**

**6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

**6.2 Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
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.

### 6.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

## 7. 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.

## 8. Payment

### 8.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are \_\_\_\_\_ (*insert "included", "excluded" OR "subject to exemption"*) and Applicable Taxes are extra.

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

### 8.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are (*insert "included", "excluded" or "subject to exemption"*) and Applicable Taxes are extra.
- (b) 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:
- (i) when it is 75 percent committed, or

- (ii) four (4) months before the contract expiry date, or
- (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) 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.

## **9 Invoicing Instructions**

### **9.1 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

## **10. Certifications**

### **10.1 Compliance**

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.

## **11. Applicable Laws**

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

## **12. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) Modified 2010B General Conditions - [Professional Services \(Medium Complexity\)](#) (2016-04-04)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirement;
- (g) Annex E, English Language Certification;

- (h) Annex F, Access to Reliable Transportation Certification;
- (i) Annex G, Experience Using Microsoft Outlook, Word and Excel Certification;
- (j) Annex H, Certificate of Availability;
- (k) Annex I, Work Experience Template; and
- (l) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s).*)

**ANNEX A**  
**STATEMENT OF WORK**

**1. Title:**

**Field Support for Air Monitoring at Point Petre, Ontario**

**2. Background**

The Air Quality Processes Research Section of Environment and Climate Change Canada undertakes the monitoring of pollutants in air and precipitation at the Great Lakes Monitoring site of Point Petre, Ontario under ECCC's Chemicals Management Plan. This project also supports the United Nations Environment Program (UNEP) Stockholm Convention on Persistent Organic Pollutants. It also contributes to the Integrated Atmospheric Deposition Network (IADN) and is a comparison site used to compare with the United States Environmental Protection Agency grantee. The objective of this Contract is to assist Environment and Climate Change Canada's Air Quality Processes Research Section in the field support for the operation of the monitoring site at Point Petre, herein referred to as the Site for pollutants (including persistent organochlorines, polycyclic aromatic hydrocarbons, flame retardants, Polychlorinated biphenyls, metals, and other emerging chemicals of concern) in accordance with the Statement of Work detailed herein.

This project has been operating at the Site since 1989. The Contractor must ensure consistency in the operation and the resulting dataset to maintain the long-term time trends of target contaminants at the Site.

**3. Terminology:**

Environment and Climate Change Canada (ECCC)

Great Lakes Basin (GLB)

Polyfluorooctane sulfonate (PFOS)

Persistent organic pollutants (POPs)

Polyurethane foam (PUF)

Standard operating procedures (SOPs)

United Nations Environment Program (UNEP)

**4. Scope of Work**

The Contractor must conduct monitoring sampling and maintain the Site in support of the GLB monitoring program and the IADN. This includes maintenance and upkeep of the site as well as the operation and general maintenance of air quality instrumentation.

The Contractor must:

- (i) Collect samples on from one organics PUF hi-vol sampler, one organics XAD (a polymeric sorbent) hi-

vol sampler, one PM10 hi-vol sampler plus it's back-up, and four (4) precipitation samplers, as per Attachment 1 and SOP's;

(ii) Track and document all sampling media received, field information, meteorological conditions, and sampling conditions for samples collected;

(iii) Prepare and ship samples to the analysis laboratories, as well as receiving sampling media;

(iv) Communicate with the Technical Authority regarding sampling conditions, maintenance issues, equipment functionality, security issues, and any other conditions that pertain to the operation of the Site and the program. The Contractor must be available for an audit by the Technical Authority one time per year. Communication will be carried out by face to face meetings and by telephone and emails as required;

(v) Provide general maintenance and small repairs of sampling equipment; and

(vi) Provide maintenance of the property.

## **5. Location:**

The Site is located at the 324 Point Petre Road in Milford, Ontario.

Point Petre is a small peninsula on the eastern end of Lake Ontario, about 160 km east of Toronto and approximately 85 km north of Rochester, NY. The Site is located on a 25 acre parcel of land on the southern tip of Prince Edward County.

The samplers are located on a 20 by 20 meter wood deck approximately 50 meters from the lake, in a cleared area of roughly 37 meters in diameter.

## **6. Schedule:**

### Sampling Schedule:

High-volume samples (organics, V1, and XAD) must be taken on a 1 in 36-day schedule (requiring presence on site to put on the sample, and then presence on site the next day to remove). V2 high-volume samples, used as a duplicate for quality control purposes, must be taken with every 6<sup>th</sup> V1 sample. Blanks for organics and PM10 (V1) high-volume samplers must be taken every 72 days.

Precipitation samples must be taken on the first day of the month. After 20 mm of rain, the bottles on the organics precipitation collector (dichloromethane) must be changed to prevent over-flow, and shipped on the following Tuesday to the analysis laboratory.

## **7. ECCC Will Provide the Contractor:**

### Reference Material:

1. All Standard Operating Procedures required to perform the Work.

### Equipment

1. Monitoring equipment required to perform the Work
2. Maintenance equipment required to perform the Work
3. Replacement parts for equipment

### Training

On-site training in established GLB protocols will be provided by ECCC staff. The training will take place over a three day period, after which the Contractor will be assessed.

### Shipping

ECCC is responsible for all shipping costs associated with the Work.

## **8. Contractor Responsibilities:**

It is the Contractor's responsibility to notify the Technical Authority if any unforeseeable circumstances arise that would lead to or interfere with the Contractor completing any of the required tasks. The Contractor can propose alternative solutions, to meet the requirements of this Contract, for the approval of the Technical Authority.

The Contractor must prepare summaries of activities to support claims for payment.

## **9. Tasks:**

**The Contractor must complete the tasks outlined in this section. Note that the tasks are performed either in the laboratory or on the sampling platform which is approximately 350m from the laboratory. Access to the sampling platform by vehicles is restricted; all personnel must walk to the sampling platform.**

### **I. Precipitation Sample Collection Procedures**

Sample changes are done monthly on the first day of the month.

#### **A. Organics sample for ECCC**

##### **1. Removal of current sample:**

On arrival at the platform:

- a. Rinse the funnel with the dichloromethane provided, keeping upwind of the funnel in order to minimize exposure to dichloromethane vapours.
- b. Disconnect tubing and remove the threaded Teflon cap from both sample bottle and overflow bottle. Cap both bottles securely, using Teflon tape if necessary.
- c. Fill out sample history form for sample removed including time and date sample was removed, sample quality information, and any pertinent meteorological or sampler function information.
- d. Put Teflon tubing in bag to return to laboratory for cleaning.

##### **2. Installation of new sample:**

- a. Clean and rinse the funnel drain with water and brush provided.
- b. Using clean Teflon cap and tubing assembly, attach to new bottle, and careful push into place in the sampler.
- c. Attach Teflon cap to overflow bottle and connect overflow line to the sample bottle.
- d. Fill out sample history form including date/time of installation of new sample, and any other information pertinent to the quality of the sample.

##### **3. Prepare shipment:**

- a. Bring the completed sample bottles to the laboratory to prepare for shipping. Place bottles in poly-plastic bag provided and secure with twist tie and place in shipping containers provided. Include used tubing assembly, and sample history form. Close lid, and make sure clasps are shut tight.

b. Fill out shipping documentation. These samples contain dichloromethane and require proper documentation for dangerous substances. The courier will come on Tuesday, early afternoon, to pick up samples.

## B. Inorganics sample for ECCC

### 1. Removal of current sample:

On arrival at the platform:

- a. Open hood by moistening sensor, and turn power switch to off to keep open
- b. Using clean disposable gloves, remove sample bucket, and keep clean and secure while performing next steps.
- c. Fill out sample history form for sample removed including time and date sample was removed, sample quality information, and any pertinent meteorological or sampler function information.

### 2. Installation of new sample:

- a. Using new pair of clean gloves, place new clean bucket in sampler, ensuring it seats properly. Store sample bucket lid in new, clean, plastic bag.
- b. Turn on power and allow sampler lid to move until in an upright position. Inspect underside that it is free of defect and will provide good seal. If there are any issues, contact Technical Authority and replace lid.
- c. Using squeeze bottle of clean de-ionized water and Kimwipes, clean underside of sample lid.
- d. Turn sampler on to allow lid to close onto the sampler bucket. Inspect to ensure good seal with the bucket.
- e. Fill out sample history form including date/time of installation of new sample, and any other information pertinent to the quality of the sample.

### 3. Prepare for shipment:

- a. Take sampled bucket to laboratory for transfer to sample bottles. It is important to ensure all surfaces and areas in the laboratory used for the sample transfer are clean before proceeding.
- b. Using a new pair of disposable gloves, remove the lid and observe debris. Describe debris in sample history form, as well as if sample is frozen.
- c. Allow to sit undisturbed for as long as it takes for debris to settle out and to melt completely if frozen. Thawing should take place at room temperature with bucket covered with a clean lid to minimize evaporation. Only leave out as long as it takes for sample to thaw (do not leave overnight).
- d. Using clean, disposable gloves, transfer sample from the bucket to a clean 2-L sample bottle, making sure to have no contact between bucket and bottle. Decant only as far as the shoulder of the bottle. Do not use a funnel. Screw cap on until snug, and use Teflon tape if necessary to ensure bottle is sealed.
- e. If there is extra sample in the bucket, measure the excess in a graduated cylinder, record the volume on sample history form, and discard the rest of the sample.
- f. Prepare samples bottles for shipping. Place bottles in poly-plastic bag provided and secure. Please sample bottle into used sample bucket, cover with lid, and place in shipping box provided. Include sample history form. Close lid, and make sure clasps are shut tight.
- g. Fill out shipping documentation, and ship out with other samples going to the laboratory.

## C. PFOS sample for ECCC

Instructions are the same as for Inorganics (refer to I.B.), but performed on PFOS sampler.

D. Organic precipitation collector for Indiana University (IU)

1. Removal of current sample:

- a. Perform weekly maintenance as outlined in II.B.1 and 2. Measure volume as described in II.B.3. regardless of volume in overflow bottle.
- b. Rinse precipitation collection surface following steps below. If possible, do not perform during precipitation event. If must be done during precipitation event, wear Kleen guard coveralls and stand downwind of instrument.
- c. Moisten rain sensor to open hood and turn off switch so it remains open.
- d. Wearing latex gloves, remove obvious debris from collection funnel. Make note of any debris on Data Sheet
- e. Rinse collection surface with DI water provided while wiping with filters provided.
- f. Turn off column outlet valve to maintain water level in column.
- g. Turn power switch on.
- h. Unscrew XAD column from fitting and cap with Teflon plug.
- i. Remove overflow tube while turning column upside down. Replace outlet valve fitting with Teflon plug.
- j. Label column with sample name and date of collection.

2. Installation of new sample.

- a. Prior to installation of new column, clean collector surface with 200ml methanol provided, scrubbing with clean Kimwipe if necessary. Clean funnel outlet using test tube brush provided.
- b. Follow with rinse of 1L tapwater from wash bottle, then 200 mL de-ionized water, and finally rinse funnel outlet fitting and o-ring with methanol and de-ionized water
- c. Inspect new XAD column for separation of XAD bed. If it has separated, contact IU.
- d. Remove Teflon plug from bottom of XAD volume and replace with column outlet valve. Wrap plug in aluminum foil and put in clean plastic bag until next use.
- e. Remove top Teflon plug and wrap in aluminum foil and put in clean plastic bag until next use.
- f. Rinse funnel outlet fitting with methanol and screw top of column into the fitting.
- g. Open collector lid and add about 50ml of DI water to make sure water is flowing from column outlet valve. Measure flow and adjust to between 10 and 15 ml/min using column outlet valve.
- h. Pack columns into shipping containers provided including Weekly Site Visit and Field Data Sheets. Fill out shipping documentation and ship.

**II. Precipitation Collector Maintenance (weekly):**

A. ECCC samplers (3):

1. The Contractor must perform routine maintenance to ensure that the precipitations collectors are functioning properly. The collectors must be kept clean, and (in winter) must be kept free of ice and snow. On a weekly basis the Contractor must ensure that:
  - a. Sensor grids are checked, cleaned with water as required, or replaced as required.
  - b. Snow and ice is removed to prevent a buildup that would obstruct the proper operation of the collector.
  - c. The lid movement is checked weekly for proper operation of the electric motor drive, smooth motion and proper start/stop switching.



- d. The Contractor must perform other maintenance or repair as directed by the Technical Authority.
2. If the collector or associated equipment is found to be operating abnormally, or ceases to operate completely, the Contractor must contact the Technical Authority for further advice or action.
3. Equipment failures or supply shortages must be reported immediately to the Technical Authority.
4. Check over-flow bottles. If nearing capacity, then replace.
5. After large precipitation events, contractor should come to site to replace over-flow bottles.

B. IU sampler (1):

1. Inspect equipment for the following and notify IU contact of any problems immediately. Follow instructions of IU contact to remedy the problem.
  - a. physical damage
  - b. operation of rain sensor, heater or fan
  - c. check for interferences
  - d. check Teflon sealing pad for damage, good seal
2. General comments: Make any comments on Weekly Site Visit Sheet that might affect sample collection that week, including but not limited to fires, storms, abnormal precipitation and vandalism.
3. If the overflow container is more than  $\frac{3}{4}$  full, measure the amount of water in the container in 1-L increments using graduated cylinder provided. Record measurements on Weekly Site Visit and Field Data Sheets.
4. Inspect collection funnel for standing water. If water is not flowing or flowing slowly, close valve on column and remove to check for debris. If present, clean with cleaning wire. If flow not restored, notify IU contact immediately and follow instructions to remedy problem. Make notes on Weekly Site Visit and Field Data sheets as to work performed.
5. Inspect column. If column has gone dry, add DI water from Teflon wash bottle provided and determine source of leak. Replace o-rings or tighten fittings as necessary. Make notes on Weekly Site Visit and Field Data Sheets as to work performed.

### III. Air Sampler Collection Procedure

A. Organics sampler (P6) for ECCC:

1. Installation of sample:
  - a. Sample to be installed around 8:00 am local time at sampling platform.
  - b. Check for leaks by turning sampler on and plugging inlet. Magnahelic should go to zero. If it does not, contract Technical Authority and follow instructions to remedy problem.
  - c. Inspect sampler. If it is dirty, clean out sampler using de-ionized water and Kimwipe.
  - d. Using gloves, remove cartridge from plastic bag and insert in inlet. Loosen wing nuts to remove cover, then tighten wing nuts firmly but not tightly. Close and secure sampler lid.
  - e. Record timer information, turn on the sampler, and record time on. Set magnahelic to set point provided by Technical Authority.
  - f. Make note of any conditions that might affect sample quality.
  - g. Wait 5 minutes, and then if magnahelic has drifted, set back to set point.
  - h. Keep cartridge cover in sample bag and store in a clean area.

## 2. Removal of Sample

- a. Sample to be removed 24 hours after installation.
- b. Bring sample bag to the sampling platform.
- c. Make note of and record magnahelic vacuum level. Turn off sampler
- d. Record date/time off and any conditions that might affect sample quality.
- e. Open lid and install cover on sample cartridge.
- f. Put clean plastic bag over sample cartridge, and remove from sampler.
- g. Fasten plastic bag around cartridge and store in refrigerator until pick-up by laboratory personnel.

## 3. Blank samples

A blank sample is to be performed every other sample change. A blank is done in the same way as a sample, but the sampler is not turned on, and is left to sit for one minute before removal from the sampler. Blanks are not to be done during precipitation, and should be done the next time the operator is at the site with no precipitation.

### B. Metals sampler (V1) for ECCC:

#### 1. Preparation of sample cartridge.

At the laboratory, wearing clean lab coat and disposable gloves.

- a. Turn on clean hood and let run for 5 minutes before proceeding.
- b. Place cartridge for 8x10" filters in clean hood on clean Kimwipes.
- c. Wipe down cartridge and tweezers with de-ionized water and Kimwipes.
- d. Using clean tweezers place new 8x10" cellulose filter on bottom cartridge.
- e. Place top cartridge on top of bottom and screw together snugly.
- f. Place cartridge in plastic bag to take to sampling platform.

#### 2. Installation of sample:

- a. Sample to be installed around 8:00 am local time at sampling platform.
- b. Inspect sampler. If it is dirty, clean out sampler using de-ionized water and Kimwipe.
- c. Open hood. Using gloves, remove cartridge from plastic bag and insert in sampler using wing nuts to snug into place. Remove cover from cartridge and place in sample bag.
- d. Close and secure sampler hood.
- e. Record timer information, turn on the sampler, and record time on.
- f. Make note of any conditions that might affect sample quality.
- g. Wait 5 minutes, measure vacuum at vacuum port and record.

#### 3. Removal of Sample

- a. Sample to be removed 24 hours after installation.
- b. Bring sample bag to the sampling platform.
- c. Measure and record vacuum level from vacuum port. Turn off sampler
- d. Record date/time off and any conditions that might affect sample quality.
- e. Open hood and install cover on sample cartridge.
- f. Loosen cartridge using wing nuts, and put in clean plastic bag and take to laboratory.

#### 4. Preparation of Sample

At the laboratory, wearing clean lab coat and disposable gloves.

- a. Turn on clean hood and let run for 5 minutes before proceeding.
- b. Prepare small Whirlpack bags with sample name.
- c. Remove sample cartridge from plastic bag and place in clean hood on clean Kimwipes.
- d. Wipe down tweezers, scalpel, and cutting template with de-ionized water and Kimwipes and place on clean Kimwipes.
- e. Remove top of cartridge and using clean tweezers, remove sampled filter and place on cutting template making sure it is centred. Close lid of cutting template.
- f. Using scalpel, cut filter into 5 pieces as indicated by arrows.
- g. Using tweezers, discard outer two strips, and place inner three strips into three separate, labeled, Whirlpack bags. Push air out of bags and seal.
- h. Store filters in sample box until pick-up by laboratory personnel.

#### 5. Blanks

Blanks are done every other sample day. Samples are taken using Steps III.B.1 through 4 as outlined for the main sampler, except that the sampler is not turned on. Samples sit on the sampler for 1 minute before they are removed.

#### 6. Sample on back-up sampler (V2)

For every 6<sup>th</sup> sample taken on the main sampler, a sample is taken on the back-up sampler in order to ensure its operation, and to use as a QC sample. Samples are taken using Steps III.B.1 through 4 as outlined for the main sampler, but done on the back-up sampler.

### C. Organics sampler for IU:

#### 1. Installation of sample:

- a. At the laboratory, wipe down filter holder.
- b. Using latex gloves, unwrap quartz fibre filters and install on filter folder using tweezers. Close filter holder and tighten screws to snug. Install cover for transport to site.
- c. Wearing latex gloves, remove resin cartridge from sampling tin and place into the cartridge holder. Bring filter holder and cartridge to sampling platform.
- d. At the sampling platform, wipe down dirty surfaces on sampler with a clean, damp cloth.
- e. Lift up sampler hood and place filter holder into position, removing cover. Use filter holder nuts to tighten diagonally. Close the hood.
- f. Install cartridge holder, using hand screw to tighten onto threaded end.
- g. Record timer reading on sample history form.
- h. Turn sampler on. If there are any leaks between the motor, the cartridge, and the filter, then retighten the fittings.
- i. Once motor is running smoothly, let run for two minutes and record the magnahelic reading.
- j. Record any information pertinent to sample quality such as meteorological conditions, unusual environmental conditions (fires, smog, etc.) on the sample history form.

#### 2. Removal of Sample

- a. On arrival at the sampler, record magnahelic reading and any other information pertinent to sample quality as in I.C.1.j.
- b. Turn off sampler and record time.
- c. Lift hood and place filter cover on filter. Unscrew filter holder and remove. Close lid of sampler.
- d. Open front door of sampler, loosen hand screw nut on top and bottom of cartridge holder. Remove cartridge holder and bring it and the filter holder to the laboratory.
- e. At the laboratory, using latex gloves, remove filter using tweezers, fold in half and wrap in aluminum foil. Attach label and place in plastic bag.
- f. Remove stainless steel cartridge from cartridge holder. Wrap cartridge in aluminum foil and place in resin cartridge transport tin. Seal with Teflon tape and cover with electrical tape. Place label on tin.
- g. Ship filter, cartridge, and sample history form to IU.

#### **IV. Air Sampler Maintenance**

- a. Change brushes on motor on ECCC high volume samplers as needed (approximately once per year).
- b. Disassemble, inspect and clean out head of metals sampler using deionized water and Kimwipes (approximately twice per year).
- c. IU sampler: Check operation of the sampler with each sample. If there are any problems, consult troubleshooting guide provided to fix the problem and contact IU.

#### **V. Routine Site Maintenance:**

The Contractor is responsible for routine site maintenance including:

- a. Keeping the laboratory clean, the Contractor must clean and wash the interior counters and floor of the building when required using only distilled water and dust must be swept or vacuumed as required. All equipment and supplies will be provided by ECCC.
- b. Removing snow at the entrance of the laboratory, the entrance to the sampling deck, and on the sampling deck itself.
- c. Grass cutting to keep the vegetation at an acceptable height (5-10 cm).
- d. The general cleanliness of the immediate sampling location is the responsibility of the Contractor, including the removal of garbage/waste from the site.
- e. Make small repairs as needed.
- f. Report larger required repairs and preventative maintenance to the Technical Authority. The Contractor is required to meet the Technical Authority and other contractors on site regarding repairs and preventative maintenance, as directed by the Technical Authority.

Arrangements for the Contractor to fix problems must be authorized by the Technical Authority. Meet Contractors on site and supervise work performed.

These tasks must be carried out in proximity of sensitive and expensive research and monitoring equipment and it is essential that the Contractor understand the need to avoid adverse effects on the measurements and data.

#### **10. Performance Standards, Specifications and Quality Measurement:**

All samples must be taken in accordance with Attachment 1. Exceptions are only made for inaccessibility to the site due to weather or health and safety concerns including inadequate road maintenance by the ECCC. If samples cannot be taken on the prescribed day, the Contractor must inform the Technical

Authority immediately, and the samples must be taken the next available day. Samples must be shipped monthly for precipitation and as required for air samples, usually 3 times per year. If a sample is deemed invalid due to equipment malfunction, the Technical Authority must be informed immediately of the malfunction and the planned remediation, including repair of the equipment and taking the sample at the next available opportunity. Any missed samples due to negligence on the part of the Contractor will result in reduced payment.

**11. General Conditions:**

- 1 The Contractor must be available for one audit each year. The audit will be done during normal sampling times.
- 2 The Contractor must have knowledge of daily local weather conditions and local events that might affect sample quality.
- 3 Smoking is not permitted within 500 meters of the compound. Vehicles must not approach closer than the designated parking area. The Contractor must not enter the building with contaminated clothing or footwear.
- 4 The Contractor must not bring toxic or contaminating compounds such as oil based products, soaps, disinfectants, or insect repellents to the site. No paints, solvents or glues must be used onsite or in the vicinity of the laboratory or the sampling platform.
- 5 The Contractor must contribute to the security of the site by adhering to the use of locks where applied. Any suspicious activity or tampering of the site equipment must be reported to the Technical Authority, as should any event or activity that may compromise the sampling integrity.

**Attachment 1  
Sampling Schedule:**

<b>Sampling</b>	<b>Number of Visits per Year</b>	<b>Hours per Sample</b>	<b>Number of Samples</b>	<b>Total Hours</b>
Precipitation: ECCC Organic	12	1.5	12	18
Precipitation: ECCC Inorganic		1	12	12
Precipitation: ECCC PFOS		1	12	12
Precipitation: IU Organic		2	12	24
Precipitation: change ECCC Organics bottle after large precipitation events	5	0.25	24	6
Air: ECCC Organic	20	0.75	10	7.5
Air: ECCC Organic Blanks		0.25	5	1.25
Air: ECCC Metals		1.25	10	12.5
Air: ECCC Metals Blanks		0.75	5	3.75
Air: ECCC Metals Back-up Sampler		1.25	2	2.5
Air: IU Organic		0.75	10	7.5
<b>Sub-Total:</b>				<b>107</b>

<b>Other</b>	<b>Estimated Visits per Year</b>	<b>Estimated Hours per Visit</b>		<b>Total Hours</b>
<b>Shipping/Receiving:</b> (Due to presence of dichloromethane in samples, shipping must be done from the Site. Courier comes to the Site on Tuesdays at approximately 1:00 p.m. Most of the maintenance work on site can be done at this time.) <b>Maintenance:</b> a) Grass cutting – done on Tuesdays while waiting for courier b) Laboratory cleaning – done on Tuesdays while waiting for courier c) Maintenance of Sampling Equipment – done on Tuesdays while waiting for courier	52	3		156
Liaison with Technical Authority regarding sampler operation, small repairs of samplers				10
Snow clearing	15	1	15	15
On site to meet contractors and Technical Authority	4	5		20
Preparation of summaries of activities	85	0.17		14.45
<b>Sub-total: (rounded to nearest whole number)</b>				<b>215</b>

**Total of approximately 322 hours.**

**Estimate site visits per year: 85**

**ANNEX B**  
**BASIS OF PAYMENT**

The Contractor will be paid as follows:

<b>Initial Contract Period: April 1, 2018 to March 31, 2019</b>		
<b>Fixed Price per Month (A)</b> (This amount must include all costs associated with the Work.)	<b>Number of Months for Period 1 (one year period) (B)</b>	<b>Firm Price for Period 1 (one year period) (A) * (B)</b>
\$ _____	<b>12 Months</b>	\$ _____
<b>Total Price for Initial Contract Period: \$ _____</b> <i>(applicable taxes extra)</i>		

<b>Option Year 1: April 1, 2019 to March 31, 2020</b>		
<b>Fixed Price per Month (A)</b> (This amount must include all costs associated with the Work.)	<b>Number of Months for Period 1 (one year period) (B)</b>	<b>Firm Price for Period 1 (one year period) (A) * (B)</b>
\$ _____	<b>12 Months</b>	\$ _____
<b>Total Price for Option Year 1: \$ _____</b> <i>(applicable taxes extra)</i>		

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<b>Option Year 2: April 1, 2020 to March 31, 2021</b>		
<b>Fixed Price per Month (A)</b> (This amount must include all costs associated with the Work.)	<b>Number of Months for Period 1 (one year period) (B)</b>	<b>Firm Price for Period 1 (one year period) (A) * (B)</b>
\$ _____	<b>12 Months</b>	\$ _____
<b>Total Price for Option Year 2: \$ _____</b> <i>(applicable taxes extra)</i>		

<b>Option Year 3: April 1, 2021 to March 31, 2022</b>		
<b>Fixed Price per Month (A)</b> (This amount must include all costs associated with the Work.)	<b>Number of Months for Period 1 (one year period) (B)</b>	<b>Firm Price for Period 1 (one year period) (A) * (B)</b>
\$ _____	<b>12 Months</b>	\$ _____
<b>Total Price for Option Year 3: \$ _____</b> <i>(applicable taxes extra)</i>		



**Total Proposal Price including initial contract and options 1, 2 and 3:**

**\$ \_\_\_\_\_ (applicable taxes extra)**

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail			
Contract operator to collect air quality samples at the Point Peetre site in Ontario.			
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"/>	No release restrictions / Aucune restriction relative à la diffusion <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"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
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 <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	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"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





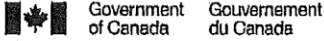
Contract Number / Numéro du contrat
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<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

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Contract Number / Numéro du contrat
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**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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMOC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL	A		B	C					
Information / Assets / Renseignements / Éléments / Production																	
IT Media / Support TI / Liens électroniques																	

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 « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## ANNEX D

### INSURANCE REQUIREMENT

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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [\*Department of Justice Act\*](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.  
**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

**ANNEX E**

**ENGLISH LANGUAGE CERTIFICATION**

The Bidder confirms that its Proposed Resource who will perform Work under the resulting Contract must fluently communicate in English, both orally and in writing. In order to demonstrate compliance with this mandatory certification, the Bidder must complete, sign and submit the following certification with the proposal.

Name of the Bidder: \_\_\_\_\_

Signature of the Bidder: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Date Signed: \_\_\_\_\_



**ANNEX F**

**ACCESS TO RELIABLE TRANSPORTATION CERTIFICATION**

The Bidder confirms that its Proposed Resource who will perform Work under the resulting Contract must have access to reliable transportation to and from the work site. In order to demonstrate compliance with this mandatory certification, the Bidder must complete, sign and submit the following certification with the proposal.

Name of the Bidder: \_\_\_\_\_

Signature of the Bidder: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**ANNEX G**

**EXPERIENCE USING MICROSOFT OUTLOOK, WORD AND EXCEL CERTIFICATION**

The Bidder confirms that its Proposed Resource who will perform Work under the resulting Contract must have a minimum of two years of experience working using Microsoft Office, Word and Excel. In order to demonstrate compliance with this mandatory certification, the Bidder must complete, sign and submit the following certification with the proposal.

Name of the Bidder: \_\_\_\_\_

Signature of the Bidder: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**ANNEX H**

**CERTIFICATE OF AVAILABILITY**

The Bidder confirms that its Proposed Resource who will perform the Work under the resulting Contract will be available for all sample installation/removal dates and times at 324 Point Petre Road, Milford, Ontario. The Bidder's Proposed Resource will be available to provide maintenance and/or repair for instruments in a timely manner in order to ensure sample schedules are preserved. The Bidder's Proposed Resource will be available during times when precipitation exceeds 20mm in order to exchange bottles before over-flow. The Bidder's Proposed Resource will be available for receiving and placing shipments with couriers.

Name of the Bidder: \_\_\_\_\_

Signature of the Bidder: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**ANNEX I  
WORK EXPERIENCE TEMPLATE**

	<b>WORK EXPERIENCE TEMPLATE</b>
Name of the Proposed Resource	
Education	
Certifications	
	<b>EXPERIENCE #1 (repeat for each different work experience)</b>
Name of the organization the work was performed for	
Title of the project/work or contract name;	
Role and responsibilities of the Proposed Resource, including a description of the work performed.	
Start date (specify month and year).	
Completion date (specify month and year).	
Total number of years; including if the work is still in progress.	
Name and contact information of two references who will confirm the information supplied by the Bidder.	

