

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

**Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510**

## 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**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Timber & Brush Clearing	
<b>Solicitation No. - N° de l'invitation</b> W6895-180011/A	<b>Date</b> 2018-07-16
<b>Client Reference No. - N° de référence du client</b> W6895-180011	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-024-11408
<b>File No. - N° de dossier</b> EDM-8-41051 (024)	<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 2018-08-27</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tiet, Anthony	<b>Buyer Id - Id de l'acheteur</b> edm024
<b>Telephone No. - N° de téléphone</b> (587)926-1376 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 4 WING CFB COLD LAKE 6550 STN FORCES, B7 COLD LAKE Alberta T9M2C6 Canada	
<b>Security - Sécurité</b> 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**

<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>

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W6895-180011/A  
Client Ref. No. - N° de réf. du client  
W6895-180011

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-8-41051

Buyer ID - Id de l'acheteur  
edm024  
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: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>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

The Department of National Defence, CFB 4 Wing has a requirement for a Regional Individual Standing Offer Agreement (SOA) for the supply of all labour, materials, tools, equipment, transportation and supervision necessary to provide timber and brush clearing services located at 4 Wing Cold Lake, Alberta and Primrose Lake Evaluation Range (PLER) (located approximately 40 kilometers north of 4 Wing Cold Lake with an area of approximately 180 x 65 km that straddles the Alberta and Saskatchewan border), on an "as and when required" basis. One SO will be issued against this requirement for a duration of 3 years.

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).

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions

and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### **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](#) (2018-05-22), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Offers

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

BRU: Western Region Bid Receiving Unit (Edmonton)  
Address: 5th Floor, ATB Place Tower, 10025 Jasper Avenue  
Edmonton, AB T5J 1S6

E-post Connect: [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)  
Bid Fax: 780-497-3510

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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 10 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 Alberta.

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.



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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

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

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

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

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Offeror is simultaneously providing copies of its offer 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 offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

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

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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors 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 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 Annex "B", 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 Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

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

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

### **3.1.2 Exchange Rate Fluctuation**

SACC Manual Clause [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**

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration:

1. Compliance with the terms and conditions contained in this document.
2. Provision of pricing as requested.
3. Ability to perform the full scope of the work, as described in Annex "A".

#### **4.1.2 Financial Evaluation**

The total overall offer price will be calculated as follows:

- a) The extended price will be calculated by multiplying the estimated usage values provided by the Offeror's corresponding unit price.
- b) The total assessed offer price is the aggregate of all the extended prices for all three (3) years.

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an aggregate basis will be recommended for issuance of a standing offer.

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## 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 Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the 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 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.

#### 5.2.1 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 Offeror 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 - 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/canada-labour's) 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.

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## PART 6 - SECURITY, FINANCIAL 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;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, 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.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex "C";
  - 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.

##### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;

- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

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

## **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 from \_\_\_\_\_ to \_\_\_\_\_. (inserted at Standing Offer issuance)

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Anthony Tiet  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 5th Floor, ATB Place Tower, 10025 Jasper Avenue, Edmonton, AB T5J 1S6

Telephone: 587-926-1376  
Facsimile: 780-497-3510  
E-mail address: anthony.tiet@tpsgc-pwgsc.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: (inserted at Standing Offer issuance)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Offeror's Representative

(to be completed by the Offeror)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
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: \_\_\_\_\_. (inserted at Standing Offer issuance)

### 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 2 and 3 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 \$\_\_\_\_\_ (Applicable Taxes included).  
(inserted at Standing Offer issuance)

## 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (*Applicable Taxes excluded*) (inserted at Standing Offer issuance) 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 4 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.

## 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 (2018-06-21), General Conditions: Services (medium complexity);
- e) Annex "A", Statement of Work;
- f) Annex "B", Basis of Payment;
- g) Annex "C", Security Requirements Check List;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 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.

## 7.13 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 \_\_\_\_\_ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

## **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](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of [2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work is to be performed during the period of \_\_\_\_\_ to \_\_\_\_\_. (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**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) as specified in Annex "B" for a cost of \$ (in accordance with the call-up against the Standing Offer). 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 SACC Manual Clauses**

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

[H1000C](#) (2008-05-12), Single Payment

#### **7.5.4 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**

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.

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.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **7.7 Insurance**

SACC *Manual* clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

#### **7.8 SACC *Manual* Clauses**

[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)  
[A9039C](#) (2008-05-12), Salvage  
[A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
[M3800C](#) (2006-08-15), Estimates

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. General**

The Department of National Defence, CFB 4 Wing has a requirement for a Regional Individual Standing Offer Agreement (SOA) for the supply of all labour, materials, tools, equipment, transportation and supervision necessary to provide timber and brush clearing services located at 4 Wing Cold Lake, Alberta and Primrose Lake Evaluation Range (PLER) (located approximately 40 kilometers north of 4 Wing Cold Lake with an area of approximately 180 x 65 km that straddles the Alberta and Saskatchewan border), on an "as and when required" basis. One SO will be issued against this requirement for a duration of 3 years.

After the award of the SOA, initial site visits will be conducted with the Contractor to review the requirement and determine the areas and type of clearing to be performed. The majority of the work will be tree and brush mulching, but there may also be occasional timber salvage of larger trees. A Safety Watch will be required during operation of the equipment. This type of work must comply with all environmental permits and conditions obtained by the DND.

#### **2. Work Environment**

Work under this SOA consists of timber and brush clearing. Mulched material must remain on-site, in place. Harvested timber specifications, locations and salvage details will be stated in each individual call-up.

The areas in which clearing operations are to take place include:

- a. Areas that have been previously cleared, and have various amounts of re-growth; could include remote sites on the PLER in Alberta and Saskatchewan (most with gravel road access, but occasionally limited to winter road access only)
- b. Areas with mature (Merchantable) trees; various species (typically spruce/pine/fir or poplar)
- c. Boggy/swampy areas that are only accessible in winter
- d. Occasional clearing along powerline right of ways

#### **3. Worksite Safety Watch**

The safety of the personnel working on site is the sole responsibility of the Contractor. A safety watch supervisor will be required to be on-site during tree clearing operations. The on-site safety watch supervisor is responsible for ensuring safe operation of the equipment onsite as well as acting as first responder in the event of an injury (with appropriate level of First Aid training).

Site visits will be required for each scope of work; potential safety hazards and emergency action plans will be reviewed daily with the field crew, during tree clearing or mobilization operations.

When clearing near Power lines, a certified Utility Tree Worker will be required on site.

#### **4. Machinery - All costs will be laid out in the Basis of Pricing annex**

The range of mulcher sizes under this SOA includes a range of horsepower (Hp) (small, medium and large) with attachments listed under Annex "B", Basis of Payment. The size of mulcher required for each call-up will be determined by the specific terrain, conditions and scope of work to maximize efficiency and cost effectiveness.

Tracked dozers with operator may be required for certain scopes of work. Tracked dozers supplied by the Contractor must have a minimum of 90 Hp.

A skid steer with operator may be required for certain scopes of work. The skid steer provided by the Contractor must have a minimum of 100 Hp.

All training required for the operation of any equipment or machinery is the responsibility of the Contractor. All machinery and equipment must be used only by trained operators of the machinery or equipment type being used. Keeping machinery and equipment in full operating condition during the period of this SOA is the responsibility of the Contractor.

## 5. Labour Force

Labourers may be required in addition to machinery operators to perform any clearing related duties and will be outlined in each call-up if required. These labourers must be trained to operate any power tools required by the contractor; ie. chainsaws, pick axes and must employ the proper Personal Protective Equipment (PPE). All training and supervision of labourers is the responsibility of the Contractor.

## 6. Service Call

Service call rates include all mobilization and demobilization of service machines (ie – for mechanical repairs) excluding safety vehicles. Service call rates DO NOT include any work involving cutting, clearing, and/or removal of brush, trees and/or vegetative growth. Service call rates are to be paid once during each call-up. Note that location of work could be in the Cold Lake or PLER.

## 7. Materials

DND will re-imburse the Contractor for broken “cutting teeth” of the mulcher machinery, if they are damaged during a DND related scope of work (assuming the equipment was in reasonable condition to begin with). Charges must follow the cost table as laid out in Annex “B”, Basis of Payment.

## 8. Definitions

The following definitions will be utilized with regard to the work being carried out under this SOA:

- a. **Clearing** - Consists of cutting off or mulching trees, brush and vegetative growth to not more than a specified height above ground which will be specified by the Project Authority prior to mobilization, and movement of felled trees, previously uprooted trees, stumps and surface debris.
- b. **Underbrush Clearing** - Consists of removal or mulching of undergrowth, deadwood and trees smaller than 100mm trunk diameter from areas of mature trees.
- c. **Selective Timber Removal** - Removal of specific tree species or size.
- d. **Merchantable Tree (typical for Alberta)** - stump (butt) diameter greater than 15cm, top diameter of 10cm, with a minimum 10.6m length; OR any tree salvage specifications written in the Scope of Work or Environmental permit
- e. **Mobilization** - Movement and setup of all necessary service machines from Contractors premises to a state where productive work can begin on the worksite. Safety watch vehicles are not included.
- f. **Demobilization** - Take down and movement of all necessary service machines from worksite to Contractors premises. Safety watch vehicles are not included.

## 9. Permits

Environmental and Tree Cutting Permits will be obtained by DND personnel prior to job commencement. All conditions must be adhered to during brushing operations, and any associated costs are to be included in the job quote. The contractor must have awareness and abide by all current Federal and Provincial regulations for Alberta and Saskatchewan, including brushing/tree clearing, waterbody and wildlife protection Acts.

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## 10. Contractor's Use of Site

For execution of the work only, subject to the following:

- a. Movement around site will be subject to restrictions imposed by the Project Authority;
- b. Do not unreasonably encumber site with materials or equipment;
- c. Maintain work in tidy condition, free from accumulation of waste products and debris; and
- d. Execute work with the least possible interference or disturbance to occupants and normal use of premises.

## 11. Workmanship

Workmanship must be of the best quality, executed by Operators and Laborers skilled and ticketed in the respective trades for which they are employed. It is the responsibility of the Contractor to supply fully licensed and accredited employees for the Work under this SOA. All related licenses, training and accreditation are the responsibility of the Contractor and proof of these credentials must be supplied to DND upon the Project Authority's request.

The Contractor must not employ any unfit person or anyone unskilled in their respective duties. The Work must not be performed by any person who, in the opinion of the Project Authority, is contributing to potential hazards, and/or acting in a way that endangers other people or property; the Project Authority reserves the right to dismiss these workers from the site.

Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Project Authority, whose decision is final.

## 12. Hazardous Spill Management and Prevention

Contractors are responsible for the immediate reporting and initial remediation actions of all hazardous material spills (A spill is the intentional or unintentional deposit, discharge, dump, emission, emptying, injecting, leaking, pouring, placing, releasing, seeping, or spraying of a hazardous material into the environment). Special procedures are required for spills in excess of 4 Litres (to be determined at the time of reporting).

Upon discovery of a spill, the Contractor must report immediately to the Project Authority.

Contractors must ensure a proper spill containment kit is on site at all times. This kit must include material required for the initial clean up in the event of a hazardous material spill, (absorbent pads, oil dry, and containment dikes).

Contractors must ensure all tools / equipment and vehicles are free of leaks which would result in a spill or discharge of hazardous material (also ensure hydraulic and oil/fuel hoses are in good condition and not leaking prior to commencing work).

## 13. Non Compliance with DND Regulations

In the event contract personnel are found to be in non-compliance with the health and safety regulations while on DND property, the following action will be taken by the Wing General Safety Officer and/or designated DND officials:

- a. FIRST INCIDENT: supervisor will be told to remove person from DND property until the next work day; and
- b. SECOND INCIDENT: person will no longer be permitted on DND property for the duration of that project.

The incidents above need not be a repeat of a previous occurrence, but may take the form of unrelated instances of non-compliance with the health and safety regulations by the same individual.

In circumstances where repetitions of incidents indicate lack of adherence to the health and safety regulations by the supervisor, the Contractor will be instructed to remove the supervisor from the property.

Should the Contractor be responsible for a delay in the progress of the work due to an infraction of the legislated requirements, or the safety requirements contained in the Orders to Provincial Contractors Working on DND Property, the Contractor will, at his own expense, acquire and use manpower and/or equipment for the execution of the Work, as deemed to be necessary, in the opinion of the Officer Commanding Real Property Operations Cold Lake or his representative, to avoid delay in the final completion of the work or any operations thereof.

#### **14. Operational Security**

Work carried out within the General Restricted Area (GRA) is subject to special and unique security regulations. All Contractors' employees must carry company I.D. and a GRA pass. Individuals without authorized passes in their possession will not be permitted to enter the GRA. If the Project Authority requires the Contractor to work in the GRA where their Reliability clearance does not give them access, the Project Authority will attempt to arrange Security Escorts.

The use of cell phones are restricted in the GRA:

- a. Use of cellular phones is prohibited within Refuelling compounds; and
- b. Cell phones will not be operated within 15 metres of an aircraft.

Contractors are prohibited from taking photographs within the GRA or PLER. If a photograph is required, the Project Authority will make the arrangements. A photo request must be submitted to the Project Authority well in advance; some photographs may not be possible due to Operational and Military restrictions.

#### **15. Health & Safety Requirements**

All accidents are to be reported to the Project Authority immediately.

All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, report it to Project Authority immediately.

If during execution of Work, workers uncover or disturb suspected asbestos products that are not covered in the SOA, STOP work in that area and report to Project Authority immediately.

Smoking is not permitted in any DND building or facility. Smoking will only be permitted utilizing designated smoking areas located in various locations throughout the Base. Smoking is not permitted in the POL Compound or around any flammable liquids.

#### **16. Orientation Meeting**

A kickoff meeting will be conducted for the Contractor and Project Authority to discuss the terms of the Standing Offer Agreement (SOA). This meeting provides both parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to initial call-up to ensure there is no misunderstanding. Depending on the Standing Offer Agreement (SOA), this meeting will be conducted by teleconference before work on the first call-up is conducted. The Project Authority will contact the Contractor to arrange for this meeting as soon as possible after the issuance of the Standing Offer

Agreement (SOA). The meeting is expected to last approximately one hour but may vary from this time frame.

The Contractor's personnel who will be working on 4 Wing must read and abide by the 4 Wing Cold Lake Fire Orders and Safety Checklist, which will be provided by the Project Authority during the orientation meeting or before the commencement of the work.

The Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their orientation meeting before any work begins (ie – Hot work permits required, emergency contact information, etc).

Contractors /visitors/subcontractors working with/supporting DND personnel will attend work- specific briefings by the Project Authority lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including Standing Operating Procedures (SOP's) or other procedures, and safety standards will be cited or made available to contract/visitor principals on a loan basis for reference, as applicable.

Observance of On-site Safety, Health and Environmental Standards on Protection of Property. The Contractor, his employees and/or subcontractors, undertakes and agrees to comply with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Contractor Safety Orientation Checklist prior to the start of any portion of the on-site work. A copy of the signed checklist is to be provided to the Project Authority. No payments will be issued until all documentation is in place.

## **17. Environmental Protection Procedures**

The following are disposals regulations:

- a. Burying of rubbish or waste materials on site is prohibited;
- b. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers;
- c. Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor; and
- d. The Contractor must dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws.

Do not pump contaminated water into waterways, storm drains, sanitary sewers, or drainage systems.

Control the disposal or runoff of contaminated water or other harmful substances in accordance with local authority requirements.

Do not dump excavated fill, waste material or debris in waterways.

The Contractor must immediately notify the Project Authority of any damage incident.

Any suspected Archeological site must be reported upon discovery, and work halted.

## **18. Limitations and Constraints**

Recognizing the geographical size of the area covered by this SOA, it is imperative the Contractor provide reliable transportation means that allow its employees to move freely among the respective areas of responsibility;



All vehicles utilized for transporting personnel and equipment must be free of fluid leaks which would contaminate roadways and parking areas of CFB Cold Lake and the satellite locations covered under this SOA.

All drawings, software codes, reports, data, documents, or materials, provided to the Contractor by Canada or produced by the Contractor personnel in providing services under the SOA, remains the property of Canada and will be used solely in support of this requirement. The Contractor will be required to safeguard the preceding information and materials from unauthorized use and must not release them to any third party, person or agency external to DND without the express written permission of the PA. Such information and material must be returned to the TA upon completion of the services or when requested by the PA.

#### **19. Special Procedures: Airports In Use**

When operating within the 4 Wing areas the following restrictions apply:

- a. Do not disrupt airport business except as permitted by Project Authority;
- b. Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
- c. Provide barricades and lights where directed.

In areas of airport not closed to aircraft traffic, the Contractor will:

- a. Obtain Project Authority's approval on scheduling of work;
- b. Control movements of equipment and personnel as directed by Project Authority;
- c. Obey signals and directions from escort instantly;
- d. For all services that are required on the airfield an escort will be provided; and
- e. All personnel must be aware of Jet Blast (exhaust) from running and turning aircraft when working on the aerodrome. Jet Blast is extremely hot and forceful.

The Contractor must be aware of the following FOD Controls:

- a. Where travel routes cross active runways, taxiways or aircraft parking aprons, the Contractor and/or his designate must broom clean debris from area immediately;
- b. Where access routes cross active runways, taxiways or parking aprons, the Contractor and/or his designate must keep crossings free of mud and debris at all times; and
- c. FOD Control must be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times, stop and check vehicle tires at all designated FOD Check Stop.

## ANNEX "B"

### BASIS OF PAYMENT

- Firm unit prices include all labour, materials, tools, equipment, and supervision necessary to perform the work as per Annex "A", Statement of Work. No other costs will be allowed against the Standing Offer.
- Service call rates include all mobilization and demobilization of service machines. Service call rates will be paid only on the initial call-out and only once during each call-up. Service call rates commence when the Contractor leaves their own site and cease once all machinery and equipment is and is in the appropriate location under the call-up and is ready for operation. Firm hourly rates will commence once mobilization is complete and cease once demobilization begins. Should the work carry over to subsequent days, only the firm hourly rates will apply.
- Service machine operators will be included in the firm unit prices for service machines.
- Labourer rates will not include the cost of any tools the labourers may use.
- Rates for the on-site safety watch supervisor will not include the cost of the safety watch vehicle.
- The cost of safety watch vehicles will be priced on a per day basis and will not include cost for the onsite safety watch supervisor. Rates for the safety watch vehicle will not change based on statutory holidays, weekends, and any time of the day that the vehicle may be used.
- Prices are required for each line item and as per format shown below.
- Firm unit pricing must be in Canadian Dollars.
- Firm unit prices do not include GST; GST will be added to the invoice as a separate line item, if applicable.
- Estimated usages provided is for the sole purpose of establishing an evaluation tool, based only on a best estimate and in no way reflects the actual usage expected or any commitment on the part of Canada.

### YEAR ONE (Dates: TBA)

Item	Description	Estimated Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Firm Service Call Rates	10 calls	\$_____ / call	\$_____
2	Firm Rates in addition to Service Call			
A	During regular working hours (07:30 -16:00) Monday to Friday			
i	Small 100 Hp (+/- 20% Hp) Mulcher with 1.75m powered mulching attachment, including operator	50 hours	\$_____ / hr	\$_____
ii	Medium 125 – 140 Hp Mulcher with 1.75m powered mulching attachment, including operator	50 hours	\$_____ / hr	\$_____
iii	Medium 270 – 280 Hp Mulcher with 2.75m powered mulching attachment, including operator	50 hours	\$_____ / hr	\$_____
iv	Large 400 Hp (+/- 20% Hp) Mulcher with 2.75m powered mulching attachment, including operator	50 hours	\$_____ / hr	\$_____
v	Tracked Dozer, minimum 90 HP with blade, including operator	10 hours	\$_____ / hr	\$_____
vi	Skid Steer, minimum 100 Hp, including operator	100 hours	\$_____ / hr	\$_____

<b>B</b>	Outside regular working hours (16:00 - 07:30) Monday to Friday			
i	Small 100 Hp (+/- 20% Hp) Mulcher with 1.75m powered mulching attachment, including operator	2 hours	\$_____ / hr	\$_____
ii	Medium 125 – 140 Hp Mulcher with 1.75m powered mulching attachment, including operator	2 hours	\$_____ / hr	\$_____
iii	Medium 270 – 280 Hp Mulcher with 2.75m powered mulching attachment, including operator	2 hours	\$_____ / hr	\$_____
iv	Large 400 Hp (+/- 20% Hp) Mulcher with 2.75m powered mulching attachment, including operator	2 hours	\$_____ / hr	\$_____
v	Tracked Dozer, minimum 90 HP with blade, including operator	2 hours	\$_____ / hr	\$_____
vi	Skid Steer, minimum 100 Hp, including operator	8 hours	\$_____ / hr	\$_____
<b>C</b>	Weekends and Statutory Holidays			
i	Small 100 Hp (+/- 20% Hp) Mulcher with 1.75m powered mulching attachment, including operator	8 hours	\$_____ / hr	\$_____
ii	Medium 125 – 140 Hp Mulcher with 1.75m powered mulching attachment, including operator	8 hours	\$_____ / hr	\$_____
iii	Medium 270 – 280 Hp Mulcher with 2.75m powered mulching attachment, including operator	8 hours	\$_____ / hr	\$_____
iv	Large 400 Hp (+/- 20% Hp) Mulcher with 2.75m powered mulching attachment, including operator	8 hours	\$_____ / hr	\$_____
v	Tracked Dozer, minimum 90 HP with blade, including operator	2 hours	\$_____ / hr	\$_____
vi	Skid Steer, minimum 100 Hp, including operator	8 hours	\$_____ / hr	\$_____
<b>3</b>	Labourer			
<b>A</b>	During regular working hours (07:30 -16:00) Monday to Friday	600 hours	\$_____/ hr/ labourer	\$_____
<b>B</b>	Outside regular working hours (16:00 – 07:30) Monday to Friday	2 hours	\$_____/ hr/ labourer	\$_____
<b>C</b>	Weekends and Statutory Holidays	2 hours	\$_____/ hr/ labourer	\$_____
<b>4</b>	Onsite Safety Watch Supervisor, not including Safety Watch Vehicle			
<b>A</b>	During regular working hours (07:30 -16:00) Monday to Friday	75 hours	\$_____/ hr/ safety watch supervisor	\$_____
<b>B</b>	Outside regular working hours (16:00 – 07:30) Monday to Friday	2 hours	\$_____/ hr/ safety watch supervisor	\$_____

Solicitation No. - N° de l'invitation  
W6895-180011/A  
Client Ref. No. - N° de réf. du client  
W6895-180011

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-8-41051

Buyer ID - Id de l'acheteur  
edm024  
CCC No./N° CCC - FMS No./N° VME

<b>C</b>	Weekends and Statutory Holidays	2 hours	\$ _____ / hr/ safety watch supervisor	\$ _____
<b>5</b>	Safety Watch Vehicle, not including operator	10 days	\$ _____ / day/ safety watch vehicle	\$ _____
<b>6</b>	Replacement cutting teeth to be charged at Contractor's laid Down Cost plus a mark-up of _____ %	\$10,000.00	_____ %	\$ _____
<b>Year ONE TOTAL [A] (CAD):</b>				<b>\$ _____</b>

**YEAR TWO (Dates: TBA)**

<b>Item</b>	<b>Description</b>	<b>Estimated Usage (a)</b>	<b>Firm Unit Price (b)</b>	<b>Extended Price (a x b)</b>
<b>1</b>	Firm Service Call Rates	10 calls	\$ _____ / call	\$ _____
<b>2</b>	Firm Rates in addition to Service Call			
<b>A</b>	During regular working hours (07:30 -16:00) Monday to Friday			
i	Small 100 Hp (+/- 20% Hp) Mulcher with 1.75m powered mulching attachment, including operator	50 hours	\$ _____ / hr	\$ _____
ii	Medium 125 – 140 Hp Mulcher with 1.75m powered mulching attachment, including operator	50 hours	\$ _____ / hr	\$ _____
iii	Medium 270 – 280 Hp Mulcher with 2.75m powered mulching attachment, including operator	50 hours	\$ _____ / hr	\$ _____
iv	Large 400 Hp (+/- 20% Hp) Mulcher with 2.75m powered mulching attachment, including operator	50 hours	\$ _____ / hr	\$ _____
v	Tracked Dozer, minimum 90 HP with blade, including operator	10 hours	\$ _____ / hr	\$ _____
vi	Skid Steer, minimum 100 Hp, including operator	100 hours	\$ _____ / hr	\$ _____
<b>B</b>	Outside regular working hours (16:00 - 07:30) Monday to Friday			
i	Small 100 Hp (+/- 20% Hp) Mulcher with 1.75m powered mulching attachment, including operator	2 hours	\$ _____ / hr	\$ _____
ii	Medium 125 – 140 Hp Mulcher with 1.75m powered mulching attachment, including operator	2 hours	\$ _____ / hr	\$ _____
iii	Medium 270 – 280 Hp Mulcher with 2.75m powered mulching attachment, including operator	2 hours	\$ _____ / hr	\$ _____
iv	Large 400 Hp (+/- 20% Hp) Mulcher with 2.75m powered mulching attachment, including operator	2 hours	\$ _____ / hr	\$ _____

v	Tracked Dozer, minimum 90 HP with blade, including operator	2 hours	\$_____ / hr	\$_____
vi	Skid Steer, minimum 100 Hp, including operator	8 hours	\$_____ / hr	\$_____
<b>C</b>	Weekends and Statutory Holidays			
i	Small 100 Hp (+/- 20% Hp) Mulcher with 1.75m powered mulching attachment, including operator	8 hours	\$_____ / hr	\$_____
ii	Medium 125 – 140 Hp Mulcher with 1.75m powered mulching attachment, including operator	8 hours	\$_____ / hr	\$_____
iii	Medium 270 – 280 Hp Mulcher with 2.75m powered mulching attachment, including operator	8 hours	\$_____ / hr	\$_____
iv	Large 400 Hp (+/- 20% Hp) Mulcher with 2.75m powered mulching attachment, including operator	8 hours	\$_____ / hr	\$_____
v	Tracked Dozer, minimum 90 HP with blade, including operator	2 hours	\$_____ / hr	\$_____
vi	Skid Steer, minimum 100 Hp, including operator	8 hours	\$_____ / hr	\$_____
<b>3</b>	Labourer			
<b>A</b>	During regular working hours (07:30 -16:00) Monday to Friday	600 hours	\$_____ / hr/ labourer	\$_____
<b>B</b>	Outside regular working hours (16:00 – 07:30) Monday to Friday	2 hours	\$_____ / hr/ labourer	\$_____
<b>C</b>	Weekends and Statutory Holidays	2 hours	\$_____ / hr/ labourer	\$_____
<b>4</b>	Onsite Safety Watch Supervisor, not including Safety Watch Vehicle			
<b>A</b>	During regular working hours (07:30 -16:00) Monday to Friday	75 hours	\$_____ / hr/ safety watch supervisor	\$_____
<b>B</b>	Outside regular working hours (16:00 – 07:30) Monday to Friday	2 hours	\$_____ / hr/ safety watch supervisor	\$_____
<b>C</b>	Weekends and Statutory Holidays	2 hours	\$_____ / hr/ safety watch supervisor	\$_____
<b>5</b>	Safety Watch Vehicle, not including operator	10 days	\$_____ / day/ safety watch vehicle	\$_____
<b>6</b>	Replacement cutting teeth to be charged at Contractor's laid Down Cost plus a mark-up of _____%	\$10,000.00	_____ %	\$_____
<b>Year TWO TOTAL [B] (CAD):</b>				<b>\$_____</b>

**YEAR THREE (Dates: TBA)**

Item	Description	Estimated Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Firm Service Call Rates	10 calls	\$_____ / call	\$_____
2	Firm Rates in addition to Service Call			
A	During regular working hours (07:30 -16:00) Monday to Friday			
i	Small 100 Hp (+/- 20% Hp) Mulcher with 1.75m powered mulching attachment, including operator	50 hours	\$_____ / hr	\$_____
ii	Medium 125 – 140 Hp Mulcher with 1.75m powered mulching attachment, including operator	50 hours	\$_____ / hr	\$_____
iii	Medium 270 – 280 Hp Mulcher with 2.75m powered mulching attachment, including operator	50 hours	\$_____ / hr	\$_____
iv	Large 400 Hp (+/- 20% Hp) Mulcher with 2.75m powered mulching attachment, including operator	50 hours	\$_____ / hr	\$_____
v	Tracked Dozer, minimum 90 HP with blade, including operator	10 hours	\$_____ / hr	\$_____
vi	Skid Steer, minimum 100 Hp, including operator	100 hours	\$_____ / hr	\$_____
B	Outside regular working hours (16:00 - 07:30) Monday to Friday			
i	Small 100 Hp (+/- 20% Hp) Mulcher with 1.75m powered mulching attachment, including operator	2 hours	\$_____ / hr	\$_____
ii	Medium 125 – 140 Hp Mulcher with 1.75m powered mulching attachment, including operator	2 hours	\$_____ / hr	\$_____
iii	Medium 270 – 280 Hp Mulcher with 2.75m powered mulching attachment, including operator	2 hours	\$_____ / hr	\$_____
iv	Large 400 Hp (+/- 20% Hp) Mulcher with 2.75m powered mulching attachment, including operator	2 hours	\$_____ / hr	\$_____
v	Tracked Dozer, minimum 90 HP with blade, including operator	2 hours	\$_____ / hr	\$_____
vi	Skid Steer, minimum 100 Hp, including operator	8 hours	\$_____ / hr	\$_____
C	Weekends and Statutory Holidays			
i	Small 100 Hp (+/- 20% Hp) Mulcher with 1.75m powered mulching attachment, including operator	8 hours	\$_____ / hr	\$_____
ii	Medium 125 – 140 Hp Mulcher with 1.75m powered mulching attachment, including operator	8 hours	\$_____ / hr	\$_____

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iii	Medium 270 – 280 Hp Mulcher with 2.75m powered mulching attachment, including operator	8 hours	\$_____ / hr	\$_____
iv	Large 400 Hp (+/- 20% Hp) Mulcher with 2.75m powered mulching attachment, including operator	8 hours	\$_____ / hr	\$_____
v	Tracked Dozer, minimum 90 HP with blade, including operator	2 hours	\$_____ / hr	\$_____
vi	Skid Steer, minimum 100 Hp, including operator	8 hours	\$_____ / hr	\$_____
<b>3</b>	<b>Labourer</b>			
<b>A</b>	During regular working hours (07:30 -16:00) Monday to Friday	600 hours	\$_____ / hr/ labourer	\$_____
<b>B</b>	Outside regular working hours (16:00 – 07:30) Monday to Friday	2 hours	\$_____ / hr/ labourer	\$_____
<b>C</b>	Weekends and Statutory Holidays	2 hours	\$_____ / hr/ labourer	\$_____
<b>4</b>	<b>Onsite Safety Watch Supervisor, not including Safety Watch Vehicle</b>			
<b>A</b>	During regular working hours (07:30 -16:00) Monday to Friday	75 hours	\$_____ / hr/ safety watch supervisor	\$_____
<b>B</b>	Outside regular working hours (16:00 – 07:30) Monday to Friday	2 hours	\$_____ / hr/ safety watch supervisor	\$_____
<b>C</b>	Weekends and Statutory Holidays	2 hours	\$_____ / hr/ safety watch supervisor	\$_____
<b>5</b>	Safety Watch Vehicle, not including operator	10 days	\$_____ / day/ safety watch vehicle	\$_____
<b>6</b>	Replacement cutting teeth to be charged at Contractor's laid Down Cost plus a mark-up of _____ %	\$10,000.00	_____ %	\$_____
<b>Year THREE TOTAL [C] (CAD):</b>				<b>\$_____</b>
<b>Year ONE + TWO + THREE TOTAL [A+B+C] (CAD):</b>				<b>\$_____</b>


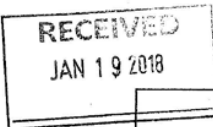
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## ANNEX "C"

### SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada				Contract Number / Numéro du contrat W6895-18-0011	
				Security Classification / Classification de sécurité UNCLASSIFIED	
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>					
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>					
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		National Defence		2. Branch or Directorate / Direction générale ou Direction 4 Wing	
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 Timber and Brush Clearing					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/>	
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"/>	

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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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> 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? *Unscreened Personnel only permitted in public zones, reception areas - PJ*  
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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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## ANNEX "D"

### STANDING OFFER REPORTING

Each Usage Report is to be comprised of data from completed Call Ups.

Return to:

Facsimile: (780) 497-3510  
Email: [WST.PA-EDM@pwgsc-tpsgc.gc.ca](mailto:WST.PA-EDM@pwgsc-tpsgc.gc.ca) .

Quarterly Usage Report Schedule:

- ☐ 1st quarter: April 1 to June 30;
- ☐ 2nd quarter: July 1 to September 30;
- ☐ 3rd quarter: October 1 to December 31;
- ☐ 4th quarter: January 1 to March 31.

The usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

**SUPPLIER:** \_\_\_\_\_

**STANDING OFFER NO:** \_\_\_\_\_

**DEPARTMENT OR AGENCY:** \_\_\_\_\_

Department	Call up Number	Dollar Value (GST Included)

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

☐ **NIL REPORT:** We have not done any business with the Federal Government this period.

**PREPARED BY:**

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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## **ANNEX “E”**

### **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)