



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid

Receiving - PWGSC

1550, Avenue d'Estimauville

1550, D'Estimauville Avenue

Québec

Québec

G1J 0C7

INVITATION TO TENDER

APPEL D'OFFRES

**Tender To: Public Works and Government Services
Canada**

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

**Soumission aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC-PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet Déneigement stationnement BFC	
Solicitation No. - N° de l'invitation W0138-182664/A	Date 2018-08-13
Client Reference No. - N° de référence du client W0138-182664	GETS Ref. No. - N° de réf. de SEAG PW-\$QCM-037-17459
File No. - N° de dossier QCM-8-41055 (037)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-24	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jean, Élisabeth	Buyer Id - Id de l'acheteur qcm037
Telephone No. - N° de téléphone (418) 649-2742 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Détachement des Opérations Immobilières (DOI) Section des contrats (Bâtiment 62) BFC Bagotville C.P. 5000 Succ Bureau-Chef ALOUETTE Québec G0V1A0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Snow and ice clearing and removal Canadian base Forces (CBF) Bagotville

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PART 1 - GENERAL INFORMATION

1.1 Statement of needs

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

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

1.3 Trade Agreements

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).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

Address : Services publics et approvisionnement Canada
601-1550, Avenue d'Estimauville
Québec, Québec, G1J 0C7

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to Elisabeth.Jean@tpsgc-pwgsc.gc.ca, no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Financial Bid (1 hard copie)

Section II: Certifications (1 hard copie)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](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, bidders should:

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

Section I: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex "X" 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 II: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation

4.1.2 Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price.

4.2 Basis of Selection

4.2.1 A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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File No. - N° du dossier
QCM-8-41055

Buyer ID - Id de l'acheteur
QCM037
CCC No./N° CCC - FMS No./N° VME

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Needs

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from contract award to October 31st 2019 inclusive.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Élisabeth Jean
Title: Procurement officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 601-1550, Avenue d'Estimauville
Québec, (Québec), G1J 0C7

Telephone: (418) 649 -2742
Facsimile: (418)649-2209
E-mail address: Elisabeth.jean@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority (will be named at the contract award)

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ _

Facsimile: ____ _

E-mail address: _____

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

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price (part 2 of annex B). Customs duties and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

6.7.2 Monthly payment

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

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

6.7.3 Electronic Payment of Invoices – Contract

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)

6.8 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:

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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File No. - N° du dossier
QCM-8-41055

Buyer ID - Id de l'acheteur
QCM037
CCC No./N° CCC - FMS No./N° VME

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (c) the general conditions
- (d) Annex A Statement of Work;
- (e) Annex B, Pricing
- (f) the Contractor's bid

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QCM-8-41055

Buyer ID - Id de l'acheteur
QCM037
CCC No./N° CCC - FMS No./N° VME

Annex A – Statement of Needs

**ANNEX A
STATEMENT OF NEEDS
SNOW AND ICE CLEARING AND REMOVAL CFB
BAGOTVILLE, ADMINISTRATIVE SECTION**

PART 1 – GENERAL INSTRUCTIONS

1.1 Purpose

The services covered in this document include the provision of services needed to perform snow removal, snow disposal and de-icing on the site of the Department of National Defense property during the non-busy period shown in the #L-B9-9302-MAP-011 – Winter 2018-2019 with four (4) optional years.

1.2 Location of work

The work covered under this service contract shall be performed on the site of CFB Bagotville, Saguenay, Quebec.

1.3 Description of services required

- .1 The work to be performed in accordance with this statement of needs includes the provision of the labour, tools, equipment, parts, products, machinery, transportation, supervision, and everything else required for the complete and compliant performance of work.
- .2 The periods of work are as follows. The services rendered will be for each year from November 1st to April 30th.
 - Award date to October 31th 2019
 - Option # 1 : From November 1st 2019 to October 30th 2020
 - Option # 2 : From November 1st 2020 to October 30th 2021
 - Option # 3 : From November 1st 2021 to October 30th 2022
 - Option # 4 : From November 1st 2022 to October 30th 2023

1.4 Scope of work

The work covered under this statement of needs includes, but is not strictly limited to, the following items:

- .1 The clearing of the areas shown on the plan provided and the areas specified in these documents.
- .2 Clearance and disposal of snow.
- .3 Removal of ice from the surfaces detailed in this contract.
- .4 Performance of additional work upon request.

1.5 Location access

People accessing DND property are subject to the restrictions set out in the local standing orders and/or that are set out by DND representative

**ANNEX A
STATEMENT OF NEEDS
SNOW AND ICE CLEARING AND REMOVAL CFB
BAGOTVILLE, ADMINISTRATIVE SECTION**

1.6 Street furniture and trees

The contractor shall instruct the personnel so that street furniture, such as parking and traffic signs, street lights, fire hydrants, well etc, is not damaged during the various operations.

1.7 Road signalling

The contractor is responsible for the supply and installation of signs and barriers when the DND representative requires their installation.

1.8 Instructions and information

The contractor shall cooperate with the DND representative and provide him/her with all oral or written instructions and all documents that may be required to ensure effective supervision and performance of work.

1.9 Weather summary

Meteorological Service of Canada, Environment Canada (<https://meteo.gc.ca>), shall be the only official source of information regarding daily, monthly, seasonal or annual snowfall. The official statement that will be used to adjust the lump sum payments submitted in this contract (see Annex B, Part 2) shall be from CBF Bagotville, Saguenay, Quebec.

**ANNEX A
STATEMENT OF NEEDS
SNOW AND ICE CLEARING AND REMOVAL CFB
BAGOTVILLE, ADMINISTRATIVE SECTION**

1.10 Availability

- .1 The contractor shall commit to performing, every day of the week including Saturday, Sunday and public and statutory holidays, all the items required for the execution of the work set out in these specifications.
- .2 Unless otherwise stipulated by DND representative, the contractor must be on site, ready to work, within two (2) hours of receiving a service call.

1.11 Contractor's authorized representatives

- .1 The contractor must designate two (2) representatives and ensure that one of them can be reached by telephone at all times—twenty-four (24) hours a day, seven (7) days a week—without exception. These persons must have the authority required to receive and carry out the project manager's instructions.
- .2 If the project manager is unable to reach the contractor's delegated representative, the DND representative may compensate for a work default in accordance with item 1.14.

1.12 Work default

In the event that the contractor does not perform the work or contravenes the contract requirements in any way whatsoever, the DND representative reserves the right to do the following:

- .1 Call upon a third company of his/her choice to obtain all of the services that he/she deems necessary to solve any breach by the contractor in relation to the execution of the work set out in the contract.

**EXPENSES INCURRED IN THIS WAY SHALL BE DEDUCTED FROM THE LUMP SUM
SUBMITTED BY THE CONTRACTOR (SEE ANNEX B).**

1.13 Definitions

Subject to the requirements of the context, the words that appear below, as used in this document, shall have the following meaning:

- .1 Busy period: Every day of the week from 06:00 to 18:00.
- .2 Non-busy period: Every day of the week from 18:01 to 5:59 the next day. As well as the days DND is reducing its workforce due to weather conditions.
- .3 Snowfall: Period of time during which one or more snowfalls occur.
- .4 Snow accumulation: Depth of freshly fallen snow measured in centimetres on the areas included in the contract. The accumulation may be caused by one or several snowfalls or by wind, without there necessarily being a snowfall.
- .5 End of a snowfall: Time at which the snowfall ends completely for a minimum period of eight (8) hours according to the weather forecasts.
- .6 Clearance: Clearance of the snow from the specified surfaces by scraping these surfaces down to the ground (asphalt, concrete or gravel).

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SNOW AND ICE CLEARING AND REMOVAL CFB
BAGOTVILLE, ADMINISTRATIVE SECTION**

- .7 Snow removal: Loading of snow previously piled at the edge of the areas cleared and transportation of that snow to the snow disposal site.
- .8 Secondary parking lots: Any priority #3 lot where civilian or official vehicles are parked.
- .9 Transitional deposit: Local deposit maximum 36 hours after the snowfall used to allow the transfer to the permanent deposit and does not obstruct a reserved parking and allows the maximum parking available.

PART 2 – MACHINERY/DE-ICING PRODUCTS

2.1 Machinery

- .1 The Contractor must be able to provide the appropriate machinery with capacity and power to perform the tasks to meet DND deadlines.
- .2 If the contractor wishes, he/she may use a storage site on DND property designated by the project manager.

Only functional and operational machinery may be parked at this storage site, during the periods covered by this contract only. The power supply is not guaranteed.

DND shall not be responsible for the stored vehicles.

- .3 Subject to item 2.1.1, the operating capacity of the machinery (power, dimensions of the boxes, snowploughs and buckets) and the number of vehicles required shall be determined by the contractor, based on the scope of work and the weather conditions, to ensure that the requirements regarding quality of work and performance deadlines are met.
- .4 Before assigning the contract, the contractor shall provide the following information:
 - List #1: Full inventory of available machinery.
 - List #2: Inventory of machinery that will be used for this service contract.
 - List #3: Inventory of machinery that the contractor plans to store at the DND site.
 - Note: The lists submitted must contain the information specific to each piece of equipment, such as the description, brand, year of manufacture, registration number, capacity and any other information relevant to the bid evaluation.

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- .5 Fuel, transportation, maintenance and repair costs shall be entirely assumed by the contractor.
- .6 DND shall not be responsible for potential machinery breakdowns which might result from the poor quality of the surface of the areas to be maintained (potholes, uneven surfaces, obstacles, etc). The contractor shall be responsible for regularly inspecting the condition of surfaces and taking note of irregularities in order to accordingly adjust how the vehicles are driven.

2.2 De-icing & abrasive products

Unless otherwise advised or authorized, de-icing and abrasive products **will not be used**. In the event of a specific future need, DND will negotiate on a piecemeal basis if the Contractor has the capacity to provide the service.

PART 3 – EXECUTION

3.1 Snow clearance

General

- .1 The surfaces to be cleared included in this contract are shown in order of priority on the plan L-B9-9302-MAP-011. The chronological order of the clearance steps within each priority must also be followed.
- .2 It should be noted that the accumulations of snow caused by winds, whether these occur during a snowfall or not, should be considered for contract purposes as though they were caused by a snowfall.
- .3 The contractor is responsible for regularly checking the condition of the areas to be cleared in order to ensure that the contract requirements are always met.
- .4 The contractor is responsible for supervision and planning and should not wait to be contacted by the project manager before calling in workers.
- .5 When clearance work is necessary, the contractor shall plan the work so as to supply all of the workers required based on the various situations and the contract requirements.

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Clearance must be carried out after a snowfall regardless of the depth of the accumulation, unless the DND representative judges by the depth of the accumulation only and/or the weather conditions warrant not proceeding with the clearance. If this is the case, the contractor shall be notified and told which areas not to clear.

- .6 During clearance, the snow shall be scraped down to the bare ground. DND will use good judgment in this regard.
- .7 Unless otherwise stipulated by the DND representative. Snow in parking lots and storage areas shall be removed after each accumulation and transported to the permanent snow disposal site. At no time shall the snow pile up in such a way that access to fire hydrants is blocked or be heaped up less than (3) three metres from existing fences in a way that obstructs the view of security patrols and/or facilitates the illegal crossing of the fences.
- .8 The removal of snow must be done so as not to obstruct the sidewalks to provide free access to infrastructure, parking and other. Access voices must be cleared of snow at the places where they open on a public road when the same roads have been blocked or partially blocked by the tools used by the municipality or the department responsible for clearing roads. If necessary, DND reserves the right to divest itself of the obstructions thus created at the nearest Contractor's Transitional Deposits.

3.2 Snow clearance during a snowfall

.1 Priority #1

.1 Operational parking lots (if required)

During the non-busy period

- The required operation is snow clearance. The snow must be pushed and piled on the edges of the parking spaces, in accordance with the project manager's directives.
- Until it is disposed of, the snow must be heaped up in a way that does not hinder movement of vehicles and pedestrians.
- At no time shall the depth of the accumulation exceed 5 cm.

.2 Priority #2

.1 Normal parkin lot

During the non-busy period

- Let the snow accumulate if so desired.
- Snow accumulation must be less than five (5) cm at the start of the busy period.
- The required operation is snow clearance. The snow must be pushed and piled on the sides of the roads and along the edges of the adjacent areas in accordance with the instructions of the DND representative. The suggested transient deposition zones are shown on map # L-B9-9302-MAP-011.

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.3 Priority #3

.1 Secondary parking lots, storage areas and free areas

- Let snow accumulate until it stops snowing.

3.3 Snow clearance after a snowfall

.1 Priority #1

Operational parking lots (if required)

- Wait until the beginning of the non-busy period and then clear the snow from all parking lots such that, at the beginning of the busy period, they are completely cleared.
- Snow must be cleared from these parking lots in accordance with section 3.2.1.1 "During the non-busy period," except that the surface must be scraped down to the ground (there must be no remaining accumulation). These areas must be continuously free of ice and hard frozen snow
- Vehicles that are parked during the non-busy period must be bypassed. The contractor is not required to clear the parking lots a second time.

.2 Priority #2

Normal parking lots

- Clear these areas of snow completely.
- These surfaces must be cleared in accordance with section 3.2.2.1, except that the surface must be scraped down to the ground (there must be no remaining accumulation).
- Complete these operations within the eight (8) hours within the time slots following the snowfall.
- Vehicles that are parked during the non-busy period must be bypassed. The contractor is not required to clear the parking lots a second time.

.3 Priority #3

.1 Secondary parking lots, storage areas and free areas

- Clear these locations of snow completely, bypassing stored material.
- The snow clearing consists of pushing and piling the snow such that it does not hinder vehicle movement and DND employee operations. All locations serving as secondary parking lots for civilian vehicles must be completely cleared of snow during the non-busy period. Complete these operations within the sixteen (16) hours following the snowfall.
- If this period occurs on a day of leave for DND civilian employees, operations must be postponed until the next work day. In these cases, snow clearance in these parking lots may

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be conducted after the 16-hour limit.

- Civilian and DND vehicles that are parked during the snow clearance period of their respective parking lots must be bypassed. The contractor is not required to clear the parking lots a second time.

3.4 Snow Removal

.1 General

- .1 Barring any special authorization from the project manager, snow that is pushed and piled at the edge of the surfaces to be cleared for each priority must be transported to the disposal site designated by the DND representative. The distance between this disposal site and the snow clearance areas is less than one (1.2) km.

Access to the site is restricted, and only the dump trucks, the snow blower and the spreader will have access to it. Reasonable access will be provided by the DND representative so as not to hinder the contractor's operations. If the permanent snow deposit is unusable for more than 24 hours, the DND representative may allow the extension of the transitions

- .2 The contractor is responsible for the layout and management of the disposal site. All costs related to the work required for storing the snow on this site shall be borne by the contractor.
- .3 Snow removal must be conducted in accordance with the established priorities.
- .4 The ice surfacing vehicle produces a slight upstream of snow near the arena, which will be included in the area to be cleared when there is snowfall to avoid a bypass.
- .5 Snow removal operations must be completely finished within thirty-six (36) hours of the end of the snowfall.

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PART 4 – ADDITIONAL WORK ON DEMAND

4.1 General

- .1 Supply, on request from the engineer, all labour, products, equipment and machinery necessary for the complete performance of certain additional work that is not included in the scope of work associated with the lump-sum payment.
- .2 Provide the other types of services within four (4) hours of receiving a request from the engineer.

4.2 Scope of additional work

The additional work most likely to be requested is the following:

- .1 Snow from the clearing of roofs.
- .2 The provision of drainage and the unblocking of sump pits to eliminate accumulations of water at certain specific locations.
- .3 The performance of certain manual snow removal work in addition to the basic snow removal.

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Annex B - Pricing

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PART 1 - GENERAL

- 1.1 All rates submitted shall remain in effect for the duration of the present service contract.
- 1.2 All rates submitted are subject to the conditions set out in Annex A of the present service contract.

PART 2 – LUMP-SUM RATE

2.1 Terms

Submit the annual lump-sum prices, as requested below, for the performance of all the work associated with the clearing, removal and spreading operations as described in Annex A.

The prices shall include the provision of the labour, materials, products, chemical de-icers, abrasives, equipment, machinery, fuel, transportation and supervision and everything necessary for the complete and compliant performance of the work.

2.2 Adjustment of the lump sum

The lump sum applies only for exactly 350 cm of snowfall (reference datum). For any snowfall below or above the 350 cm threshold, the price will be determined in accordance with the lump-sum adjustment method below.

- .1 Precipitation in excess of 350 cm
- .2 Precipitation of less than 350 cm

- .1 The price is the lump sum submitted in section 2.3 of this annex, plus a mark-up of 0.3% of the value of the lump-sum price for each centimetre of snow beyond the 350 cm threshold for the period covered by the lump sum.

Example: If the lump sum submitted is \$65,000 for the period, each centimetre that falls over 350 cm will be worth \$105. If 370 cm of snow falls during the season, that is 20 cm more than the 350 cm set out in the contract. The contractor must therefore invoice the following amount: \$65,000 + \$2,100 (20 x \$105) = \$67,100.

- .2 Precipitation of less than 350 cm

The price is the lump sum submitted in section 2.3 of this annex, minus a decrease of 0.3% of the value of the lump-sum price for each centimetre of snow below the 350 cm threshold for the period covered by the lump sum, **up to 180 cm, which is the minimum limit guaranteed by this contract** for the period covered by the lump sum.

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Example: If the lump sum submitted is \$65,000 for the period, each centimetre that falls under 350 cm shall be worth \$105. If 320 cm of snow falls during the season, that is 30 cm less than the 350 cm set out in the contract. The contractor must therefore invoice the following amount: \$65,000 - \$3,150 (30 x \$105) = \$61,850.

2.3 Lump-sum prices

For the complete and compliant performance of the work as described in Annex A based on annual snowfall of 350 centimetres:

	From the date the contract is awarded to October 31st 2019	<u>Option #1</u> For the 2019–2020 winter season	<u>Option #2</u> For the 2020-2021 winter season	<u>Option #3</u> For the 2021–2022 winter season	<u>Option #4</u> For the 2022–2023 winter season
Lump sum price for the work described in Annex A –	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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PART 3 – HOURLY RATE

3.1 Terms

Submit the hourly rates as requested below for the performance of the additional work at the request of the engineer or the DND representative, as the case may be.

- .1 The rates submitted include all the labour, materials, tools, machinery, fuel, transportation and supervision necessary for the performance of the work.

- (1) Hourly rates for the period beginning on the date that the contract is awarded until October 31st, 2019.

3.2 Hourly rates – Machinery with operator

	From the date the contract is awarded to October 31st 2019	<u>Option #1</u> For the 2019–2020 winter season	<u>Option #2</u> For the 2020–2021 winter season	<u>Option #3</u> For the 2021–2022 winter season	<u>Option #4</u> For the 2022–2023 winter season	<u>Estimate</u>
Rate for the first productive hour on site, including all transportation costs for the employee and machinery to and from the place of work.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	Eight (8) hours
Rate for any additional hours during the same service call.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	Eight (8) hours
4 yd ³ wheeled loader or equivalent)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	Three (2) times per year
Dump truck 15 yd ³ minimum	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	Three (2) times per year

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PART 4 – INVOICING

4.1 Terms

.1 Lump-sum rates

- .1 The lump sum submitted in section 2.3 will be paid in six instalments. Accordingly, an invoice for these services must be submitted at the end of November, December, January, February, March and April.
- .2 As soon as the Environment Canada data are available, the amount of the last instalment will be calculated using the lump-sum adjustment method set out in section 2.2.
- .3 The original invoice and two (2) copies clearly describing the services provided must be submitted.

.2 Performance of additional work on request

- .1 All work performed on request at the hourly or unit rates will be invoiced separately on a monthly basis.
- .2 The original invoice and two (2) copies must be submitted for each service request clearly describing the services provided and the costs associated with those services, in accordance with this annex.

.3 Taxes

- .1 Any applicable tax must be shown separately on the invoices.

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Annex C – Plan

