



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

Title - Sujet Grass Cutting and Lanscaping	
Solicitation No. - N° de l'invitation W4M00-18C881/A	Date 2018-06-14
Client Reference No. - N° de référence du client W4M00-18C881	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-016-10568	
File No. - N° de dossier WPG-8-41021 (016)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-25	Time Zone Fuseau horaire Central Daylight Saving Time CDT
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: Hall, Marlene	Buyer Id - Id de l'acheteur wpg016
Telephone No. - N° de téléphone (204) 230-0147 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WING WCEO CONTRACTS/SUPPLY BLDG 100 WESTWIN Manitoba R3J0T0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation
W4M00-18C881/A
Client Ref. No. - N° de réf. du client
W4M00-18C881

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41021

Buyer ID - Id de l'acheteur
wpg016
CCC No./N° CCC - FMS No./N° VME

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

To supply all labour, materials, tools, equipment, transportation and supervision necessary to provide grass cutting and related landscaping services to the Department of National Defence, Canadian Forces Base (CFB), Winnipeg, Manitoba, on an "as and when requested" basis in accordance with the Statement of Work at Annex A. The period of the contract will be from date of award to August 31, 2020 with Canada retaining the irrevocable option to extend the period of three (3) additional consecutive one (1) year periods.

There are security requirements 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 [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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

There is an optional site visit associated with this requirement. Consult Part 2 – Bidder Instructions.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

The 2003 standard instructions is amended as follows:

- section 05, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17."
 - paragraph 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
 - paragraph 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, and return address, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- section 06, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return or delete bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in section 07. For late bids submitted using means other than the Canada Post Corporation's epost Connect service, the physical bid will be returned. For bids submitted electronically the late bid will be deleted. As an example, bids submitted using Canada Post Corporation's epost Connect service, an epost Connect conversation initiated by the Bid Receiving Unit via the epost Connect service pertaining to a late bid will be deleted. Records will be kept documenting the transaction history of all late bids submitted using epost Connect."
- section 07, entitled Delayed bids, is amended as follows:
 - subsection 1 is deleted and replaced as follows:

1. A bid delivered to the specified Bid Receiving Unit after the solicitation closing date and time but before the contract award date may be considered, provided the bidder can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Private courier (Purolator Inc., Fedex Inc., etc.) is not considered to be part of CPC for the purposes of delayed bids.
 - a. The only pieces of evidence relating to a delay in the CPC system that are acceptable to PWGSC are:
 - i. a CPC cancellation date stamp;
 - ii. a CPC Priority Courier bill of lading;
 - iii. a CPC Xpresspost label;

that clearly indicates that the bid was sent before the solicitation closing date.

 - b. The only piece of evidence relating to a delay in the epost Connect service provided by CPC system that is acceptable to PWGSC is a CPC epost Connect service date and time record indicated in the epost Connect conversation history that clearly indicates that the bid was sent before the solicitation closing date and time.
- section 08, Transmission by facsimile, is deleted entirely and replaced by the following:

"Transmission by facsimile or by epost Connect

 1. Facsimile
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile.
 - a. PWGSC, National Capital Region: The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation.
 - b. PWGSC regional offices: The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
 - b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
 - i. receipt of garbled, corrupted or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or
 - vii. security of bid data.
 - c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.
 2. epost Connect
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a).
 - a. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca, or if applicable, the email address identified in the bid solicitation.
 - b. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
 - b. To submit a bid using epost Connect service, the Bidder must either:

- i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the epost Connect conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05."

2.2 Submission of Bids

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

BRU: Western Region Bid Receiving Unit (Winnipeg)
Address: Room 100, 167 Lombard Avenue
Winnipeg, Manitoba R3B 0T6

E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca
Bid Fax: (204) 983-0338

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed,

Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

A9076T (2007-05-25), Improvement of Requirement During Solicitation Period

2.7 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Department of National Defence, 17 Wing Winnipeg, 715 Wihuri Road on 28 June 2018. The site visit will begin at 10:00 CDT, in Building 100.

Bidders are requested to communicate with the Contracting Authority no later than 1:00 pm, 26 June 2018 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

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

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)
- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex C.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price.

4.2 Basis of Selection

4.2.1 Basis of Selection – Minimum Point Rating

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points 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. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability of Resources

5.2.3.1 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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 sites must meet the security requirements 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;

2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

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

7.1.1.1 Task Authorization Process

Task Authorization:

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

Task Authorization Process:

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

7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

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

7.1.1.5 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. 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).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

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

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to August 31, 2020 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 3 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marlene Hall
Procurement Specialist
Public Works and Government Services Canada
Procurement Branch
100 - 167 Lombard Avenue
Winnipeg, MB. R3B 0T6

Telephone: 204-230-0147
Fax: 204-983-7796
Email: marlene.hall@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is: *A contact to be named at date of contract issuance.*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment: Individual task authorizations

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

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

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Monthly Payment

SACC *Manual* clause [H1008C](#) (2008-05-12), Monthly Payment

7.7.4 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
[C0705C](#) (2010-01-11), Discretionary Audit
[C0710C](#) (2007-11-30), Time and Contract Price Verification
[C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor

7.7.5 Electronic Payment of Invoices – Contract

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

TBD

7.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

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

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Security Requirements Check List;
- (f) Annex E, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____.

7.12 Insurance Requirements

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

7.13 SACC Manual clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

ANNEX "A"

STATEMENT OF WORK

1 SITE OF WORK (including but not limited to)

- .1 17 Wing - North Site Location.
- .2 17 Wing – South Site Location.
- .3 St. Charles Rifle Range Saskatchewan Ave. RM of Headingley.
- .4 2117 Ness Ave. Winnipeg.(Tim Hortons)
- .5 438 Conway Street Winnipeg.
- .6 Headingley Transmitter Site, 1230 Lyons Street, Headingley MB.

*Areas of locations as identified on maps.

2 DRAWINGS

- .1 No drawings will be issued with this specification. Drawings will be available for viewing during the Optional site visit. Date and time TBD.
- .2 If needed a complete set of drawings will be given to the successful contractor upon contract award.

3 SCOPE OF WORK

- .1 General. The work of this section comprises the furnishing of all labour, materials, tools, equipment, transportation, supervision and administration necessary to maintain the designated areas in accordance with this specification on an "as and when requested" basis".
 - .1 The Engineer will appoint representatives who will authorize the work to commence, coordinate with the Contractor the equipment and the labour required, detail priorities and certify the invoices. The appointed representatives shall have full authority to request removal of any incompetent workers or faulty or under sized equipment.
- .2 Work included. The work under this section includes, but is not necessarily confined to, the following:
 - .1 Mowing. Mowing of the turf areas designated on the drawings, as indicated by area map and when required on the written authority of the Engineer, in accordance with the following specifications.
 - .2 Trimming. Trimming of grass around tree trunks, flower beds, buildings, fence lines, obstacle course etc., shall be carried out within four hours of mowing in the immediate area. Grass shall be trimmed to the same height as the mowed grass in the applicable area.
 - .3 Repairing/Replacing. The following landscaping is to be done on an as-required basis, Contractor to be on site within three working days of receiving a call from the contract inspector.
 - .1 sodding....Repair/Replace/re-sod;

- .2 seeding of sparsely grassed areas and newly landscaped areas;
 - .3 planting/replacing and maintaining trees, shrubs and/or flowers.
 - .4 spreading of topsoil as requested.
 - .5 weed control including chemical spraying.
 - .6 tree trimming and total removal.
 - .7 stump removal/grinding and reclamation of area.
 - .8 tree banding as directed by the Wing Environmental Officer.
- .4 Spring and Fall yard clean-up at 438 Conway St. / 2117 Ness Ave.
- .5 Spring/Fall clean-ups to include, but not limited to:
- .1 raking and removal of leaves and clippings.
 - .2 power raking and Aeration of grassed areas.
 - .3 application of season required fertilizers.
 - .4 sweeping of walkways/driveways.

4 EQUIPMENT AND TOOLS

- .1 The Contractor shall supply contractor's tools and equipment which shall be subject to the following conditions:
- .2 they shall be in good working condition.
- .3 mowers shall be calibrated and capable of being adjusted on site to give the mowing heights required by these specifications.
- .4 all equipment shall be inspected and approved by the Engineer.
- .5 equipment to be size appropriate for the area's to be cut.

5 SECURITY AND SAFETY REGULATIONS

- .1 The Contractor shall be acquainted with and abide by all regulations for security and safety on the base as may be promulgated by the Department of National Defence (DND) or the Public Authority having jurisdiction. In particular, the Contractor shall:
 - .1 obey all fire regulations;
 - .2 obey all safety regulations;
 - .3 conform to the following working hours, as from 0730 hours to 1600 hours or other hours as approved by the Engineer or site Representative dependent upon weather; and;
 - .4 conform to all DND security regulations/requirements.

6 METHOD OF WORK

- .1 The contractor shall answer calls only from the Engineer or the site Representative for work authority and shall action these calls at the time given. For requests deemed "Urgent", Contractor to be on site within 2 hrs. of receipt. Mobile phone number to be provided.
- .2 The Contractor shall cut grass only in those areas given at the time of the call.

- .3 On commencement of work the Contractor shall cut grass from the open areas with adequately sized equipment. Final trimming, by hand or mechanical trimming equipment, shall complete the cutting.
- .4 Grassed areas shall be cut to a height of not less than 7 cm and no more than 10 cm.
- .5 After completion of cutting and trimming, clippings that are deemed injurious to the area shall be removed by the Contractor as directed by the Engineer. Clippings that have been discharged on sidewalks, pavements, or mech equipment shall be removed by the Contractor.
- .6 It shall be the responsibility of the contractor to remove and immediately replace any markers identifying underground utilities that may impede his/her contract responsibilities.

7 SAFETY REQUIREMENTS

- .1 General. The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.
- .2 Construction Safety Measures. Observe and enforce construction safety measures required by the most recent edition of the National Building Code of Canada, Provincial Government, Workers Compensation Board and Municipal Statutes and Authorities.
 - .1 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- .3 Work procedures and equipment:
 - .1 All work procedures and equipment will be in accordance with legislated standards;
 - .2 A "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base. Hot work permits are issued and controlled by the Wing Fire Chief.
- .4 Unguarded Work Sites. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked.
- .5 Safety Personnel and Responsibility.
 - .1 The Contractor shall supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
 - .2 DND shall monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
 - .3 The Contractor will report to the contract supervisor and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the contractor's execution of work.

.6 Delay Due to Health and Safety Regulations Infractions.

- .1 The Contractor will include all provisions of the SOA in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.
- .2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the contract supervisor to avoid delay in the final completion of the work or any operation thereof.

.7 Fire Safety Requirements. Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief.

.8 Overloading. No part of the work shall be loaded to the point which will endanger its safety.

.9 False work. False work shall conform to CSA S269.1-1975, National, Provincial and/or Local codes and by-laws, governing this type of work.

.10 Solvents/Adhesives/Fuels. Take suitable fire precautions. Smoking is not permitted in any areas. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc, in storm or sanitary sewers. Clean up costs for any and all HAZMAT spills caused by the contractor their equipment or sub-contractors shall be the responsibility of the Contractor. Spills shall be immediately reported to the Contract Supervisor (local 6650).

8 SECURITY REQUIREMENTS

- .1 For the duration of this SOA the contractor is to conform to all requirements set out in the Security Requirements Check List attached to this SOA. This includes updating workers security clearances as employees may change. Failure to have proper clearances will result in removal from site.

9 WORK ESTIMATES (outside of costs stated in the BOP)

- .1 The Engineer's Contracts Inspectors will request an approximate cost for call-ups, in which case a verbal estimate is acceptable.
- .2 If a "Quote" is requested, a written quote shall be faxed to the Engineer's Contracts Inspector requesting it and there shall be no charge to DND for this service.

10 HAZARDOUS MATERIALS

- .1 Material Safety Data sheets must be provided to the Wing Construction Engineering Officer for any controlled product being brought onto any/all sites.
- .2 Contractor personnel will have been trained in workplace hazardous material legislation as contained in Occupational Health and Safety Regulations of the Canada Labour Code.

- .3 All chemicals used for requested weed control must be approved for use by the Wing Environmental Officer, prior to application.

11 RESPONSIBILITES

- .1 Itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
- .2 The Contractor's mark-up costs are to include all costs associated with material pick up and delivery to and from site of work.
- .3 Work outside of what's noted on the requisition must be approved by the engineer prior to proceeding.

12 INVOICES

- .1 All invoices submitted for payment shall be accompanied by a copy of the Requisition on SOA.
- .2 Invoices are to include a breakdown as follows:
 - .1 Rates of pay and hours of work for each tradesperson.
 - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
 - .3 Extended totals.
 - .4 Where subcontracting is involved a copy of subcontractor's paid invoice shall accompany the invoice against the requisition.
 - .5 Where discount or mark-up is applicable, please indicate separately.
 - .6 Goods and Services Tax (GST) shall be shown as a separate item.
 - .7 Invoices submitted for payment against this SOA that are not properly identified will be returned to the contractor for proper annotation before certification for payment is made.

13 CLEAN UP

- .1 Clippings maybe left on the mowed areas provided they are evenly distributed. If bunching occurs, the Contractor shall immediately remove the clippings or spread them evenly to the satisfaction of the Engineer.
- .2 The Contractor shall remove all refuse resulting from the contractor's operations to a site off DND property and dispose of it at the contractor's expense.
- .3 Contractor to remove any and all refuse that maybe on site prior to cutting.

ANNEX "B"

BASIS OF PAYMENT

INSTRUCTIONS

1. It is MANDATORY that Bidders submit firm rates for the period of the proposed Contract in the following pricing schedules (as described in Annex A, Statement of Work) for all items listed hereafter. **This section, when completed will be considered as the Bidder's financial proposal.**
2. Bidders must provide bids as per unit of issued requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.
3. Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing will prevail and the extended pricing will be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the Basis of Payment. The quantities specified below are provided for evaluation purposes only.
4. Rates MUST include ALL costs associated with providing the work in accordance with the Statement of Work, Annex A, attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.
5. Miscellaneous Materials: The Extended Price for Miscellaneous Materials is calculated by adding the mark-up quoted to the total estimated expenditure. Example: Year 1, \$10,000 estimated expenditure: 10% mark-up quoted = $\$10,000 + (\$10,000 \times 10\%) = \$11,000.00$.

Materials will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

- a. Mark-up: The difference between the Contractor's laid-down cost for product and resale price to Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- b. Laid-down Cost: The cost incurred by the Contractor to acquire a specific product or service for resale to Canada. This includes, but is not limited to, the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

PRICING SCHEDULES

Year 1 - Date of Issuance to August 31, 2019

Item	Description – As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of lots cut on a monthly basis to maintain grass height specifications for each site of work as indicated in Annex A, Statement of Work.					
1.1	17 Wing – North Site location Approximately 60.79 acres	3	Lot	\$	\$
1.2	17 Wing – South Site location Approximately 14.740527 acres	3	Lot	\$	\$
1.3	St Charles Rifle Range, Saskatchewan Ave, RM of Headingley Approximately 151.16402 acres	3	Lot	\$	\$
1.4	2117 Ness Ave, Winnipeg (Tim Hortons) Approximately 1.313 acres	5	Lot	\$	\$
1.5	438 Conway Street, Winnipeg Approximately 0.278 acres	5	Lot	\$	\$
1.6	Headingley Transmitter Site, 1230 Lyons Street, Headingley, MB. Approximately 194 acres	1	Lot	\$	\$
1.7	Mow and Trim rate per acre	20	acre	\$	\$
2. SODDING: including labour, equipment, materials and watering for Unprepared sites.					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
2.3	Weekends and Statutory Holidays	10	m ²	\$	\$
3. SEEDING: including all labour, equipment, materials and watering for Unprepared sites.					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
3.3	Weekends and Statutory Holidays	5	m ²	\$	\$
4. SODDING: including labour, equipment, materials, and watering for Prepared sites					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
4.3	Weekends and Statutory Holidays	10	m ²	\$	\$

Solicitation No. - N° de l'invitation
W4M00-18C881/A
 Client Ref. No. - N° de réf. du client
W4M00-18C881

Amd. No. - N° de la modif.
 File No. - N° du dossier
WPG-8-41021

Buyer ID - Id de l'acheteur
wpg016
 CCC No./N° CCC - FMS No./N° VME

5. SEEDING: including labour, equipment, materials, and watering for Prepared sites.					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	30	m²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday	10	m²	\$	\$
5.3	Weekends and Statutory Holidays	10	m²	\$	\$
6. LANDSCAPING: Repair and Replace for All sites: spreading of topsoil as needed, tree trimming, and removal, replacing and maintaining trees, shrubs or flowers, stump removal/grinding.					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	240	hour	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday	5	hour	\$	\$
6.3	Weekends and Statutory Holidays	5	hour	\$	\$
7. Application of WEED CONTROL products					
7.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	30	hour	\$	\$
8. Spring and Fall Yard Clean up: 438 Conway Street					
	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	2	lot	\$	\$
9. Spring and Fall Yard Clean up: 2117 Ness Avenue					
	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	2	lot	\$	\$
10. Miscellaneous Material: including control treatment products / materials requested by Department of National Defence					
10.1	Miscellaneous materials/items not listed herein charged at contractors laid down cost plus mark-up of _____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work.	\$10,000			\$
Subtotal A (sum of items 1 thru 10)					\$

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Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41021

Buyer ID - Id de l'acheteur
wpg016
CCC No./N° CCC - FMS No./N° VME

Year 2 - September 1, 2019 to August 31, 2020

Item	Description – As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of lots cut on a monthly basis to maintain grass height specifications for each site of work as indicated in Annex A, Statement of Work.					
1.1	17 Wing – North Site location Approximately 60.79 acres	3	Lot	\$	\$
1.2	17 Wing – South Site location Approximately 14.740527 acres	3	Lot	\$	\$
1.3	St Charles Rifle Range, Saskatchewan Ave, RM of Headingley Approximately 151.16402 acres	3	Lot	\$	\$
1.4	2117 Ness Ave, Winnipeg (Tim Hortons) Approximately 1.313 acres	5	Lot	\$	\$
1.5	438 Conway Street, Winnipeg Approximately 0.278 acres	5	Lot	\$	\$
1.6	Headingley Transmitter Site, 1230 Lyons Street, Headingley, MB. Approximately 194 acres	1	Lot	\$	\$
1.7	Mow and Trim rate per acre	20	acre	\$	\$
2. SODDING: including labour, equipment, materials and watering for Unprepared sites.					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
2.3	Weekends and Statutory Holidays	10	m ²	\$	\$
3. SEEDING: including all labour, equipment, materials and watering for Unprepared sites.					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
3.3	Weekends and Statutory Holidays	5	m ²	\$	\$
4. SODDING: including labour, equipment, materials, and watering for Prepared sites					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
4.3	Weekends and Statutory Holidays	10	m ²	\$	\$

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5. SEEDING: including labour, equipment, materials, and watering for Prepared sites.					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	30	m²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday	10	m²	\$	\$
5.3	Weekends and Statutory Holidays	10	m²	\$	\$
6. LANDSCAPING: Repair and Replace for All sites: spreading of topsoil as needed, tree trimming, and removal, replacing and maintaining trees, shrubs or flowers, stump removal/grinding.					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	240	hour	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday	10	hour	\$	\$
6.3	Weekends and Statutory Holidays	10	hour	\$	\$
7. Application of WEED CONTROL products					
7.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	30	hour	\$	\$
8. Spring and Fall Yard Clean up: 438 Conway Street					
	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	2	lot	\$	\$
9. Spring and Fall Yard Clean up: 2117 Ness Avenue					
	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	2	lot	\$	\$
10. Miscellaneous Material: including control treatment products / materials requested by Department of National Defence					
10.1	Miscellaneous materials/items not listed herein charged at contractors laid down cost plus mark-up of _____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work.	\$10,000			\$
Subtotal B (sum of items 1 thru 10)					\$

Option Year 1 – September 1, 2020 to August 31, 2021

Item	Description – As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of lots cut on a monthly basis to maintain grass height specifications for each site of work as indicated in Annex A, Statement of Work.					
1.1	17 Wing – North Site location Approximately 60.79 acres	3	Lot	\$	\$
1.2	17 Wing – South Site location Approximately 14.740527 acres	3	Lot	\$	\$
1.3	St Charles Rifle Range, Saskatchewan Ave, RM of Headingley Approximately 151.16402 acres	3	Lot	\$	\$
1.4	2117 Ness Ave, Winnipeg (Tim Hortons) Approximately 1.313 acres	5	Lot	\$	\$
1.5	438 Conway Street, Winnipeg Approximately 0.278 acres	5	Lot	\$	\$
1.6	Headingley Transmitter Site, 1230 Lyons Street, Headingley, MB. Approximately 194 acres	1	Lot	\$	\$
1.7	Mow and Trim rate per acre	20	acre	\$	\$
2. SODDING: including labour, equipment, materials and watering for Unprepared sites.					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
2.3	Weekends and Statutory Holidays	10	m ²	\$	\$
3. SEEDING: including all labour, equipment, materials and watering for Unprepared sites.					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	5	m ²	\$	\$
3.3	Weekends and Statutory Holidays	5	m ²	\$	\$
4. SODDING: including labour, equipment, materials, and watering for Prepared sites					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
4.3	Weekends and Statutory Holidays	10	m ²	\$	\$

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wpg016
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5. SEEDING: including labour, equipment, materials, and watering for Prepared sites.					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	30	m²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday	10	m²	\$	\$
5.3	Weekends and Statutory Holidays	10	m²	\$	\$
6. LANDSCAPING: Repair and Replace for All sites: spreading of topsoil as needed, tree trimming, and removal, replacing and maintaining trees, shrubs or flowers, stump removal/grinding.					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	240	hour	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday	5	hour	\$	\$
6.3	Weekends and Statutory Holidays	5	hour	\$	\$
7. Application of WEED CONTROL products					
7.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	30	hour	\$	\$
8. Spring and Fall Yard Clean up: 438 Conway Street					
	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	2	lot	\$	\$
9. Spring and Fall Yard Clean up: 2117 Ness Avenue					
	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	2	lot	\$	\$
10. Miscellaneous Material: including control treatment products / materials requested by Department of National Defence					
10.1	Miscellaneous materials/items not listed herein charged at contractors laid down cost plus mark-up of _____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work.	\$10,000			\$
Subtotal C (sum of items 1 thru 10)					\$

Solicitation No. - N° de l'invitation
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Client Ref. No. - N° de réf. du client
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Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41021

Buyer ID - Id de l'acheteur
wpg016
CCC No./N° CCC - FMS No./N° VME

Option Year 2 – September 1, 2021 to August 31, 2022

Item	Description – As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of lots cut on a monthly basis to maintain grass height specifications for each site of work as indicated in Annex A, Statement of Work.					
1.1	17 Wing – North Site location Approximately 60.79 acres	3	Lot	\$	\$
1.2	17 Wing – South Site location Approximately 14.740527 acres	3	Lot	\$	\$
1.3	St Charles Rifle Range, Saskatchewan Ave, RM of Headingley Approximately 151.16402 acres	3	Lot	\$	\$
1.4	2117 Ness Ave, Winnipeg (Tim Hortons) Approximately 1.313 acres	5	Lot	\$	\$
1.5	438 Conway Street, Winnipeg Approximately 0.278 acres	5	Lot	\$	\$
1.6	Headingley Transmitter Site, 1230 Lyons Street, Headingley, MB. Approximately 194 acres	1	Lot	\$	\$
1.7	Mow and Trim rate per acre	20	acre	\$	\$
2. SODDING: including labour, equipment, materials and watering for Unprepared sites.					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
2.3	Weekends and Statutory Holidays	10	m ²	\$	\$
3. SEEDING: including all labour, equipment, materials and watering for Unprepared sites.					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
3.3	Weekends and Statutory Holidays	10	m ²	\$	\$
4. SODDING: including labour, equipment, materials, and watering for Prepared sites					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
4.3	Weekends and Statutory Holidays	10	m ²	\$	\$

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 File No. - N° du dossier
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 CCC No./N° CCC - FMS No./N° VME

5. SEEDING: including labour, equipment, materials, and watering for Prepared sites.					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	30	m²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday	10	m²	\$	\$
5.3	Weekends and Statutory Holidays	10	m²	\$	\$
6. LANDSCAPING: Repair and Replace for All sites: spreading of topsoil as needed, tree trimming, and removal, replacing and maintaining trees, shrubs or flowers, stump removal/grinding.					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	240	hour	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday	10	hour	\$	\$
6.3	Weekends and Statutory Holidays	10	hour	\$	\$
7. Application of WEED CONTROL products					
7.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	30	hour	\$	\$
8. Spring and Fall Yard Clean up: 438 Conway Street					
	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	2	lot	\$	\$
9. Spring and Fall Yard Clean up: 2117 Ness Avenue					
	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday	2	lot	\$	\$
10. Miscellaneous Material: including control treatment products / materials requested by Department of National Defence					
10.1	Miscellaneous materials/items not listed herein charged at contractors laid down cost plus mark-up of _____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work.	\$10,000			\$
Subtotal D (sum of items 1 thru 10)					\$

Solicitation No. - N° de l'invitation
W4M00-18C881/A
 Client Ref. No. - N° de réf. du client
W4M00-18C881

Amd. No. - N° de la modif.
 File No. - N° du dossier
WPG-8-41021

Buyer ID - Id de l'acheteur
wpg016
 CCC No./N° CCC - FMS No./N° VME

Option Year 3 - September 1, 2022 to August 31, 2023

Item	Description – As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of lots cut on a monthly basis to maintain grass height specifications for each site of work as indicated in Annex A, Statement of Work.					
1.1	17 Wing – North Site location Approximately 60.79 acres	3	Lot	\$	\$
1.2	17 Wing – South Site location Approximately 14.740527 acres	3	Lot	\$	\$
1.3	St Charles Rifle Range, Saskatchewan Ave, RM of Headingley Approximately 151.16402 acres	3	Lot	\$	\$
1.4	2117 Ness Ave, Winnipeg (Tim Hortons) Approximately 1.313 acres	5	Lot	\$	\$
1.5	438 Conway Street, Winnipeg Approximately 0.278 acres	5	Lot	\$	\$
1.6	Headingley Transmitter Site, 1230 Lyons Street, Headingley, MB. Approximately 194 acres	1	Lot	\$	\$
1.7	Mow and Trim rate per acre	20	acre	\$	\$
2. SODDING: including labour, equipment, materials and watering for Unprepared sites.					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
2.3	Weekends and Statutory Holidays	10	m ²	\$	\$
3. SEEDING: including all labour, equipment, materials and watering for Unprepared sites.					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
3.3	Weekends and Statutory Holidays	10	m ²	\$	\$
4. SODDING: including labour, equipment, materials, and watering for Prepared sites					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
4.3	Weekends and Statutory Holidays	10	m ²	\$	\$

Solicitation No. - N° de l'invitation
W4M00-18C881/A
 Client Ref. No. - N° de réf. du client
W4M00-18C881

Amd. No. - N° de la modif.
 File No. - N° du dossier
WPG-8-41021

Buyer ID - Id de l'acheteur
wpg016
 CCC No./N° CCC - FMS No./N° VME

5. SEEDING: including labour, equipment, materials, and watering for Prepared sites.					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	40	m ²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	m ²	\$	\$
5.3	Weekends and Statutory Holidays	10	m ²	\$	\$
6. LANDSCAPING: Repair and Replace for All sites: spreading of topsoil as needed, tree trimming, and removal, replacing and maintaining trees, shrubs or flowers, stump removal/grinding.					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	240	hour	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	10	hour	\$	\$
6.3	Weekends and Statutory Holidays	10	hour	\$	\$
7. Application of WEED CONTROL products					
7.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	30	hour	\$	\$
8. Spring and Fall Yard Clean up: 438 Conway Street					
	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	2	lot	\$	\$
9. Spring and Fall Yard Clean up: 2117 Ness Avenue					
	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	2	lot	\$	\$
10. Miscellaneous Material: including control treatment products / materials requested by Department of National Defence					
10.1	Miscellaneous materials/items not listed herein charged at contractors laid down cost plus mark-up of _____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work.	\$10,000			\$
Subtotal E (sum of items 1 thru 10)					\$

FINANCIAL EVALUATION TOTAL

Sum of Subtotals A + B + C + D + E = \$_____

ANNEX "C"

EVALUATION CRITERIA

1. MATERIALS & EQUIPMENT

Mandatory Requirement

A demonstration that the Contractor shall supply all equipment, materials, or products required to carry out the Services as outlined in the Statement of Work and Annex A.

The Contractor must provide but not be limited to:

- a) Equipment List (Pass or Fail)

A list of mechanical equipment, including specifications (i.e. make and model number and/or performance capabilities, etc.) the Contractor will have available to carry out the services. Include age of equipment (not used for assessment but for information purposes only) and quantities.

2. ORGANIZATION AND MANAGEMENT

Maximum: 30 Points / Minimum Acceptable Score: 18 Points

Demonstrate that the Contractor must provide all the staff necessary to perform all services as specified in the Statement of Work - Annex A, as it pertains to: the team's organization, services to be managed, and proof of the Contractor's resources and capacity to provide additional resources, if and when needed.

What the Contractor must provide but not be limited to:

- a) Overall Contractor's Organization: (max. 15 points)

- An organization chart for the Contractor.
- Resumes of key personnel position title and length of time with the Contractor as they relate to assigned roles and responsibilities.
- Resumes must clearly outline experience, time with company, and time in the profession.

- b) Monitoring of Contractor's Staff (max. 15 points)

- A detailed description of the Contractor's intended methods to supervise and monitor the staff to ensure the work performance adheres to the Quality Standards specified in the Request for Proposal. This should include the number of hours for the working Supervisor(s).

3. HEALTH & SAFETY

Maximum: 35 Points / Minimum Acceptable Score: 21 Points

A demonstration that the Contractor shall adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures. In addition, adequate training of personnel assigned to perform operations such as relamping, use of chemicals, etc. is also required in relation to the measures the Contractor takes to maintain a healthy and safe working environment, the type of training the Contractor is providing to its employees, and the number of employees trained in specific programs.

The Contractor must provide but not be limited to:

a) Programs (max. 15 points)

- A detailed description of the Health and Safety Program or Practices currently in place, including training and monitoring of staff performance necessary to maintain a healthy and safe working environment and adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures.

b) Health and Safety Training (max. 10 points)

- Provide name(s) of supervisor(s) and employee(s) and type of training they have completed related to Health and Safety (e.g. Health and Safety, WHMIS, First Aid, other).

c) Accident Response (max. 10 points)

- A detailed plan for the response to accidents (ex. Between contractors equipment and DND property/ civilian property)

4. QUALITY ASSURANCE

Maximum: 45 Points / Minimum Acceptable Score: 27 Points

A demonstration that quality standards described herein shall be strictly adhered to as it relates to the Contractor's commitment towards a quality organization and the contractors method of maintaining and improving quality services.

The Contractor must provide but not be limited to:

a) Quality Assurance (QA) Program (max. 20 points)

- A detailed description of the Quality Assurance Program currently employed by the Contractor, including the employee involvement.

b) Quality Assurance Training (max. 10 points)

- Provide detailed description of QA Training and any other courses attended outside the organization given to employees to ensure quality service delivery.

c) Resolution of Problems (max. 15 points)

- A detailed description of how the Contractor resolves contentious issues related to the quality of services.

5. CONTRACTOR'S EXPERIENCE AND PAST PERFORMANCE

Maximum: 40 Points / Minimum Acceptable Score: 24 Total Points and 12 Points per Reference

A demonstration that the Contractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work - Annex A as it relates to evidence that the

Contractor has experience in grass cutting services, and has proven past performance in this field of work.

The Contractor must provide but not be limited to:

- a) Project Reference 1 (max. 20 points)
- Project Reference 2 (max. 20 points)

Evidence of the Contractor's experience and past performance will be assessed on a submission of two (2) contracts or projects rendered for at least six (6) consecutive months within the past three (3) years, wherein the range of grass cutting services provided are comparable to those described in this Request for Proposal (RFP). References may be a combination of PWGSC contracts and/or other industry contracts. The references must be verifiable.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the past three (3) years, it will not be assessed and will receive 0 points for that Project Reference.

For each reference provided, the Bidder should address the information contained in the following:

- Name of client organization or company
- Name, title, telephone number and/or facsimile number of contact
- Provide a detailed description of Project or Contract
- Approximate size in square meters of the cleanable area of the project/contract
- Location of the project or contract
- Dollar value of the project or contract
- Performance period of the project or contract

6. SUPERVISOR(S) EXPERTISE AND EXPERIENCE

Maximum: 40 Points / Minimum Acceptable Score: 24 Points

A demonstration that the Contractor has in its employ, or access to, Supervisor(s) with the expertise to effectively supervise the work outlined in the Statement of Work, Annex A as it pertains to the working Supervisor's grass cutting service experience & proven past performance, and a contingency plan to be followed if performance is deemed below quality standards by its senior personnel.

The Contractor must provide but not be limited to:

- a) Supervisor's Experience and Project Reference (max. 25 points)

A list of the Contractor's working Supervisor(s) who will be assigned to this Contract, including the name and number of years of experience as Supervisor(s) in grass cutting services.

Evidence of the experience and performance of the working Supervisor(s) listed above, by referencing two (2) projects/contracts rendered for at least six (6) consecutive months within the past three (3) years, for providing grass cutting services in a range comparable in size, scope and complexity to those outlined in the Statement of Work - Annex A. The references must be verifiable.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the past three (3) years, it will not be assessed and will receive 0 points for that Project Reference.

For each reference provided, the Bidder should address the information contained in the following:

- Name of client organization or company
- Name, title, telephone number and/or facsimile number of the contact
- Provide a detailed description of Project or contract including the performance period of the project/contract
- Approximate size in square meters of the cleanable area of the project/contract
- Provide a detailed description of the responsibilities of the individuals
- Location of the project/contract
- Dollar value of the project/contract

b) Supervisor's Performance

(max. 15 points)

A detailed narrative of how your firm would identify the factors that would indicate that the On-site Supervisor is not performing his/her duties adequately and what your firm would do to remedy the situation.

RATING GRID

Evaluation Criteria	Point Distribution	Evaluation Type	Max Point Distribution	Min Pass Requirement
1. MATERIALS & EQUIPMENT		Mandatory Pass or Fail	N/A	Pass
A) Equipment List				
2. ORGANIZATION AND MANAGEMENT				
A) Overall Contractor's Organization				
> Organization chart	4.5			
> Resumes	4.5			
> Resumes clearly outline:				
i. Experience	2			
ii. Time with Company	2			
iii. Time in the profession	2			
B) Monitoring of Contractor's Staff				
> Methods to supervise and monitor staff	12			
> Number of hours for the working Supervisor(s)	3			
3. HEALTH & SAFETY				
A) Programs				
> Safe Work Practices	5			
> Safety Talks	5			
> Prevention of Injuries	5			
B) Health and Safety Training				
> First Aid	4			
> WHMIS	3			
> Other Health and Safety Training	3			
C) Accident Response				
> Contact Project Authority	4			
> Detailed Incident Report	4			
> Refund Dollar Value or Replacement	2			

4. QUALITY ASSURANCE		Point-rated	45	27
A) Quality Assurance (QA) Program				
> Warranty / Guarantee	5			
> Protection of Customer Goods	5			
> Incident Management	5			
> Remedial Action	5			
B) Quality Assurance Training				
> Technical Communication Training	5			
> Environmental Management	5			
C) Resolution of Problems				
> Document Control	5			
> Emergency Response	5			
> Preventive Action	5			
5. CONTRACTOR'S EXPERIENCE AND PAST PERFORMANCE		Point-rated	40	24
A) Project References (2 required)				
> Each reference must include:	per ref.			
i. Name of client organization or company	2.86			
ii. Name, title, telephone number and/or facsimile number of contact	2.86			
iii. Provide a detailed description of project or contract	2.86			
iv. Approximate size in square meters of the grass cutting area of the project/contract	2.86			
v. Location of the project or contract	2.86			
vi. Dollar value of the project or contract	2.86			
vii. Performance period of the project or contract	2.86			
6. SUPERVISOR(S) EXPERTISE AND EXPERIENCE		Point-rated	40	24
A) Project References (2 required)				
> Each reference must include:	per ref.			
i. Name of client organization or company	1.79			
ii. Name, title, telephone number and/or facsimile number of contact	1.79			
iii. Provide a detailed description of project or contract including the performance period of the project or contract	1.79			
iv. Approximate size in square meters of the grass cutting area of the project/contract	1.79			
v. Provide a detailed description of the responsibilities of the individuals	1.79			
vi. Location of the project or contract	1.79			
vii. Dollar value of the project or contract	1.79			
B) Supervisor's Performance				
> Written warning from Area manager	5			
> Support and meetings with Area manager	5			
> Transfer Site Supervisor	5			

ANNEX “D”

SECURITY REQUIREMENTS CHECK LIST

Refer to attached SRCL (Security Requirement Check List).

In order for the Contract Authority to verify the required clearances, the bidder should complete the table below for information on employees proposed to provide services against any resulting call-up.

LEGAL NAME (First and Last) Please Print	DATE OF BIRTH dd/mm/yyyy

IMPORTANT NOTICE TO BIDDER

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 via email to Marlene Hall at: marlene.hall@pwgsc-tpsgc.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 – Reliability Status

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)



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Contract Number / Numéro du contrat

W46M00-18C881

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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		2. Branch or Directorate / Direction générale ou Direction
DND		RPOPS DET WPG.
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
N/A	N/A	
4. Brief Description of Work / Brève description du travail		
PROVIDE GRASSCOTTING & LANDSCAPE SERVICES TO VARIOUS DND GROUNDS		
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 <input type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 <input checked="" type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASS

Canada



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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?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes
Non 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?

☒ No ☐ Yes
Non 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?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui

☐ No ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

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PART C - (continued) / PART 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 CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support IT																
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 « 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation

W4M00-18C881/A

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

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Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-8-41021

Buyer ID - Id de l'acheteur

wpg016

CCC No./N° CCC - FMS No./N° VME

ANNEX “E” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

() VISA Acquisition Card

ANNEX "F"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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

2. Automobile Liability Insurance

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

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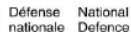
Amd. No. - N° de la modif.
File No. - N° du dossier
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Buyer ID - Id de l'acheteur
wpg016
CCC No./N° CCC - FMS No./N° VME

ANNEX “G”

DND 626 TASK AUTHORIZATION FORM

Refer to Task Authorization Form DND 626 – Task Authorization



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

Instructions for completing DND 626 - Task Authorization	Instructions pour compléter le formulaire DND 626 - Autorisation des tâches
Contract no. Enter the PWGSC contract number in full.	N° du contrat Inscrivez le numéro du contrat de TPSGC en entier.
Task no. Enter the sequential Task number.	N° de la tâche Inscrivez le numéro de tâche séquentiel.
Amendment no. Enter the amendment number when the original Task is amended to change the scope or the value.	N° de la modification Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.
Increase/Decrease Enter the increase or decrease total dollar amount including taxes.	Augmentation/Réduction Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.
Previous value Enter the previous total dollar amount including taxes.	Valeur précédente Inscrivez le montant total précédent, y compris les taxes.
To Name of the contractor.	À Nom de l'entrepreneur.
Delivery location Location where the work will be completed, if other than the contractor's location.	Expédié à Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.
Delivery/Completion date Completion date for the task.	Date de livraison/d'achèvement Date d'achèvement de la tâche.
for the Department of National Defence Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). Note: the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.	pour le ministère de la Défense nationale Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). Nota : la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.
Services Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.	Services Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'oeuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.
Cost The cost of the Task broken out into the individual costed items in Services.	Prix Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.
GST/HST The GST/HST cost as appropriate.	TPS/TVH Mentionnez le montant de la TPS/TVH, s'il y a lieu.
Total The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.	Total Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le
Applicable only to PWGSC contracts This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.	Ne s'applique qu'aux contrats de TPSGC Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.
Note: Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.	Nota : Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.