



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**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**

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT.**

**CE DOCUMENT CONTIENT UNE CONDITION DE  
SÉCURITÉ**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Maintenance & Professional Consulting Services Division  
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Snow removal Parliament Hill	
<b>Solicitation No. - N° de l'invitation</b> EJ196-181425/A	<b>Date</b> 2018-06-28
<b>Client Reference No. - N° de référence du client</b> 20181425	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-279-75045	
<b>File No. - N° de dossier</b> fk279.EJ196-181425	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-08-08</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ladouceur, Joanne	<b>Buyer Id - Id de l'acheteur</b> fk279
<b>Telephone No. - N° de téléphone</b> (873) 469-4889 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

---

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 **Former Public Servant**
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws
- 2.6 Mandatory Site Visit

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

- 3.1 Bid Preparation Instructions
  - Section I: Technical Bid
  - Section II: Financial Bid
  - Section III: Certifications
  - Section IV: Additional Information

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

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

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

- 5.1 Certificates Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

### **PART 6 - SECURITY REQUIREMENT**

- 6.1 Security Requirements
- 6.2 Employee Information for Security

### **PART 7 - RESULTING CONTRACT CLAUSES**

- 7.1 Statement of Work
- 7.2 Standard Clauses and Conditions
- 7.3 Security Requirement
- 7.4 Term of Contract
- 7.5 Authorities
- 7.6 Proactive Disclosure of Contracts with Former Public Servants
- 7.7 Payment
- 7.8 Invoicing Instructions - Maintenance Services
- 7.9 Certifications
- 7.10 Applicable Laws
- 7.11 Priority of Documents
- 7.12 SACC Manual Clauses
- 7.13 Insurance Requirements
- 7.14 **Contract Financial Security**
- 7.15 Cellular Phones and / or Pagers
- 7.16 Government Site Regulations
- 7.17 Pre-commencement Meeting

Solicitation No. - N° de l'invitation  
EJ196-181425/A  
Client Ref. No. - N° de réf. du client  
20181425

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-181425

Buyer ID - Id de l'acheteur  
FK279  
CCC No./N° CCC - FMS No./N° VME

---

**List of Appendices:**

Appendix "A" - Statement of Work

Appendix "B" - Basis of Payment

Appendix "C" - Security Requirements Check List (SRCL)

Appendix "D" - Roof Plans (To be given out at the mandatory site visit)

Appendix "E" - Snow and Ice Removal – Daily Report - SAMPLE

Appendix "F" - Complete List of Names of all individuals who are currently Directors of the Bidder.

---

## **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 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 Appendices include:

- Appendix "A" Statement of Work
- Appendix "B" Basis of Payment
- Appendix "C" Security Requirements Check List (SRCL)
- Appendix "D" Roof Plans (To be given out at the mandatory site visit)
- Appendix "E" Snow and Ice Removal – Daily Report - SAMPLE
- Appendix "F" Complete List of Names of all individuals who are currently Directors of the Bidder.

### **1.2 Summary**

- 1.2.1 To supply and outlay all essential labour (including fringe benefits), supervision, transportation, storage, necessary material and apparatus to carry out the snow and ice removal from roofs and all other roofing building elements such as but not limited to: roofs, temporary loading dock apex, roof drains, rooftop unit, perimeter access, roof top access doors, emergency access, flag poles, snow guards, eaves, canopies, dormers, gables, ledges, catwalks, railings, parapets, sloped roofs, skylights, solariums, window ledges, building wall ledges, ducts, access to antennas, chimneys and satellite dish. Snow and ice accumulations are to be proactively monitored by the Contractor throughout a 24 hours a day 7 days a week (24/7) basis and instantaneously removed for Public Works and Government Services Canada, various locations in Ottawa, Ontario. The work is to be performed in accordance with Statement of Work EJ196-181425 attached at Appendix "A".
- 1.2.2 The period of any resulting Contract will be for a period of one (1) year with Canada retaining the irrevocable option to extend the period of the Contract by up to four (4) additional consecutive twelve (12) month periods.
- 1.2.3 "There are security requirements associated with this requirement. For additional information, consult Part 6 - Security 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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".

Solicitation No. - N° de l'invitation  
EJ196-181425/A  
Client Ref. No. - N° de réf. du client  
20181425

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-181425

Buyer ID - Id de l'acheteur  
FK279  
CCC No./N° CCC - FMS No./N° VME

---

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

**1.2.5** There is a mandatory site visit associated with this requirement

### **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](#) (2018-05-22) 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: 120 days

### **2.2 Submission of Bids**

- Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.
- This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation for bid submission. Bidders must refer to Part 2 of the bid solicitation entitled Instructions to bidders for further information.

### **2.3 Former Public Servant (A3025T – 2014-06-26)**

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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **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 Ontario.

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

## **2.6 NAMES OF REPRESENTATIVES FOR SITE VISIT – MANDATORY IN ADVANCE**

Due to the nature of this requirement in order to gain access to the sites it is mandatory that all interested bidders submit the Names (legal name) and birth dates of their representatives that will be attending the Mandatory Site Visit to the Contracting Authority (Joanne Ladouceur) no later than **8:00 AM, July 16, 2018.**

It is the responsibility of the Bidder to ensure that the Contracting Authority is in receipt of this information by the date shown. **Bidders who fail to submit the required information by 8:00 AM, July 16, 2018 will be denied access to the sites.**

## **2.7 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held on July 18, 2018. The site visit **will begin at 8:30am, main entrance Confederation Building, 229 Wellington Street, Ottawa,** Ontario.

***It is mandatory that bidders provide and wear all Personnel Protective Equipment for the site visit including: SAFETY BOOTS, HARD HAT, AND TRAFFIC VEST/JACKET AND GLASSES. Bidders who do not comply will not be permitted to attend the site visit.***

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. **NO EXCEPTIONS WILL BE MADE.**

Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

**Appendix “D” - Roof Plans – To be given out at the Mandatory Site Visit.**



---

## **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 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to 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  
Section IV: Additional Information

- 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 (one (1) hard copy)  
Section II: Financial Bid (one (1) hard copy)  
Section III: Certifications (one (1) hard copy)  
Section IV: Additional Information (one 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 hard copy 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>). 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**

The evidence provided by the Bidder may be verified by Canada. Failure by the Bidder to provide the required evidence or in the event that the evidence cannot be verified will result in the Bidder being

disqualified and no further consideration will be given to the Bidder. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit will be assessed.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory will result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

It is the sole responsibility of the Bidder to ensure that it provides a contact that is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. The technical evaluation team will attempt to contact the Bidders customer reference a maximum of three (3) times during the days of the technical evaluation between 8:00 am - 4:00 pm local time. If the customer reference does not provide a reference the Bidders proposal will be deemed non-responsive and receive no further evaluation.

### 3.1.1 Mandatory Contractor's Experience and Past Performance

The Bidder must provide evidence of its experience and past performance by referencing **one (1)** contract satisfactorily completed for Snow and Ice Removal Services, Roofs and Eaves, for a minimum of three (3) consecutive snow seasons within the past ten (10) years, from the bid closing date, **wherein the contract was of similar size and scope as those described in this Request for Proposal (RFP).**

**In order for a Snow and Ice Removal reference to be valid it must cover three (3) consecutive snow seasons and be a minimum period of six (6) months each including all of November and April of the same snow season.**

CONTRACT REFERENCE NO. 1	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone number and e-mail address of client contact	Phone No.: _____ E-mail: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the contract:	_____
Value of the contract	\$ _____
Performance period of the contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Contract: _____ _____ _____ _____ _____	

### 3.1.2 Mandatory Non-Working On-site Supervisor(s) Expertise and Experience

- a) Provide the name(s) of the Contractor's Non-Working On-Site Supervisor(s) who will be assigned to this Contract. It is Mandatory that the Non-Working On-Site Supervisor(s) have a minimum of two (2) consecutive years' experience in a supervisory role for Snow and Ice Removal from Roofs and Eaves with a snow and ice removal maintenance company(ies), within the past five (5) years.

**In order for a Snow and Ice Removal reference to be valid it must cover two (2) consecutive snow seasons and be a minimum period of six (6) months each including all of November and April of the same snow season.**

<b>Name of the Full Time Non-Working on-Site Supervisor</b>	
---	--

- b) The Bidder must provide evidence of its experience and satisfactory performance of the Non-Working On-Site Supervisor(s) by referencing one (1) contract for clients of a duration of a minimum of two (2) consecutive snow seasons, within the past five (5) years in providing Snow and Ice Removal from Roofs and Eaves services in a range comparable in size and scope to those described in the Request for Proposal. The references provided may be for the same company as long as it is for two (2) consecutive snow seasons and be a minimum period of six months each including all of November and April of the same snow season. If the bidder references in excess of the slated requirement, only the references up to the identified limit will be assessed.

NON- WORKING ON-SITE SUPERVISOR REFERENCE	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone number and e-mail address of client contact	Phone No.: _____ E-mail.: _____
Approximate size in square meters of the cleanable area of the contract	_____ square meters
Location/site of the contract:	
Value of the contract	\$ _____
Performance period of the contract. (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of contract:	_____ _____ _____
Responsibilities of the Individual	_____ _____ _____

---

## Section II: Financial Bid

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

**3.1.2 Electronic Payment Instruments**

The Bidder accepts to be paid by:

( ) Direct Deposit

## Section III: Certifications

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

## Section IV: Additional Information

### Contractors Representative

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

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

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

Cellular Number: \_\_\_\_\_

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

Email: \_\_\_\_\_

### Specific Person – Non-Working on-site Supervisor

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

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

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

Cellular Number: \_\_\_\_\_

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

Email: \_\_\_\_\_

---

## **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 and Financial Evaluation – Mandatory Requirements**

- 1) Attendance at the Mandatory Site Visit;
- 2) Security Clearance of **SITE ACCESS, at bid closing**, in accordance with Part 6, Security Requirements.
- 3) Submission of Contractors Experience and Past Performance in accordance with Part 3, Section I: Technical Bid;
- 4) Submission of Non-Working On-Site Supervisor(s) Expertise and Experience in accordance with Part 3, Section I: Technical Bid.
- 5) Submission of Firm Rates in Canadian funds for all the items listed in the RFP, Part 3, Section II, Financial Bid.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

SACC Manual Clause **A0220T** (2014-06-26) Evaluation of Price

### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet **all** mandatory evaluation criteria to be declared 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/canada/esdc/labour's) 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.

### **5.3. Additional Certifications Precedent to Contract Award**

#### **5.3.1 Card and Licensing Documentation (Upon Request)**

Valid copies of the following cards and licensing documentation should be submitted for **each** of the proposed personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid, by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive and no further consideration will be given to the bidder.

All certificates are to be recognized by the HRSDC and /or Workplace Safety and Insurance Board (WSIB) and/or Construction Safety Association of Ontario and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of:

- A valid Fall Arrest certificate/wallet card;
- A valid First Aid/CPR certificate/wallet card;
- A valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card.

### **5.3.2 Status & Availability of Resources (A3005T- 2010-08-16)**

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive

### **5.3.3 Education and Experience (A3010T-2010-08-16)**

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

## **PART 6 - SECURITY 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 site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name and date of birth 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 Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.1 Employee Information for Security**

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

<b>PROPOSED EMPLOYEES</b>	
<b>Legal Name (First and Last) Please print clearly</b>	<b>Date of birth (Day / Month / Year)</b>
Supervisor:	
Employee:	
Employee:	
Employee:	
Employee:	
Employee:	
Employee:	
Employee:	
Employee:	
Employee:	
Employee:	
Employee:	



---

## **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 Statement of Work EJ196-181425, attached at Appendix "A".

#### **7.1.1 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### **7.1.2 Mandatory Response Time**

It is a mandatory requirement of this contract that the Company's authorized representative be personally available to attend meetings and to respond to inquiries within 24 hours of the Technical Authority's or the Contracting Authority's request. Also in accordance with Statement of Work, Section 1, Special Conditions, clause 1 it is mandatory to provide an emergency response and on-site service within one (1) hour of receiving a call 24 hours a day, 7, days a week.

### **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](#) (2018-06-21), 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.

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

1. The Contractor/Officer personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, **EACH** hold a valid **SITE ACCESS** Clearance, granted or approved by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

2. The Contractor/Offeror must comply with the provisions of the *Security Requirements Check List* and security guide (if applicable), attached at Appendix "C".

7.3.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

#### 7.4 Term of Contract

##### 7.4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_, inclusive. *(one (1) year – date to be added at contract award. Due to the nature of this requirement services will be rendered between the identified period.)*

##### 7.4.2 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional consecutive twelve (12) month periods each 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 60 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:

Joanne Ladouceur  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting Directorate  
11, rue Laurier, Gatineau, QC

Telephone: 873-469-4889  
Facsimile: 819-956-5227  
E-mail address: Joanne.Ladouceur@pwgsc.gc.ca

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

##### 7.5.2 Technical Authority

The Technical Authority for the Contract is:

#### **TECHNICAL AUTHORITY TO BE INDICATED AT CONTRACT AWARD**

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

### 7.5.3 Contractor's Representative

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

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

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

Cellular: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

### 7.5.4 Specific Person(s) Non-Working On-Site Supervisor

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

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

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

Cellular: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

### 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

#### Pricing Schedule 1 and 3

#### 7.7.1 Basis of Payment – Firm Prices and “As and When”

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid firm prices in accordance with General Conditions 2035 16 (2014-09-25) Payment Period, and the following. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) are extra, if applicable.

- (a) Firm rates shall be paid in accordance with **Pricing Schedule 1: Daily Inspections and Reports**, in six (6) equal monthly payments.
- (b) “As and When Requested” Work  
Any costs incurred for Extra Work will be paid, in accordance with **Pricing Schedule 3** and the Statement of Work, Appendix “A”, on an “as and when requested” basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the contractor under the "as and when requested" portion of the Contract must not exceed (\$ to be determined). Goods and Services Tax or Harmonized Sales Tax extra, if applicable.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:

- (a) It is 75 percent committed, or
- (b) If the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the Contracting Authority.

whichever comes first.

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

#### **7.7.2 Limitation of Expenditure**

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed (**\$ to be determined**) (HST and GST excluded) of which (**\$ to be determined**) (HST and GST excluded) is for goods and /or services enumerated or described in the Basis of **Pricing, Pricing Schedule 1**; and (**\$ to be determined**) (HST and GST excluded) is for additional goods and/or services that may be requested on an "as and when requested" basis at the prices and or rates set out in **Pricing Schedule 3**.

#### **Pricing Schedule 2**

##### **7.7.3 Basis of Payment – Limitation of Expenditure**

For the Work described in Cleaning Operations of the Statement of Work, Appendix "A".

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

**NOTE:** Payment will be made based on the number of actual hours worked, times the applicable firm hourly rates, as detailed in **Pricing Schedule 2**, Snow and Ice Removal, Roofs and Eaves, in six (6) monthly payments after completion, inspection and acceptance of the work performed. The Attendance Log Book at each site must be used by the Contractor at all times on arrival "signing-in" and when departing "signing-out" of each site. The Attendance Log Books will be used to verify the hours of work the contractor has completed.

##### **7.7.4 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed (**\$ to be determined**). Customs duties are included and Goods and Services or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written

approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four(4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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.

**7.7.5 Basis of Pricing**  
**See Appendix "B" – Basis of Payment**

**7.7.6 Limitation of Price**

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

**7.7.7 SACC Manual Clauses**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department  
C0710C (2007-11-30) Time and Contract Price Verification

**7.8 Invoicing Instructions**

**7.8.1 Inspection and Acceptance (D5328C 2014-06-26)**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

**7.8.2 Electronic Payment of Invoices – Contract**

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

- a. Direct Deposit

**7.8.3 Invoicing Instructions – Maintenance Services**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

The Contractor must distribute the invoices and reports as follows:

The original invoice must be forwarded to the following address for certification and payment:

Public Services and Procurement Canada  
Maintenance and Operational Assurance Services  
180 Kent Street, Ottawa, Ontario K1A 0S5

or by email as a PDF to: [@tpsgc-pwgsc.gc.ca](mailto:tpsgc-pwgsc.gc.ca) (Identify TA at Contract Award)

## **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 Ontario.

### **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 (2018-06-21)
- (c) Appendix "A" Statement of Work;
- (d) Appendix "B" Basis of Payment
- (e) Appendix "C" Security Requirements Check List (SRCL
- (f) Appendix "D" Roof Plans
- (g) Appendix "E" Snow and Ice Removal – Daily Report - SAMPLE
- (h) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) .

### **7.12 SACC Manual Clauses**

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

### **7.13 Insurance Requirements**

#### **7.13.1 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

- 
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - (o) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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



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

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

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

**7.14 Contract Financial Security (E0007C – 2011-05-16)**

1. The Contractor must provide one of the following contract financial securities within 14 calendar days after the date of contract award:

(a) a performance bond form PWGSC-TPSGC 505 in the amount of **10 percent** of the firm annual contract price; or

(b) a certified cheque payable to the Receiver General for Canada in the amount of **10 percent** of the firm annual contract price;

(c) an irrevocable standby letter of credit as defined in clause E0008C in the amount of **10 percent** of the firm annual contract price.

2. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, [Appendix L](#), Acceptable Bonding Companies (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appl>).

**7.14.1 Security Deposit Definition (E0008C, 2014-09-25)**

1. "security deposit" means:

- a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
- b. a government guaranteed bond; or
- c. an irrevocable standby letter of credit, or
- d. such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;

2. "approved financial institution" means:

- a. any corporation or institution that is a member of the Canadian Payments Association;
- b. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
- c. a credit union as defined in paragraph 137(6) of the [Income Tax Act](#);
- d. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
- e. the Canada Post Corporation.



- 
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
- a. payable to bearer;
  - b. accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
  - c. registered in the name of the Receiver General for Canada.
4. "irrevocable standby letter of credit" :
- a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
    - i. will make a payment to or to the order of Canada, as the beneficiary;
    - ii. will accept and pay bills of exchange drawn by Canada;
    - iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
    - iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
  - b. must state the face amount which may be drawn against it;
  - c. must state its expiry date;
  - d. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
  - e. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
  - f. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
  - g. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

#### **7.15 Cellular Phones and/or Pagers**

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

#### **7.16 Government Site Regulations**

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

#### **7.17 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Departmental Representative.

Solicitation No. - N° de l'invitation  
EJ196-181425/A  
Client Ref. No. - N° de réf. du client  
20181425

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-181425

Buyer ID - Id de l'acheteur  
FK279  
CCC No./N° CCC - FMS No./N° VME

---

## APPENDIX “A”

### STATEMENT OF WORK

EJ196-181425

Solicitation No. - N° de l'invitation  
EJ196-181425/A  
Client Ref. No. - N° de réf. du client  
20181425

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-181425

Buyer ID - Id de l'acheteur  
FK279  
CCC No./N° CCC - FMS No./N° VME

---

## **APPENDIX "B"**

### **BASIS OF PAYMENT**

## APPENDIX 'B' BASIS OF PAYMENT – FINANCIAL BID

### Basis of Pricing

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

It is **MANDATORY** that the bidders submit firm prices/rates for the five (5) years for all items listed hereafter (Pricing Schedule 1, Pricing Schedule 2 and Pricing Schedule 3). The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

### PRICING SCHEDULE 1: DAILY INSPECTIONS AND REPORTS

To provide a firm monthly rate (including fringe benefits, weekends, Statutory Holidays) to perform daily inspections and reporting for the Technical Authority in accordance with the Statement of Work at Appendix "A".

**Due to the nature of this requirement services will be rendered between the following identified periods.**

1.1 CENTRE BLOCK			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
Year One (1) November 1, 2018 to April 30, 2019	\$_____	6 =	\$_____
Option Year One (1) November 1, 2019 to April 30, 2020	\$_____	6 =	\$_____
Option Year Two (2) November 1, 2020 to April 30, 2021	\$_____	6 =	\$_____
Option Year Three (3) – November 1, 2021 to April 2022	\$_____	6 =	\$_____
Option Year Four (4) - November 2, 2022 to April 2023	\$_____	6 =	\$_____
1.1 SUB-TOTAL			\$_____

1.2 EAST BLOCK			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
Year One (1) November 1, 2018 to April 30, 2019	\$_____	6 =	\$_____
Option Year One (1) November 1, 2019 to April 30, 2020	\$_____	6 =	\$_____
Option Year Two (2) November 1, 2020 to April 30, 2021	\$_____	6 =	\$_____
Option Year Three (3) – November 1, 2021 to April 2022	\$_____	6 =	\$_____
Option Year Four (4) - November 2, 2022 to April 2023	\$_____	6 =	\$_____
1.2 SUB-TOTAL			\$_____

Solicitation No. - N° de l'invitation  
EJ196-181425/A  
Client Ref. No. - N° de réf. du client  
20181425

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-181425

Buyer ID - Id de l'acheteur  
FK279  
CCC No./N° CCC - FMS No./N° VME

<b>1.3 WEST BLOCK</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1) November 1, 2018 to April 30, 2019	\$_____	6 =	\$_____
Option Year One (1) November 1, 2019 to April 30, 2020	\$_____	6 =	\$_____
Option Year Two (2) November 1, 2020 to April 30, 2021	\$_____	6 =	\$_____
Option Year Three (3) – November 1, 2021 to April 2022	\$_____	6 =	\$_____
Option Year Four (4) - November 2, 2022 to April 2023	\$_____	6 =	\$_____
<b>1.3 SUB-TOTAL</b>			<b>\$_____</b>

<b>1.4 JUSTICE BUILDING</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1) November 1, 2018 to April 30, 2019	\$_____	6 =	\$_____
Option Year One (1) November 1, 2019 to April 30, 2020	\$_____	6 =	\$_____
Option Year Two (2) November 1, 2020 to April 30, 2021	\$_____	6 =	\$_____
Option Year Three (3) – November 1, 2021 to April 2022	\$_____	6 =	\$_____
Option Year Four (4) - November 2, 2022 to April 2023	\$_____	6 =	\$_____
<b>1.4 SUB-TOTAL</b>			<b>\$_____</b>

<b>1.5 CONFEDERATION BUILDING</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1) November 1, 2018 to April 30, 2019	\$_____	6 =	\$_____
Option Year One (1) November 1, 2019 to April 30, 2020	\$_____	6 =	\$_____
Option Year Two (2) November 1, 2020 to April 30, 2021	\$_____	6 =	\$_____
Option Year Three (3) – November 1, 2021 to April 2022	\$_____	6 =	\$_____
Option Year Four (4) - November 2, 2022 to April 2023	\$_____	6 =	\$_____
<b>1.5 SUB-TOTAL</b>			<b>\$_____</b>

Solicitation No. - N° de l'invitation  
EJ196-181425/A  
Client Ref. No. - N° de réf. du client  
20181425

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-181425

Buyer ID - Id de l'acheteur  
FK279  
CCC No./N° CCC - FMS No./N° VME

<b>1.6 1 WELLINGTON</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1) November 1, 2018 to April 30, 2019	\$_____	6 =	\$_____
Option Year One (1) November 1, 2019 to April 30, 2020	\$_____	6 =	\$_____
Option Year Two (2) November 1, 2020 to April 30, 2021	\$_____	6 =	\$_____
Option Year Three (3) – November 1, 2021 to April 2022	\$_____	6 =	\$_____
Option Year Four (4) - November 2, 2022 to April 2023	\$_____	6 =	\$_____
<b>1.6 SUB-TOTAL</b>			<b>\$_____</b>

<b>1.7 RCMP CARPORT</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1) November 1, 2018 to April 30, 2019	\$_____	6 =	\$_____
Option Year One (1) November 1, 2019 to April 30, 2020	\$_____	6 =	\$_____
Option Year Two (2) November 1, 2020 to April 30, 2021	\$_____	6 =	\$_____
Option Year Three (3) – November 1, 2021 to April 2022	\$_____	6 =	\$_____
Option Year Four (4) - November 2, 2022 to April 2023	\$_____	6 =	\$_____
<b>1.7 SUB-TOTAL</b>			<b>\$_____</b>

<b>1.8 2 RIDEAU</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1) November 1, 2018 to April 30, 2019	\$_____	6 =	\$_____
Option Year One (1) November 1, 2019 to April 30, 2020	\$_____	6 =	\$_____
Option Year Two (2) November 1, 2020 to April 30, 2021	\$_____	6 =	\$_____
Option Year Three (3) – November 1, 2021 to April 2022	\$_____	6 =	\$_____
Option Year Four (4) - November 2, 2022 to April 2023	\$_____	6 =	\$_____
<b>1.8 SUB-TOTAL</b>			<b>\$_____</b>

## **PRICING SCHEDULE 2: REMOVE SNOW AND ICE FROM ROOFS AND EAVES**

The contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. The total amount of Goods and Services or Harmonized Sales Tax must be shown separately, if applicable.

**The Attendance Log Book at each site must be used by the Contractor at all times on arrival “signing-in” and when departing “signing-out” of each site. The Attendance Lot Books will be used to verify the hours of work the contractor has completed.**

### **1. LABOUR: Hourly rate for Non-Working On-Site Supervisor**

The Non-Working on Site Supervisor must be on site at all times during the snow and ice removal operations.

**Firm hourly rate for the Non-Working On-Site Supervisor:**

	<b>Year One (1)</b>	<b>Option Year One (1)</b>	<b>Option Year Two (2)</b>	<b>Option Year Three (3)</b>	<b>Option Year Four (4)</b>
i) Regular Hours Monday to Friday 7:00 am to 5:00 pm	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
Estimated quantity of hours per year	1,056	1,056	1,056	1,056	1,056
<b>Extended Price</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.1 (i) SUB-TOTAL</b>					\$_____

	<b>Year One (1)</b>	<b>Option Year One (1)</b>	<b>Option Year Two (2)</b>	<b>Option Year Three (3)</b>	<b>Option Year Four (4)</b>
ii) Outside Regular Hours Monday to Saturday, including Sunday and Statutory Holidays	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
Estimated quantity of hours per year	384	384	384	384	384
<b>Extended Price</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.1 (ii) SUB-TOTAL</b>					\$_____

## 2. LABOUR: Hourly Rate – Working Crew – All Buildings

Firm hourly rate per qualified person:

i) Regular Hours Monday to Friday 7:00 am to 5:00 pm	Year One (1)	Option Year One (1)	Option Year Two (2)	Option Year Three (3)	Option Year Four (4)
	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
Estimated quantity of hours per year	1,056	1,056	1,056	1,056	1,056
<b>Extended Price</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2. (i) SUB-TOTAL</b>					\$_____

ii) Outside Regular Hours Monday to Saturday, including and Statutory Holidays	Year One (1)	Option Year One (1)	Option Year Two (2)	Option Year Three (3)	Option Year Four (4)
	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
Estimated quantity of hours per year	384	384	384	384	384
<b>Extended Price</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2. (ii) SUB-TOTAL</b>					\$_____

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE HOURLY RATE WILL GOVERN.  
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**



### PRICING SCHEDULE 3: MATERIALS REQUIRED ON AN "AS AND WHEN" REQUESTED BASIS

Materials to be supplied include salt, sand and caution tape. Materials will be charged at our laid-down cost plus a mark-up of:

Mark-Up	Year One (1)	Option Year One (1)	Option Year Two (2)	Option Year Three (3)	Option Year Four (4)
	_____ %	_____ %	_____ %	_____ %	_____ %
Estimated Expenditure	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
<b>3. SUB-TOTAL</b>					\$_____

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE PERCENTAGE OF MARK-UP WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

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

i) **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.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. 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.

**AUTHORIZATION FOR DELIVERY:** The consignee will request delivery of goods/services identified in Pricing Schedule 2.1 (i), 2.1 (ii), 2.1 (iii) and 2.2 on form GC 227, Call Up Against a Contract.

#### TOTAL ASSESSED PROPOSAL PRICE:

Sum of Basis of Pricing

Pricing Schedule 1: Daily Inspections and Reports	\$_____ +
Pricing Schedule 2: Remove Snow and Ice from Roofs and Eaves	\$_____ +
Pricing Schedule 3: Materials Required on an "As and When" Required Basis	\$_____ +
<b>GRAND TOTAL</b>	<b>\$_____</b>

Solicitation No. - N° de l'invitation  
EJ196-181425/A  
Client Ref. No. - N° de réf. du client  
20181425

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-181425

Buyer ID - Id de l'acheteur  
FK279  
CCC No./N° CCC - FMS No./N° VME

---

## APPENDIX “C”

### SECURITY REQUIREMENTS CHECK LIST (SRCL)

EJ196-181425

Solicitation No. - N° de l'invitation  
EJ196-181425/A  
Client Ref. No. - N° de réf. du client  
20181425

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-181425

Buyer ID - Id de l'acheteur  
FK279  
CCC No./N° CCC - FMS No./N° VME

---

## **APPENDIX ``D``**

### **ROOF PLAN**

Solicitation No. - N° de l'invitation  
EJ196-181425/A  
Client Ref. No. - N° de réf. du client  
20181425

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-181425

Buyer ID - Id de l'acheteur  
FK279  
CCC No./N° CCC - FMS No./N° VME

---

## **APPENDIX ``E``**

### **SNOW AND ICE REMOVAL – DAILY REPORT - SAMPLE**

Solicitation No. - N° de l'invitation  
EJ196-181425/A  
Client Ref. No. - N° de réf. du client  
20181425

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-181425

Buyer ID - Id de l'acheteur  
FK279  
CCC No./N° CCC - FMS No./N° VME

---

## **APPENDIX "F"**

### **INTEGRITY PROVISIONS - LIST OF NAMES**

#### **INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER:**

---

---

---

**Procurement Business Number:** \_\_\_\_\_

**Public Works and  
Government Services  
Canada**

**Snow and Eaves, Roofs services contracts**

**Parliament Hill Complexes (and complementary facilities)**

**Centre Block  
East Block  
Justice Building  
Confederation Building  
1 Wellington  
RCMP Carport  
2 Rideau  
West Block**

**Tender and contract**

**Statement of Work number:  
EJ196-181425**

This document is the document referred to as 'Statement of Work', numbered, **EJ196-181425** and dated November 7, 2017.

<b>Section 1</b>	<b>Special conditions</b>
1.	Cleaning Operations
2.	Staffing
3.	Health & Safety
4.	Security
5.	Materials and Equipment
6.	Rood Anchor Inspection Certification
7.	Attendance Log Book
8.	Daily Reports
9.	Call-ups
10.	Elevator Services
11.	Uniforms
12.	Light, Heat, Power and Water
13.	Prerequisite Documents
<b>Section 2</b>	<b>Operations and Frequencies</b>
1.	Roofs, Eaves and related components

## 1. Cleaning Operations

1. The Contractor shall supply and outlay all essential labour (including fringe benefits), supervision, transportation, storage, necessary material and apparatus to carry out the snow and ice removal from roofs and all other roofing building elements such as but not limited to: **Roofs, Temporary loading dock apex, Roof drains, Rooftop Unit, Perimeter access, Roof top access doors, Emergency access, Flag Poles, Snow guards, Eaves, Canopies, Dormers, Gables, Ledges, Catwalks, Railings, Parapets, Slopped Roofs, Skylights, Solariums, Window ledges, Building wall ledges, Ducts, Access to Antennas, Chimneys' and Satellite dish.**  
Snow and ice accumulations will be proactively monitored by the Contractor throughout a 24 hours a day 7 days a week (24/7) basis and instantaneously removed.
2. All eradicated Snow and Ice from roofs and roofing components under the contract must be disposed off the site at the Contractor's own expense. The Contractor will leave all building ground perimeters such as; Entrances, fire escapes, sidewalks, driveways and allies completely clear of snow and ice during and at the end of each shift.
3. The Technical Authority will direct the snow and ice removal priority of the Contractors' crew as required at his or her discretion.
4. The Contractor will take particular care with regards to the vehicles parked adjacent to buildings. Where vehicles are in a position of being damaged through work of the contract, the Contractor will and must notify the Technical Authority to arrange for their removal.
5. The Contractor will be held fully responsible for any damage to persons or property, whether Canada's or others, caused directly or indirectly through work under the contract on a 24/7 basis.
6. If at any time during the period of the contract, the Contractor deems it necessary to use a bosun's chair or swing-stage, the Contractor must advise the Technical Authority in writing, and provide a copy of the engineer's certificate for the use of the bosun's chair and/or swing stage prior to the commencement of the work. Before using any suspended equipment, the contractor is responsible to verify the maintenance and/or inspection logs indicate that the systems were maintained and inspected. If those reports are not available, the contractor must notify the Technical Authority.
7. During the snow and ice removal, the Contractor will take the necessary precautions to prevent damage to all pigeon control systems. All damages caused by the contractor to the pigeon control systems will be repaired at this own expense.

## 2. Staffing

1. All staff employed by the Contractor in relation with this service agreement must have a Site Access security clearance.



2. Employees must be persons at least 18 years of age.
3. At all times the Contractor must have an adequate amount of employees on the work sites so that all areas will not present any health and safety hazardous circumstances.
4. The non-working on-site supervisor will be in full charge of the operations of the contractor in the performance of the services and shall be authorized to accept orders, direct, decide and/or provide any other directions as may be required to adhere to contract requirements. The non-working on-site supervisor shall liaise with the Technical Authority and must be capable of communicating in English or French.
5. Uninterrupted communication between the non-working on-site supervisor and the assigned working employees is mandatory. The non-working on-site supervisor must, communicate with each of the employees with a dependable two-way radio system, or other efficient acceptable communication device. All expenses for these communication devices shall be at the expense of the contractor.
6. In order to maintain communication between the Technical Authority and the non-working on-site supervisor, the non-working on-site supervisor must be equipped with a cellular phone. All expenses such as; installation, activating fees, airtime and the cellular phone / pager shall be at the Contractor's own expense.
7. If the non-working on-site supervisor is absent from the site during working hours, the contractor shall have one of its employees on site to represent him. The employee shall be authorized to attend inspections and to receive inspections reports on behalf of the contractor, to ensure that unsatisfactory performance situations are corrected and to take immediate action regarding emergencies and other snow removal requirements.

<b>3. Health and Safety</b>
-----------------------------

1. The Contractor must submit a written “Site-Specific Safety Plan” based on hazard assessment prior to commencing any site work and continue to implement, maintain, and enforce the plan until final demobilization from site. The Site-Specific Safety Plan (SSSP) must address work site specifications. The Contractor must submit a SSSP by October 30<sup>th</sup> of each year prior to commencement of work described in this agreement. The SSSP must include:
  - A. Results of site-specific safety hazard assessment.
  - B. Results of health and safety risk or hazard analysis for site tasks and operation.
  - C. The SSSP must also contain at a minimum; equipment, and personal protective equipment, public way protection Traffic Control Plan, signage, and requirement to notify provincial authorities having jurisdiction (i.e.). Ontario – Ministry of Labour, prior to commencing work, emergency plan, and specific written procedures for rescuing a worker after his/her fall has been arrested.
2. The Technical Authority will review the Contractor’s SSSP and provide comments to Contractor within {3} days after receipt of plan. The contractor will revise the plan as appropriate and resubmit the plan to the Technical Authority within {3} days after receipt of comments from the Technical Authority.
3. The Technical Authority’s review of Contractor’s final Site-Specific Safety plan should not be construed as approval and does not reduce the Contractor’s overall responsibility for Health and Safety work measures.
4. The Technical Authority may respond in writing, where deficiencies or concerns are noted and may request re-submission of the SSSP with correction of deficiencies or concerns.
5. The Contractor shall perform the work in a manner that is least disruptive to Canada and the occupants of the buildings.
6. A Watchperson is required on site at all time during snow and ice removal activities. The Watchperson must wear a security vest over his or her actual uniform.
7. The Contractor must adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by the national and provincial codes and/or prescribed by the authorities having jurisdiction in reference to equipment, works habits and procedures. In addition, the Contractor must have his staff adequately qualified to carry out snow and ice removal operations in accordance with the Occupational Health and Safety Act (OHSA) and regulations of the Province of Ontario and ensure that he or she provides fall arrest certificates and Working at Height.

8. The Contractor shall ensure; the worker is provided with personal protective equipment, including a fall arrest system as needed for his or her safeguard and instructed in the care and use of this equipment; all electrical equipment provided by the contractor must be suitable for the work, Canadian Standards Association (CSA) approved and is operated safely; the employees work in compliance with regulations.
9. Proof of any qualifications required prior to contract award must be provided to the Technical Authority prior to the commencement of the work. Such as Suspended Access Equipment (SAE), Elevating Work Platform including Booms (EWP), working at Height, WHMIS 2015, Traffic Control Training and First aid training.
10. Any City permits necessary to perform the Services, especially when the use of Contractor's equipment would involve blocking access to city streets or pedestrian sidewalks and the surrounding area, are the responsibility of the Contractor to obtain prior to commencement of work.
11. Under no conditions are current window hooks to be used to perform the work.
12. The contractor must ensure that all workers he employs are covered by the Workplace Safety and Insurance Board and that these employees are working with full knowledge of the applicable Province of Ontario snow and ice removal safety rules.
13. The contractor will recognize the intrinsic dangers in working on abrupt pitched roofs and must ensure that all safety precautions are taken. The use of (both sides) bilingual warning signs, barriers and barricades (supplied by the contractor), will be erected on any site where work is in progress and possible falling ice and or snow are a hazard. The presence of a watchperson is mandatory on every site.
14. The contractor assumes all duties and responsibilities of the constructor as per the Provincial Health and Safety Act.

<b>4. Security</b>
--------------------

- |  |
|--|
| <ol style="list-style-type: none"><li>1. The contractor must provide a copy of the work plan to the Technical Authority and each of his employees and must keep a copy to show the MOL (Ministry of Labour) inspector.</li><li>2. The contractor must inform, without delay, the Technical Authority of any faulty anchor points and or other structures.</li><li>3. The contractor will comply with the Workplace Hazardous Materials Information System (WHMIS 2015) legislation, which requires the Contractor to provide detailed employee education regarding potential health effects of hazardous materials in their work environment and the best way they can handle and dispose of safety.</li><li>4. Only those employees, who names appear on the contractor's payroll and meet the security conditions stated in the contract and comply with security requirements of the facility, will be allowed access to the work areas.</li><li>5. The Contractor and his employees must sign-in and sign-out of the assigned building's security desk immediately on arrival and when they leave the work site.</li></ol> |
|--|

6. The contractor and his employees must “sign-in and sign-out” of the attendance log book, which will remain at all times at each building’s security offices. The Technical Authority will provide the Contractor with attendance signature sheets. The Contractor shall provide the Log book labelled with his Company’s name and logo.
7. All keys or key cards entrusted to the contractor for fulfillment of the contract must be fully protected at all times and returned at the end of their shift.
8. No audio/visual equipment and or cameras of any types are permitted on the work site including Walkman’s and MP3 players.

#### **5. Materials and Equipment**

1. The contractor will ensure that all equipment used to carry out the service is in good condition. The Technical Authority reserves the right to have equipment judged to be unsafe, not suitable or defective, immediately taken out of service. The Contractor is responsible to supply (without any delays) suitable replacement equipment.
2. Equipment provided by the Contractor for use under the contract will consist of but not be limited to; Telescopic boom (to reach a roof of approximately 85 feet) and/or over center Bucket Truck, Swing stage or bosun’s chair, soft brooms, push broom, plastic shovels, telescopic poles, steam machine and other miscellaneous safety equipment as required. Use of axes and sledgehammers are prohibited under the terms of the contract and may lead to termination and/or other remedies.
3. The Contractor will supply and install at his own expense, pedestrian safety barriers and “both side bilingual signs” surrounding the building perimeter’s to secure and alert pedestrians of the possible snow and icefalls.
4. Where mechanized and motorized equipment is employed, the Contractor will provide competent certified operators.
5. The Contractor must use a steam machine capable to provide heat no less than 93.3 C and must first be approved by the Technical Authority.
6. When required, the Contractor will supply and spread at his own expense a “non-corrosive” / environmentally friendly type of salt to help melt the ice in required work areas.
7. No space will be assigned to the Contractor for their materials and equipment.

#### **6. Roof Anchors Inspection Certification and Rooftop Condition Report**

1. The Contractor is responsible and will assume related costs to have a certified engineer perform an annual mandatory roof anchor and static lines and all Horizontal life line inspection. A copy of the Roof Anchors, Static Lines and Horizontal life line Condition Report endorsed by a certified engineer will be submitted by the contractor to the Technical Authority accompanied by the registration number from the Ontario Ministry of labour.
2. Rooftop Condition Report is to be provided to the Technical Authority 30 days prior to commencement of work each option year. Contractor report is to be specific and as detailed as possible regarding any visual damage or other condition that needs to be reported.

#### **7. Attendance Log book**

1. Each time that the contractor receives a “call-up” to perform the snow and ice removal from roofs and eaves, he is to sign in and out in the “Attendance Log Book”, of each building where he has provided the service. The “Attendance Log Book” must be utilized by the supplier. The Attendance Log must be utilized as hours will be verified for payment.

#### **8. Daily reports**

1. Every day, no later than 7h00 a.m. prior to starting any work shifts, the Contractor must complete and submit to the Technical Authority (via Fax or E mail), a “Snow and Ice Removal Summary Report”, accompanied with an actual print of the weather forecast, from a reliable weather forecast source. The Technical Authority will be allowed to ask the contractor to modify at any time the daily report sheets to facilitate the inclusion of the necessary required information (See Form 1).
2. Failure to submit the daily reports may result in a reduction of the Contractor’s monthly payments.

#### **9. Call-ups**

1. When the Contractor receives a service call-up from National Service Call Center (NSCC), he will be on site within the “two (2)” hour limit.
2. Once the service call is concluded, the Contractor must then call the National Service Call Center (NSCC) at (1.800.463.1850) to close the service call-up.
3. Should the contractor not be able to conclude and close the service call-up, for any given reason, he must then communicate with the NSCC (1.800.463.1850) to relate the appropriate reason for the non-completion and assure the follow-up until closure of the service call-up.
4. The Contractor will not refuse any “call-up” or services requested by the Technical Authority or his representative and will be on site within “two (2)” hours of the call-up. The Contractor must respond on site within “one (1) hour, “If it’s an emergency”.

#### **10. Elevator Services**

1. Where applicable, the Contractor shall be permitted the use of escalators, elevators, conveyers, and dumbwaiters at the discretion of PWGSC and shall be responsible for their safe operations.

#### **11. Uniforms**

1. All the Contractor’s staff/crew must be uniformed as follows: industrial type highly visible coats and vest and also CSA approved safety hat (hard hat) and boots.  
The Contractor’s company name or crest shall be affixed to the safety hat (hard hat), coats, vests and toques.
2. Failure to provide and wear the required uniforms may result in a reduction of the Contractor’s monthly payments. Employees not properly uniformed, may be deemed unsuitable and excluded from the premises.

**12. Light, Heat, Power and Water**

1. PWGSC shall supply all light, heat, power and hot/cold water reasonably required for the performance of the services.

**13. Prerequisite Documents**

1. Upon award of the contract and prior to commencement of the work, the CONTRACTOR must provide The Technical Authority with all of the following qualification documents.

PREREQUISITE DOCUMENTS	DELIVERANCE
Proof of registration and/or clearance certificate from the Provincial Workers Compensation or Insurance Board where the Services are being rendered ("Clearance Certificate").	<ul style="list-style-type: none"> <li>- Every (60) sixty days</li> <li>- Upon renewal of registration(authorisation)</li> <li>- As required by PWGSC or the Technical Authority</li> </ul>
Certificate(s) of insurance evidencing site-specific breakdown insurance coverage duly completed and signed by the Contractor's Insurance.	<ul style="list-style-type: none"> <li>- Yearly on anniversary date of Agreement;</li> <li>- Upon renewal of policy</li> <li>- As required by PWGSC or the Technical Authority.</li> </ul>
Copies of all relevant qualifications or trade, professional or other licenses or permits necessary to carry on its business and required to perform the Services.	<ul style="list-style-type: none"> <li>- Yearly on anniversary date of Agreement;</li> <li>- Upon renewal of policy</li> <li>- As required by PWGSC or the Technical Authority.</li> </ul>
A copy of the Contractors Site-Specific Safety Plan, as per Section 1 Clause 3- Health & Safety, Clause 3.1, A,B,C. and Clause 3.9	<ul style="list-style-type: none"> <li>- Prior to start of the work</li> </ul>
Rooftop Condition report as per: <b>Roofs, Temporary loading dock apex, Roof drains, Rooftop Unit, Perimeter access, Roof top access doors, Emergency access, Flag Poles, Snow guards, Eaves, Canopies, Dormers, Gables, Ledges, Catwalks, Railings, Parapets, Slopped Roofs, Skylights, Solariums, Window ledges, Building wall ledges, Ducts, Day-care yard structures, Access to Antennas, Chimneys' and Satellite dish.</b>	<ul style="list-style-type: none"> <li>- Start of contract.</li> <li>- Yearly on the 1 week of October</li> </ul>
Any other documentation PWGSC may require from time to time.	<ul style="list-style-type: none"> <li>- As required by PWGSC or the Technical Authority</li> </ul>

<b>Section 2</b>	<b>Operations and Frequencies</b>
------------------	-----------------------------------

**1. Roofs, Eaves and related components**

1. All surfaces and areas mentioned in Section 1.1. Shall be cleared of snow & ice.
2. Removal of ice build-up inside and outside the gutters and eaves, must only be accomplished with a steam machine.
3. The Contractor will provide snow and ice removal services on a required 24/7 basis.





Government  
of Canada

Gouvernement  
du Canada

RECEIVED  
NOV 27 2017

Contract Number / Numéro du contrat

ej196181425

Security Classification / Classification de sécurité  
UNCLASSIFIED

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





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

ei196181425

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ          | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input checked="" type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS |   |   |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

ej196181425

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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).

## Company name

Snow and Ice Removal from Roofs and Eaves Winter season Nov-1, 2018 to Apr-30, 2022

## Daily Report

**\*\*The following items must be visually inspected on all buildings (where applicable)\*\***

Observation shelter	Rooftop terrace	Dormers	Icicles	Exhaust Ducts & units	Davit arms	Yard structures	Temporary seasonal Porch
Ledges	Window ledges	Solariums	Snow guards	Cross bridge	Slopped roof section	Ladder access	Emergency stairs
Roof top perimeter access	Projector lights	Canopies	Building wall ledges	Gables	Emergency door access	Antennas	Flags
Satellite/Dish	Chimney	Skylights	Eaves	Catwalks	Railings	Ducts	Rooftop Units
Parapets	Static lines	Anchors	Roof drains	Roof top Units			

### Buildings (observation and condition of the above items)

Center-Block	
West-Block	
East-Block	
Justice	
Confederation	
1 Wellington	
RCMP Trailers & Carport	
2 Rideau	

Inspector's Name (Print) \_\_\_\_\_

Inspector's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\* All employees must be equipped with a two-way radio**

**\*\* Fax Daily Report to Technical Authority PRIOR TO 7h00 am, every day: (613-948-5914) or via email: [michel.richer@pwgsc-tpsgc.gc.ca](mailto:michel.richer@pwgsc-tpsgc.gc.ca)**

**\*\* Daily Report must be accompanied with a reliable weather Forecast summon.**

