

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
PWGSC/TPSGC Acquisitions Bid Receiving
Box/Boîte de Réception des Soumissions
Bid Receiving Box/Boîte de Récepti
1st Floor/1ère étage, Suite 1212
100-1045 Main Street
Moncton
New Brunswick
E1C 1H1
Bid Fax: (506) 851-6759

Request For a Standing Offer
Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
 Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
 Acquisitions NB/PEI (Moncton Office) – Bureau
 d’acquisitions N.-B./Î.-P.-É. (Moncton)
 1045 Main Street / 1045, rue Main
 Moncton
 New Bruns
 E1C 1H1

Title - Sujet RISO Landscaping-SABS	
Solicitation No. - N° de l'invitation EC645-182012/A	Date 2018-07-04
Client Reference No. - N° de référence du client EC645-182012	GETS Ref. No. - N° de réf. de SEAG PW-\$MCT-018-5420
File No. - N° de dossier MCT-7-40056 (018)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-20	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Martin (MCT), Lisa M.	Buyer Id - Id de l'acheteur mct018
Telephone No. - N° de téléphone (506)962-5328 ()	FAX No. - N° de FAX (506)851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 531 BRANDY COVE RD SAINT ANDREWS New Brunswick E5B2L9 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d’offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Solicitation No. - N° de l'invitation
EC645-182012/A
Client Ref. No. - N° de réf. du client
EC645-182012/A

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-7-40056

Buyer ID - Id de l'acheteur
mct018
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

1.2 Summary

Public Works and Government Services Canada (PWGSC) in St. Andrews, NB requires a Regional Individual Standing Offers to include but shall not be limited to the provision of all labour, materials, and equipment necessary to carry out spring cleaning of lawns and grounds, including snow plow gravel piles, vegetation removal, lawn trash pickup, road sweeping and removal, and summer maintenance which consists of mowing, weeding and cultivation of flower beds, mulch areas, planters and shrubs, pest and disease control, clean up of walkways and crusher dust.

The period of services required is for a 2 year period from date of award with options available to renew for up to 2 additional and separate periods of one year each.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or

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

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2017/04/27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M0019T	Firm Price and/or Rates	2007/05/25

2.2 Submission of Offers

Offers 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 Request for Standing Offers.

2.2.1 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 at **St. Andrews Biological Station, 125 Marine Science Drive, St. Andrews, NB, E3B 0E4** on **July 12, 2018**. The site visit will begin at **10:00am**.

Bidders must communicate with the Contracting Authority no later than **July 11, 2018 at 3:00pm** to confirm attendance and provide the name(s) of the person(s) who will attend. 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.** Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

2.3 Former Public Servant

Former Public Servant - Competitive - Offer

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to

comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? YES () NO ()

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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **5 calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **New Brunswick**.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Section I: Technical Offer (1 copy)
Section II: Financial Offer (1 copy)
Section III: Certifications (1 copy)

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

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Appendix C, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013/11/06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria as specified in Appendix "F"

4.1.2 Financial Evaluation

SACC Manual Clause [M0220T](#) (2016/01/28), Evaluation of Price - Offer

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause [M0031T](#) (2007/05/25), Basis of Selection - Mandatory Technical Criteria Only

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer non-responsive.

5.1.1 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.1.2.1 Workers Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within 5 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

6.2 Insurance Requirements

Insurance Requirements – Proof of Availability – Prior to issuance of a Standing Offer

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Part 7B- Standing Offer.

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Appendix "A".

7.2 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 4 The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Appendix E;
 - b. Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

2005 (2017/06/21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for a 2 year period from date of award.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for (2) additional one (1) year period(s) under the same conditions at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 5 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Lisa Martin
Title: Contracting Officer
Public Services and Procurement Canada
Acquisitions Branch
Address: 1045 Main Street, Unit 108
Moncton, New Brunswick
E1C 1H1

Telephone: (506) 962-5328
Facsimile: (506) 851-6759
E-mail address: lisa.m.martin@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative (Offeror please complete)

Name: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

St. Andrews Biological Station
St. Andrews, NB

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
- standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$40,000.00** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

The Financial Limitation (Goods and Services Tax or Harmonized Sales Tax excluded) for the optional periods are:

Option year 1 - \$20,000.00
Option year 2 - \$20,000.00

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017/06/21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2016/04/04), General Conditions - Services (Medium Complexity);
- e) Appendix A, Statement of Work;
- f) Appendix B, Job Slip;
- g) Appendix C, Basis of Payment;
- h) Appendix D, Picture of Site;
- i) Appendix E, Security Requirements Check List;
- j) the Offeror's offer dated _____

7.12 Certifications and Additional Information

7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.12.2 SACC Manual Clauses

SACC Reference	Section	Date
A0285C	Workers Compensation	2007/05/25

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **New Brunswick**.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2016/04/04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2016/04/04), General Conditions – Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Appendix B. Customs duties are included and Applicable Taxes are extra.

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

7.5.2 Limitation of Price

SACC Manual clause C6000C (2017/08/17) Limitation of price

7.5.3 Method of Payment

SACC Reference	Section	Date
H1000C	Single Payment	2008/05/12

7.5.4 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30

7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance Requirements

Insurance - Specific Requirements

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

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

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

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.

7.8 SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Government Site Regulations	2010/01/11
A2000C	Foreign Nationals (Canadian Contractor)	2006/06/16

Solicitation No. - N° de l'invitation
EC645-182012/A
Client Ref. No. - N° de réf. du client
EC645-182012/A

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-7-40056

Buyer ID - Id de l'acheteur
mct018
CCC No./N° CCC - FMS No./N° VME

APPENDIX "A" - STATEMENT OF WORK

(see attached document)

Solicitation No. - N° de l'invitation
EC645-182012/A
Client Ref. No. - N° de réf. du client
EC645-182012/A

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-7-40056

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CCC No./N° CCC - FMS No./N° VME

APPENDIX "B" – JOB SLIP

(see attached document)

Solicitation No. - N° de l'invitation
EC645-182012/A
Client Ref. No. - N° de réf. du client
EC645-182012/A

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-7-40056

Buyer ID - Id de l'acheteur
mct018
CCC No./N° CCC - FMS No./N° VME

APPENDIX "C" - BASIS OF PAYMENT

(see attached document)

Solicitation No. - N° de l'invitation
EC645-182012/A
Client Ref. No. - N° de réf. du client
EC645-182012/A

Amd. No. - N° de la modif.
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MCT-7-40056

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mct018
CCC No./N° CCC - FMS No./N° VME

APPENDIX "D" – PICTURE OF SITE

(see attached document)

Solicitation No. - N° de l'invitation
EC645-182012/A
Client Ref. No. - N° de réf. du client
EC645-182012/A

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-7-40056

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mct018
CCC No./N° CCC - FMS No./N° VME

APPENDIX "E" - SECURITY REQUIREMENTS CHECK LIST

(see attached document)

APPENDIX "F" – TECHNICAL EVALUATION CRITERIA

The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet this 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.

Mandatory Technical Criteria		Cross Reference Proposal (page #)	For Evaluation Purposes	
			Met/ Not Met	Comments
1	Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer, including sub-contractor.			

Solicitation No. - N° de l'invitation
EC645-182012/A
Client Ref. No. - N° de réf. du client
EC645-182012/A

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-7-40056

Buyer ID - Id de l'acheteur
mct018
CCC No./N° CCC - FMS No./N° VME

APPENDIX “G” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only);
- () Large Value Transfer System (LVTS) (Over \$25M)

Buyer ID - Id de l'acheteur
mct018
CCC No./N° CCC - FMS No./N° VME

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APPENDIX “A” – STATEMENT OF WORK

**PUBLIC WORKS AND
GOVERNMENT SERVICES CANADA**

REAL PROPERTY SERVICES

ST. ANDREWS BIOLOGICAL STATION

LANDSCAPE MAINTENANCE

STANDING OFFER AGREEMENT

Description: Standing Offer Agreement - Landscape Maintenance

Location: **St. Andrews Biological Station**
125 Marine Science Drive, St. Andrews, New Brunswick
E3B 0E4

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5. Payment	13
6. Appendix "B" - Job Slip	16
7. Appendix "C" --Basis of Payment	17
Unit Price Table Summary	21
8. Appendix "D" - Picture of Site	22

- | | | |
|---------------------------------------|----|---|
| 1. Scope of Work | .1 | Scope of work under this Standing Offer Agreement includes but shall not be limited to the provision of all Labour, materials, and equipment necessary to carry out spring cleaning of lawns and grounds, including snow plow gravel piles, vegetation removal, lawn trash pickup, road sweeping and removal, and summer maintenance which consists of mowing, weeding and cultivation of flower beds, mulch areas, planters and shrubs, pest and disease control, clean up of walkways and crusher dust. |
| 2. Location | .1 | Work site for this Standing Offer Agreement is the:

St. Andrews Biological Station
125 Marine Science Drive
St. Andrews, New Brunswick
E5B 0E5 |
| 3. Examination of Premises | .1 | All parties tendering are required to attend a mandatory site visit to examine the site of the proposed work prior to submitting their tender to become thoroughly acquainted with same and obtain any and all information that may be necessary to properly execute standing offer. |
| | .2 | A mandatory site visit will take place on TBD, 2018 at 10am at the St. Andrews Biological. |
| 4. Contractor's Use of Site | .1 | Do not unreasonably encumber site with materials or equipment. |
| | .2 | Move stored products or equipment which interfere with operations of other Contractors. |
| 5. Materials | .1 | No pesticides or chemicals shall be used onsite |
| 6. Emergency and Service Calls | .1 | The Contractor shall maintain and provide PWGSC with current phone, fax and pager numbers to be able to provide response to requests for service from the local Departmental Representative on a twenty-four (24) hour, seven (7) day-per-week basis The following work priorities and response times shall apply:

.1 Emergency
A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment or the facility. Maintenance identified with this priority must be responded to immediately and |

must be reported without delay to the designated manager.

Standard response time - Onsite within 1 hour

.2 Routine

A priority of "routine" is defined as essential maintenance requirements that should be rectified at the earliest possible opportunity. It is considered as a deficiency or breakdown that does not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.

**Standard response time -
On site within 24 hours**

7. Site Visits

- .1 The Departmental Representative may inspect the work site for compliance to this standing offer without prior notification to the contractor.

8. Safety

- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the most stringent of the Federal and Provincial occupational Health and Safety Acts.
- .2 The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his / her employees. Copies shall be made available to Public Works and Government Services upon request.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and standing offer requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.

	.7	<u>Shall ensure that all applicable personal protective equipment (PPE) is used.</u>
	.8	The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of standing offer.
9. Log Books	.1	The Contractor shall complete job slip "Appendix B" outlining all work performed. Payment shall not be made if job slip is incomplete.

**1. Codes and Legislated
Requirements**

.1

The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the contract.

- .1 National Building Code of Canada
- .2 Part II of the Canada Labour Code.
- .3 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
- .4 Canadian Environmental Protection Act.
- .5 Fire Commission of Canada #301 Standard for Building Construction Operations.
- .6 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
- .7 Canadian Electrical Code, Part I, CSA C22.1.
- .8 New Brunswick Environmental & Protection Act.
- .9 Public Works and Government Services Canada "Electrical Safety Requirements". (Includes Lockout Procedures). *

* Please Note: The Electrical Safety Requirements (the Procedures) are only a tool which the Contractor may use to assist him or her in interpreting the Codes and Standards set out in the Maintenance Services Standing Offer-Electrical, General Requirements, Codes and Legislative Requirements, Public Works and Government Services Canada does not warrant the adequacy of these Procedures and advise that the Procedures do not replace the cited Codes and Standards.

The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Public Works and Government Services Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.

- .10 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards

- Association (CSA), and American Society for Testing Materials (ASTM) and referenced organizations.
- .11 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
- .12 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
- .13 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.
- 2. Licences, Permits and Fees**
- .1 Provide the authorities having jurisdiction with all information requested.
- .2 Pay all fees and obtain certificates and permits required.
- .3 Furnish these certificates and permits when requested.
- 3. Taxes**
- .1 Pay applicable Federal, Provincial and Municipal taxes.
- 4. General Workmanship**
- .1 Do each operation continuously and complete within same day commenced.
- .2 No equipment or materials are to be stored on-site unless approved by the Departmental Representative.
- .3 Collect and dispose of debris or excess material.
- .4 Supply materials, topsoil, mulch, fertilizer, replacement of tree stakes, wire, etc., as required.
- 5. Work Done by Other Means**
- .1 This standing offer does not create an exclusion right of the Contractor to perform all work which might be required. The Department reserves the right to have any work done by other means.
- 6. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.

**7. Bidders/Tenderers
Qualifications**

- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- .1 Prior to Award, Bidders/Tenderers are to provide:
 - .1 Certification letter of good standing from Worker's Compensation Board.
 - .2 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer, including sub-contractor.
- .2 Before Work Begins Bidders/Tenderers are to provide documentation:
 - .1 A copy of the company's site-safety plan.
 - .2 Certification of training for safety for all personnel that will be involved with the Contract. Updated list complete with licenses (if applicable) shall be kept on site including personnel changes.
 - .3 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
- .3 All sub-contractors shall adhere to the above qualifications.

8. Disciplinary Procedures:

Disciplinary Procedures for Safety Violations are as follows:

- .1 **First Violation:** Verbal warning issued to the Contractor **Safety Violations** for the first violation of a safety regulation. Violation shall be documented on the Contract file, copy to Contractor and a copy sent to PSPC.
- .2 **Second Violation:** Written warning to Contractor for the second infraction of a safety regulation. Violation will be documented on the Contract file, copy to Contractor and a copy sent to PSPC.

Public Works and Government Services Canada		Standing Offer Agreement	Section 2 General Requirements
Atlantic Region		Landscape Maintenance	Page 7
9. Security Clearance	.1	The security clearance level for this Contract is Enhanced Reliability.	
	.2	The Contractor shall submit his/her name and the names of all employees, including new employees engaged during the Contract who will be working under this Contract to the Departmental Representative immediately following notification of Contract award.	
10. Application of Pesticides	.1	Pesticides	
		No pesticides shall be use on the property	
11. Mowing of Lawn Areas - General	.1	Contractor shall submit schedule for approval to Department Representative. Commence lawn mowing as per approved schedule. Lawn mowing operation must be continuous and completed within reasonable period.	
	.2	Lawn cutting operations include picking up and disposing of paper and refuse accumulated on landscape areas.	
12. Mowing of Lawn Areas - Workmanship	.1	Cut grass at height of 40 mm. Use equipment in good working order and with sharp cutting blades. Remove grass clippings from lawn. Hand trim or use edger for grass adjacent to buildings, pavement, trees, fences, mowing strips, etc. Trim grass edges around planting beds neatly in lines as in original layout.	
13. Delivery	.1	Deliver fertilizer, lime and bone meal in waterproof bags showing mass, analysis and name of manufacturers.	
14. Fall Arrest	.1	All work carried out above the mandatory height restrictions, as stated in Canada Labour Code, Part II, Section 12.10(1), from an unsafe/unguarded structure and/or scaffolding, will be done in compliance with the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10.	
	.2	The components of a fall protection system shall meet the standards as outlined in the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).	
	.3	The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.3.	

15. Meetings

- .1 Attend meetings at site when notified by Public Works and Government Services Canada.
- .2 Within fourteen (14) days of contract award, a pre-job meeting shall be scheduled.

1. Materials

- .1 **Topsoil:** friable loam, neither heavy clay nor very light sandy nature containing minimum of 4% organic matter for clay loams and 2% for sandy roots, sod, stones, foreign objects. Acidity range (PH) of 5.5 to 7.5. Topsoil containing crabgrass, couch grass or other noxious weeds is not acceptable.
- .2 **Peat Moss:** decomposed plant material, fairly elastic and homogenous, free of decomposed colloidal residue, wood, sulphur and iron, and of brown colour containing minimum of 60% organic matter by weight mass and moisture content not exceeding 15%. Shredded particles may not exceed 1/4" (6 mm) in size. Minimum PH value of peat 4.5, maximum 6.0.
- .3 **Sand:** hard, granular natural beach sand, well washed and clean of impurities, chemical or organic matter.
- .4 **Fertilizer:** use environmental friendly (green) type products.
- .5 **Lime:** ground agriculture limestone containing not less than 85% of total carbonates.
- .6 **Bone meal:** raw bone meal, finely ground with minimum analysis of 4% nitrogen and 20% phosphoric acid.
- .7 **Grass Seed:** to Federal and Provincial seed laws and having minimum germination of 75% and minimum purity of 97%. Deliver grass seed in original containers showing:
 - .1 Analysis of seed mixture
 - .2 Percentage of pure seed
 - .3 Year of production
 - .4 Net mass
 - .5 Date when bagged and location
 - .6 Seed mixture: 40% Baron Kentucky bluegrass
30% Highlight Cheeping Fescue
15% Manhattan Perennial Ryegrass
15% Creeping Red Fescue
Or equal.
- .8 **Nursery Sod:** especially sown and cultivated in nursery field as turf grass crop containing maximum 2% of other grass species or clover than variety specified and maximum 2 broad leaf weeds and 10 other weeds within 40 m² area. Thickness of sod soil portion 25 mm maximum. Sod with soil visible when grass is mowed to 40 mm height is not acceptable.
- .9 **Mulch:** submit sample to Departmental Representative prior to shipping to site:
 - .1 Wood chip mulch: Chips obtained from hardwood trees should be free of bark, small branches, leaves, etc. Chips must vary in overall size from 50 to 75 mm and be 5 to 20 mm thick in order to match existing mulch.

- .10 **Stakes:** T-rail iron stakes 40 x 40 x 5 mm primed with one (1) brush coat of black zinc rich paint to CGSB 1-CP-181
- .11 **Wound dressing:** horticulturally accepted, non-toxic, non- hardening emulsion.
- .12 **Pest and Disease:** provide environmentally friendly (green) product.

1. **Annual Cleanup**
 - .1 Will be at the request of PWGSC Representative.
 - .2 **Lawns**
 - .1 Rake lawn areas and remove dead vegetation, leaves and debris. Do heavy raking with flexible grass rake on areas with "snow mould".
 - .2 Lightly roll areas where grass plants have lifted due to frost action.
 - .3 **Planting Beds**
 - .1 Clean flower beds, shrubs borders and planters of debris and dead plant material. Trim grass edges around planting beds neatly in lines as in original layout
 - .2 Clean shrubs, beds and planters of debris and dead plant material. Remove existing mulch, loosen and cultivate soil lightly without disturbing roots below surface.
 - .3 Trim grass edges around planting beds neatly in lines as in original layout.
 - .4 Planting new annual beds.
 - .5 Supply and spread 3 cm of hardwood mulch as described in Section 3, Products over plan and scrub bed areas.
 - .4 **Paved Areas**
 - .1 Clean by brushing and hosing driveways, parking areas, sidewalks and paved areas. Remove sand, gravel and salt resulting from winter sanding operations. Do this work in early spring as soon as working conditions are favourable using a tractor mounted sweeper for the road and parking areas.
 - .5 **Catch Basins**
 - .1 Clean out catch basins on-site.
2. **Repair and Renovating**
 - .1 **Regrading**
 - .1 Remove sod and topsoil from areas requiring regrading. Regraded to new elevations with subgrade 0.15 m below final grade.

.2**Resodding**

- .1 Remove existing and dead sod, weeds and debris from area to be resodded. Loosen top layer by roto-tilling. Prepare smooth, loose surface for laying sod.
- .2 Apply fertilizer at rate of 12kg/200m². Rake into top layer of soil.
- .3 Use sod with grass mixture equivalent to one growing on-site. If correct mixture is not known, use only sod equal in appearance to existing lawn.
- .4 Lay sod with sections closely abutted creating a smooth and even seam with adjoining areas without gaps or overlapping. Roll lightly and tamp. Water to obtain moisture penetration of 100 mm. Continue watering at intervals to maintain sufficient growth. Keep grass cut at height of 40 mm.

.3**Topdressing and Reseeding**

- .1 Mow areas to receive topdressing to height of 40 mm.
- .2 Rake thoroughly, removing loose and dead grass, stones and debris.
- .3 Use dry, friable and clean topsoil and spread to thickness of 6 to 12 mm filling in low areas and bare spots.
- .4 Overseed area with seed mixture specified in Section 3 "Products" 1.7.6 at the rate of 2 kg/100 m².
- .5 Mix topsoil and seed by heavy raking. Water to ensure close contact between sod, seed and topdressing. Roll lightly after soil has dried sufficiently to avoid adherence to roller.
- .6 Top-dress and reseed in summer.

.4

- Apply water to ensure drop penetration and at sufficient intervals to maintain vigorous growth. Keep grass cut at height of 40 mm.

3 Weed , Pest and Disease Control**.1**

- As per environmentally friendly (green) program. No pesticides can be used

**4. Cultivating Planters
and Shrub Beds**

- .1 Cultivate to keep top layer of soil loose, friable and free from weeds when required. Any operation must be continuous and without interruption.
- .2 Cultivate top 50 to 75 mm of flower beds, planters and soil areas around trees and hedges.
- .3 Remove weeds including their roots.
- .4 Take care not to damage roots of shrubs or flowers. Use small hand tools for flower borders and areas of closely planted shrubs.
- .5 Collect and dispose of paper and refuse. Remove dead plants, leaves, branches, dead flowers and seed pods.
- .6 Clean areas that are covered with mulch by hand. Loosen top layer of mulch without mixing with soil underneath.

5. Pruning

- .1 Prune during dormant season but not during heavy frost. Prune evergreens in spring before start of new growth. Prune heavy bleeders such as birch or hard maple when in full leaf. Prune the previous year's growth of flowering shrubs only after blooming.
- .2 Use clean, sharp tools. Make cuts flush with main branch with a smooth and sloping action to prevent accumulation of water on cut. Do not leave little stumps on trunks or main branches. Remove dead and injured branches and branches that rub together causing damage to bark.
- .3 Thin out crown of trees and/or shrubs without changing their natural shape or habitat. Do not damage lead branches.
- .4 Remove smaller branches at juncture of limb from which they originate or cut at twig or bud pointing outward. Undercut larger branches to prevent tearing of bark.
- .5 Give large cuts and damaged parts coating of wound dressing.
- .6 Remove 25% of old branches from "leggy" shrubs. Cut close to ground to force production of new shoots from base.
- .7 Trim hedges to produce sloping sides with bottom cross section slightly wider than top. Depending on variety, trim sufficiently to produce dense, smooth surface of foliage. After blooming, prune flowering hedges by removing individual older branches to keep size of hedge under control.

- 6. Winter Preparation**
- .1 Rake leaves after they have been shed by trees. Remove from site.
 - .2 Protect trunks of trees to expected height of snow cover with fine wire mesh.
 - .3 Clean out all catch basins and ditches. Check all areas for surface drainage. Correct grades where spring drainage might be hampered.

1. Payment

- .1 Invoices to be submitted in triplicate to the Property Manager for the services completed, countersigned by the Department's representative.
- .2 Invoices shall show the following:
 - .1 Contract number and location of work
 - .2 Date work carried out
 - .3 Type of work performed
 - .4 Copy of invoice for material plus 10% mark up.
 - .5 Completion time of work for each location together with number of new and types of equipment used
- .3 All prices shown on invoice shall equal those shown on price schedule which forms part of this Contract.
- .4 No payment (including operator's time) shall be allowed for any equipment that has broken down during landscaping operations.
- .5 All invoices shall be forwarded to the Public Works and Government Services Canada representative.
- .6 All invoices for the fiscal year must be submitted for payment before 31 March of each year.

JOB SLIP

Company Name: _____ **Date:** _____

Tradesperson's Name:

(1) _____

(2) _____

(3) _____

Call-up Number: _____ **Total Cost:** _____

Description of Work: * _____

Start Time: _____ **Completion Time:** _____ **Total Hours:** _____

Materials and Supplies	Cost

GST/HST _____

PST _____

TOTAL _____

Contractor's Signature

Departmental Representative's Signature

* Include nature of problem, cause of problem and corrective action taken.

BASIS OF PAYMENT

Contractor agrees that the following are the unit prices referred to herein:

**1ST YEAR
2018-2019
ST. ANDREWS BIOLOGICAL STATION**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$ _____	\$ _____
Planting Beds	Per cleanup	2	\$ _____	\$ _____
Paved Areas including sweeping of roadways and concrete walkways	Per cleanup	2	\$ _____	\$ _____
Catch Basins	Per cleanup	2	\$ _____	\$ _____
Repair and Renovating	Sq. meter	100	\$ _____	\$ _____
Regrading	Sq. meter	100	\$ _____	\$ _____
Resodding	Sq. meter	100	\$ _____	\$ _____
Top Dressing and Reseeding	Sq. meter	100	\$ _____	\$ _____
Lawn Mowing	Per mowing	30	\$ _____	\$ _____
Weed Control	Per application	4	\$ _____	\$ _____
Cultivating and Weeding Planters and Shrub Beds	Each	8	\$ _____	\$ _____
Pruning	Per pruning	4	\$ _____	\$ _____
Winter Preparation	Per section	1	\$ _____	\$ _____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$ _____	\$ _____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$ _____
YEAR 1 - STANDING OFFER AGREEMENT TOTAL:				(A:) \$ _____

Note: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

**2ND YEAR
2019-2020
ST. ANDREWS BIOLOGICAL STATION**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$ _____	\$ _____
Planting Beds	Per cleanup	2	\$ _____	\$ _____
Paved Areas including sweeping of roadways and concrete walkways	Per cleanup	2	\$ _____	\$ _____
Catch Basins	Per cleanup	2	\$ _____	\$ _____
Repair and Renovating	Sq. meter	100	\$ _____	\$ _____
Regrading	Sq. meter	100	\$ _____	\$ _____
Resodding	Sq. meter	100	\$ _____	\$ _____
Top Dressing and Reseeding	Sq. meter	100	\$ _____	\$ _____
Lawn Mowing	Per mowing	30	\$ _____	\$ _____
Weed Control	Per application	4	\$ _____	\$ _____
Cultivating and Weeding Planters and Shrub Beds	Each	8	\$ _____	\$ _____
Pruning	Per pruning	4	\$ _____	\$ _____
Winter Preparation	Per section	1	\$ _____	\$ _____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$ _____	\$ _____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$ _____
YEAR 2 - STANDING OFFER AGREEMENT TOTAL:				(B:) \$ _____

Note: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

**1ST YEAR OPTION
2020-2021
ST. ANDREWS BIOLOGICAL STATION**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$ _____	\$ _____
Planting Beds	Per cleanup	2	\$ _____	\$ _____
Paved Areas including sweeping of roadways and concrete walkways	Per cleanup	2	\$ _____	\$ _____
Catch Basins	Per cleanup	2	\$ _____	\$ _____
Repair and Renovating	Sq. meter	100	\$ _____	\$ _____
Regrading	Sq. meter	100	\$ _____	\$ _____
Resodding	Sq. meter	100	\$ _____	\$ _____
Top Dressing and Reseeding	Sq. meter	100	\$ _____	\$ _____
Lawn Mowing	Per mowing	30	\$ _____	\$ _____
Weed Control	Per application	4	\$ _____	\$ _____
Cultivating and Weeding Planters and Shrub Beds	Each	8	\$ _____	\$ _____
Pruning	Per pruning	4	\$ _____	\$ _____
Winter Preparation	Per section	1	\$ _____	\$ _____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$ _____	\$ _____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$ _____
OPTION YEAR (1) – STANDING OFFER AGREEMENT TOTAL (C:)				\$ _____

Note: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

**2ND YEAR OPTION
2021-2022
ST. ANDREWS BIOLOGICAL STATION**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$ _____	\$ _____
Planting Beds	Per cleanup	2	\$ _____	\$ _____
Paved Areas including sweeping of roadways and concrete walkways	Per cleanup	2	\$ _____	\$ _____
Catch Basins	Per cleanup	2	\$ _____	\$ _____
Repair and Renovating	Sq. meter	100	\$ _____	\$ _____
Regrading	Sq. meter	100	\$ _____	\$ _____
Resodding	Sq. meter	100	\$ _____	\$ _____
Top Dressing and Reseeding	Sq. meter	100	\$ _____	\$ _____
Lawn Mowing	Per mowing	30	\$ _____	\$ _____
Weed Control	Per application	4	\$ _____	\$ _____
Cultivating and Weeding Planters and Shrub Beds	Each	8	\$ _____	\$ _____
Pruning	Per pruning	4	\$ _____	\$ _____
Winter Preparation	Per section	1	\$ _____	\$ _____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$ _____	\$ _____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$ _____
OPTION YEAR (2) – STANDING OFFER AGREEMENT TOTAL (D:)				\$ _____

Note: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

SUMMARY TABLE		
YEAR 1 - STANDING OFFER AGREEMENT	(A:)	\$ _____
YEAR 2 - STANDING OFFER AGREEMENT	(B:)	\$ _____
OPTION YEAR (1) – STANDING OFFER AGREEMENT	(C:)	\$ _____
OPTION YEAR (2) – STANDING OFFER AGREEMENT	(D:)	\$ _____
TOTAL COSTS (A) + (B) + (C) + (D)		\$ _____



APPENDIX "E"



Government of Canada
Gouvernement du Canada

RECEIVED
DEC 05 2017

Contract Number / Numéro du contrat

EC645-182012 /A

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 Property and Facilities Mgmt.	
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 2017 Landscape Tender for SABs				
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"/> Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> 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"/>

APPENDIX "E"



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ 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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

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

APPENDIX "E"



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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).