



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Snow Clearing Services and Winter G	
Solicitation No. - N° de l'invitation E0209-191020/A	Date 2018-11-22
Client Reference No. - N° de référence du client PWGSC	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-010-10709	
File No. - N° de dossier WPG-8-41079 (010)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-12-14	Time Zone Fuseau horaire Central Standard Time CST
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: Maki, Christie	Buyer Id - Id de l'acheteur wpg010
Telephone No. - N° de téléphone (204) 891-6126 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: SEE HEREIN	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

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

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION.....	3
1.1 SECURITY REQUIREMENTS.....	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS.....	3
1.4 TRADE AGREEMENTS.....	3
1.5 EPOST CONNECT SERVICE.....	3
PART 2 - BIDDER INSTRUCTIONS.....	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	6
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	6
2.7 MANDATORY SITE VISIT.....	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	6
3.1 BID PREPARATION INSTRUCTIONS.....	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	8
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	8
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	8
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	9
PART 6 - RESULTING CONTRACT CLAUSES.....	10
6.1 SECURITY REQUIREMENTS.....	10
6.2 STATEMENT OF WORK.....	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	10
6.4 TERM OF CONTRACT.....	11
6.5 AUTHORITIES.....	11
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	12
6.7 PAYMENT.....	12
6.8 INVOICING INSTRUCTIONS.....	13
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	13
6.10 APPLICABLE LAWS.....	13
6.11 PRIORITY OF DOCUMENTS.....	13
6.12 INSURANCE – SPECIFIC REQUIREMENTS.....	13
6.13 SACC MANUAL CLAUSES.....	14
6.14 INSPECTION AND ACCEPTANCE.....	14
ANNEX "A".....	15
STATEMENT OF WORK.....	15
ANNEX "B".....	20

N° de l'invitation - Solicitation No.
E0209-191020/A
N° de réf. du client - Client Ref. No.
PORT OF EMERSON - Snow

N° de la modif - Amd. No.
File No. - N° du dossier
WPG-8-41079

Id de l'acheteur - Buyer ID
wpg011
N° CCC / CCC No./N° VME - FMS

BASIS OF PAYMENT	20
ANNEX "C"	22
SECURITY REQUIREMENTS CHECK LIST.....	22
ANNEX "D"	23
INSURANCE - COMMERCIAL GENERAL LIABILITY INSURANCE.....	23
ANNEX "E" TO PART 3 OF THE BID SOLICITATION.....	24
ELECTRONIC PAYMENT INSTRUMENTS.....	24

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

1.5 epost Connect service

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

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

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

E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

Bids/Offers will not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

Bid Fax: (204) 983-0338

2.3 Former Public Servant

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement*

Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 Manitoba.

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Emerson Port of Entry on December 6, 2018. The site visit will begin at 1300h.

Bidders must communicate with the Contracting Authority christie.maki@pwgsc-tpsgc.gc.ca no later than December 3, 2018, 14:00h to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

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

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

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The proposed personnel appointed by the Contractor to perform the work under the Contract must have at least one (1) year within the last five (5) years of experience delivering/providing snow clearing services.

If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any

certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame 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) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may

propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # E0209-191020

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).

6.2 Statement of Work

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

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

N° de l'invitation - Solicitation No.
E0209-191020/A
N° de réf. du client - Client Ref. No.
PORT OF EMERSON - Snow

N° de la modif - Amd. No.
File No. - N° du dossier
WPG-8-41079

Id de l'acheteur - Buyer ID
wpg011
N° CCC / CCC No. / N° VME - FMS

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 date of contract to April 30, 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 two (2) additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 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: Christie Maki
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 100-167 Lombard Ave, Winnipeg MB R3B 0T6
Telephone: 204-891-6126
Facsimile: 204-983-7796
E-mail address: christie.maki@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

The Project Authority for the Contract is: WILL BE COMPLETED UPON CONTRACT AWARD.

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.

6.5.3 Contractor's Representative

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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 - Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm unit prices, as specified Annex B for a cost of **\$TBD**. Customs duties are included 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 Payment

[H1008C](#) (2008-05-12), Monthly Payment

6.7.3 SACC Manual Clauses

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

6.7.4 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:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment:

TBD

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

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

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;
- (b) the general conditions [2010C](#) 2018-06-21, Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirement;
- (g) the Contractor's bid dated ____.

6.12 Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors,

N° de l'invitation - Solicitation No.
E0209-191020/A
N° de réf. du client - Client Réf. No.
PORT OF EMERSON - Snow

N° de la modif - Amd. No.
File No. - N° du dossier
WPG-8-41079

Id de l'acheteur - Buyer ID
wpg011
N° CCC / CCC No./N° VME - FMS

coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.13 SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations

6.14 Inspection and Acceptance

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

ANNEX "A"

STATEMENT OF WORK

Snow Clearing Services and Winter Grounds Maintenance for the Port of Emerson

Public Works and Government Services Canada (PWGSC) requires a contractor to provide winter grounds maintenance for Canada Border Services Agency (CBSA) at Emerson Border Crossing, Emerson, Manitoba. This requires the furnishing of all labour, materials, tools, equipment, supervision, and transportation required for snow, ice, and slush clearing and removal, and ice control, at the federally owned property. All work procedures and equipment must be in accordance with legislated standards. Snow clearing services are required from first snowfall to last snowfall beginning with date of contract issuance.

LOCATION

Work covered under this contract for PWGSC specifies the crown owned property at Emerson Border Crossing located at Emerson, MB. The requirement includes snow clearing, removal, and ice control for:

- Six (6) traffic lanes
- Three (3) semi-truck lanes
- Crossover lane
- Commercial, traveler, and staff parking
- Sidewalks

PWGSC reserves the right to add or subtract locations at Emerson Border Crossing.

TASKS

1. Scope of work covered by this contract includes, but is not limited to: the supply of all labour, materials, tools, equipment, transportation, and supervision required to perform snow, slush, and ice removal, as well as sanding and sweeping, on all sidewalks, roadways, lanes, and parking lots at Emerson Border Crossing.
2. The Contractor must provide telephone, mobile, and/or email contacts at which he/she or his/her representative may be reached at all times. The Contractor's telephone or mobile device must be equipped with voice mail (at Contractor's expense) to allow the National Service Call Center (NSCC), the PWGSC Site Authority or representative to leave messages for the Contractor as required.
3. The Contractor must receive and respond to calls for service during all hours (24 hours a day, 7 days a week) for regular services calls and after hour call backs.
4. The contractor must contact the PWGSC Site Authority upon entering and leaving the site.
5. The Contractor must attend meetings either at site or via telephone when notified by the PWGSC Site Authority or representative.
6. It is the responsibility of the Contractor to monitor accumulation, local weather reports, and current site conditions and be onsite within one (1) hour after five (5) centimeters of snow or ice fall or accumulation.
7. The contractor must acknowledge/respond to service calls within 30 minutes and be on site within one hour when contacted by the National Service Call Centre (NSCC).
8. The Contractor shall clear snow and ice, and provide ice control, from all areas which may include but is not be limited to: building entrances, emergency exits, roads, lanes, ramps, parking lots, waste and recycle containers, and access to main roads.
9. If conditions require clearing must be initiated by 6:00 am, and again through the day as required, seven (7) days per week.

10. The Contractor must ensure snow banks do not in any manner obstruct the view of traffic signs and flow of vehicular traffic.
11. The Contractor must observe one way signs and must not obstruct traffic.
12. In the event of blowing snow/ice or fast accumulation of snow/ice the contractor shall first clear a path to allow for vehicle and pedestrian access to and from the property and buildings.
13. Ice control agents, such as salted sand, must be provided by the contractor to sand parking lots, roadways, entrances, and driveways as needed, whether as part of the regular snow removal and ice control or after completing a blizzard snow removal.
14. Fire routes and access to fire hydrants, Siamese connections, fuel filler pipes and other services must be kept clear at all times.

SITE AUTHORITY

The site authority for this contract is:

TBD

WORKMANSHIP

1. All work shall be performed by qualified and experienced operators, and the Contractor must ensure that all personnel are trained and know the requirements identified in this Scope of Work.
2. On award of contract, the Contractor must provide the names of personnel performing work on this Contract. The Contractor must also provide documentation for any operators of vehicles that require training and certification.
3. PWGSC reserves the right to verify/substantiate the qualifications of any person(s) performing work under this contract.
4. Work or services performed under this contract shall be to the satisfaction of the PWGSC Site Authority or representative, or it will be redone without additional cost.
5. Contractor must remove all snow and ice accumulation to bare surface level for all areas.

SITE SAFETY & SECURITY

1. The Contractor must comply with all Site and Security Regulations that are in effect at Emerson Border Crossing. The Contractor must be responsible for observing and enforcing safety in accordance with all Provincial Labour Laws and Regulations in effect for the Contractor and their personnel and representatives.
2. Safety precautions are to be taken to ensure the protection of employees and occupants during the course of the work.
3. The Contractor must protect existing property from damage. The Contractor shall immediately report to the PWGSC Site Authority all damages on site caused by the Contractor's personnel or equipment. The Contractor shall be responsible for all costs related to the repairs resulting from such damages, including to grass and landscaped areas. Any damage caused by the Contractor must be repaired to the satisfaction of the PWGSC Site Authority in the spring of the contract year, or as soon as weather permits.

VEHICLES & EQUIPMENT

1. All vehicles used on and around the site shall be clearly identified, clean, and meet national and provincial safety standards.
2. All snow and ice clearing machines and equipment must be licensed by Manitoba Public Insurance for use on all public roads and streets.
3. All operators of snow and ice clearing machines and equipment must be licensed by the Manitoba Public Insurance for the equipment they are operating.

4. All snow and ice clearing machines and equipment must be equipped with safety equipment including lights and signal flashers of type required by Provincial regulation.
5. All snow and ice clearing machines and equipment must be in first class mechanical working condition and of sufficient quantity to carry out work as specified.
6. PWGSC and CBSA accept no responsibility for Contractor's equipment on site.
7. Storage of equipment and materials is the sole responsibility of the Contractor. Indoor storage of equipment and materials at Emerson Border Crossing is strictly prohibited. Outdoor storage space on Emerson Border Crossing property may be available under the sole direction of the PWGSC Site Authority.

VEHICLE & EQUIPMENT BREAKDOWN

1. The Contractor will not receive remuneration for time lost due to the breakdown of its vehicles or equipment.
2. The Contractor must immediately inform the PWGSC Site Authority of any such breakdowns and an estimate of delay in providing necessary services. It is the responsibility of the Contractor to secure, at their own expense, alternative equipment (i.e. through a sub-contract) in order to complete the services without unreasonable delay.

MATERIALS

1. For the performance of work under the Contract, only salted sand may be used for ice control.

HEALTH & SAFETY

1. The Contractor shall be responsible for safety of persons and property on site and for protection of persons off site and environment to the extent that they may be affected by conduct of work.
2. The Contractor shall comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, and local laws, statutes, regulations, ordinances, and standards.
3. Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, immediately stop Work and advise the Site Authority verbally and in writing.
4. The Contractor shall immediately address health and safety noncompliance issues identified by the PWGSC Site Authority and provide the Site Authority with a written report of action taken to correct noncompliance of health and safety issue identified.
5. In the case of a spill or accident involving a hazardous material (ie. Fuel, hydraulic fluid, glycol, etc), the PWGSC Site Authority must be contacted immediately. If so directed by the PWGSC Site Authority or representative thereof, the Contractor will be responsible to clean all affected area(s) until the deficiencies are corrected. All costs associated in an environmental clean-up will be the sole responsibility of the Contractor.
6. The PWGSC Site Authority may stop work and payment if noncompliance of health and safety regulation is not corrected.
7. The Contractor shall give precedence to safety and health of public and site personnel and protection of site and environment over cost and schedule considerations for work.

TASK SPECIFICATIONS AND PRIORITIES

Tasks have been separated into three (3) categories:

- A. Snowfall Removal
- B. Winter Weather Maintenance where snowfall is not greater than five (5) cm.
- C. After Hours Emergency / Urgent Priorities

** All tasks will include all work shown in Section 2.1, 2.2, and 2.5. In addition, Tasks B include the additional instructions shown in Section 2.3, and Tasks C includes additional instructions shown in Section 2.4.

2.1 GENERAL INFORMATION FOR ALL TASKS

1. The Contractor shall correct any snow, slush or ice conditions that could be deemed hazardous to personnel or public life safety, or to the buildings or property, within one (1) hour, or as soon as road conditions permit safe access to the site.
2. The Contractor must use and confirm current weather conditions by utilizing Environment Canada's website and attend site when snow, ice, or blowing snow accumulation reaches five (5) cm, or when contacted by the NSCC or the PWGSC Site Authority.
3. The Contractor must clear and remove snow, slush, and ice from all roadways, traffic lanes, sidewalks, and parking areas to ensure the safe and unhindered flow of traffic, seven (7) days per week. The Contractor must apply salted sand as required to ensure a slip free surface.
4. Snow is to be piled at designated sites as directed by the PWGSC Site Authority. Under no circumstances will snow be dumped, pushed, or piled against fences, buildings or landscaped areas.
5. When directed by PWGSC Site Authority, accumulated snow is to be removed from site. Carry out disposal of snow shall be done in accordance with local bylaws and regulation at authorized locations.
6. All work shall be executed with minimum disturbance to staff, public, and normal use of the site.
7. Do not unreasonably encumber site with materials or equipment.
8. The Contractor shall sweep parking areas, roads, and lanes at end of snow season.

2.2 SNOWFALL REMOVAL

1. The Contractor shall commence snow clearing within one (1) hour of a snowfall of five (5) cm having fallen according to Environment Canada's website and sand all areas as required.
2. In the event of continuing snowfall, the Contractor shall clear snow so that an accumulation of snow no greater than five (5) cm will remain at any time on a twenty four (24) hour, seven (7) days per week basis. Upon the snowfall ending the snow shall be cleared from all areas, and sand shall be applied as required.

2.3 WINTER WEATHER MAINTENANCE WHERE SNOWFALL IS NOT GREATER THAN FIVE (5) CM

1. The Contractor shall commence snow, slush, and ice clearance within one (1) hour of notification from the National Service Call Centre (NSCC) provided that road conditions permit safe access to the site.

2.4 EMERGENCY / URGENT PRIORITIES

1. The Contractor shall commence "Emergency/Urgent" snow, slush, and ice clearance within one (1) hour of notification from the National Service Call Centre (NSCC) or PWGSC Site Authority.
2. When the Contractor is called upon to provide services under an Emergency/Urgent basis the following two step method will be followed at all times:
 - a. Priority is defined as a quick pass wide enough to allow access to and from all areas per the priority list on page 19.
 - b. Within 12 hours following the work carried out under the After Hours Emergency/Urgent Priority call-up, the Contractor is to return and carry out any additional snow clearing to allow full access to all lanes, parking, and access roads.

N° de l'invitation - Solicitation No.
E0209-191020/A
N° de réf. du client - Client Réf. No.
PORT OF EMERSON - Snow

N° de la modif - Amd. No.
File No. - N° du dossier
WPG-8-41079

Id de l'acheteur - Buyer ID
wpg011
N° CCC / CCC No./N° VME - FMS

PRIORITIES

1. Snow clearing, removal, and ice control shall be performed in the order indicated below unless otherwise directed by the PWGSC Site Authority:
 - a. Entrance and Exit roadway
 - b. Primary Inspection Lane (PIL) #1
 - c. Building main entrances
 - d. Limited parking in each lot
 - e. Path from Commercial Building to Traffic Building
 - f. Truck lanes
 - g. Warehouse Dock Area
 - h. All remaining lanes, parking lots and areas

ANNEX "B"

BASIS OF PAYMENT

1. It is **MANDATORY** that bidders submit prices/rates for the period of the proposed contract in the following pricing schedules. This section, when completed, will be considered as the bidder's Financial Proposal.
2. Should there be an error in the extended pricing of the bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the bidders' proposal shall be changed to reflect the quantities stated in the RFP.
3. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the pricing in the Basis of Payment.
4. The quantities and estimates specified below are provided for evaluation purposes only. Estimated quantities are provided for evaluation purposes only. Actual usages may vary from these amounts.
5. Bidder(s) shall provide bid(s) as per the unit of issue requested. It is the responsibility of the bidder(s) to provide conversion to the unit of issue requested. Failure to do so will render the bid(s) non-responsive without further consideration.
6. PRICING must be firm unit pricing in Canadian (CDN) funds, all-inclusive for the period of the Contract. Rates MUST include ALL costs (All Freight, delivery, offloading, FOB destination, options, accessories, warranties.) associated with providing the Goods in accordance with the Requirement at Annex "A". GST, if applicable, is to be shown as a separate item on any resulting invoice. (PST Exempt 390516-0).
7. Prorated prices - first month and last month of contract
For the first month and the last month of the contract period and option periods, prorated prices for snow clearing services may be used. This will be calculated as follows: (firm unit price) x number of days serviced / number of days in month.

TABLE 1 – SNOW CLEARING SERVICES

Firm All Inclusive Prices: The Contractor will be paid the following firm all-inclusive monthly rates for work performed in accordance with the Statement of Work at Annex A.

Firm Unit Pricing as per Annex A					
A	B	C	D	E	F
Description	Unit of Issue	Contract Period #1 January 1, 2019 – April 30, 2019	Option Period #1 November 1, 2019 – April 30, 2020	Option Period #2 November 1, 2020 – April 30, 2021	Extended Price (C+D+E)
November	Monthly	\$_____/month	\$_____/month	\$_____/month	\$_____
December	Monthly	\$_____/month	\$_____/month	\$_____/month	\$_____
January	Monthly	\$_____/month	\$_____/month	\$_____/month	\$_____
February	Monthly	\$_____/month	\$_____/month	\$_____/month	\$_____
March	Monthly	\$_____/month	\$_____/month	\$_____/month	\$_____
April	Monthly	\$_____/month	\$_____/month	\$_____/month	\$_____
TOTAL FOR EVALUATION					

N° de l'invitation - Solicitation No.
E0209-191020/A
N° de réf. du client - Client Réf. No.
PORT OF EMERSON - Snow

N° de la modif - Amd. No.
File No. - N° du dossier
WPG-8-41079

Id de l'acheteur - Buyer ID
wpg011
N° CCC / CCC No./N° VME - FMS

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Please see attached.

ANNEX "D"

INSURANCE - COMMERCIAL GENERAL LIABILITY INSURANCE

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

N° de l'invitation - Solicitation No.
E0209-191020/A
N° de réf. du client - Client Ref. No.
PORT OF EMERSON - Snow

N° de la modif - Amd. No.
File No. - N° du dossier
WPG-8-41079

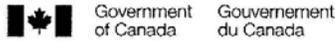
Id de l'acheteur - Buyer ID
wpg011
N° CCC / CCC No./N° VME - FMS

ANNEX "E" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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)



Contract Number / Numéro du contrat E0209-191020
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
 LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Contract Number / Numéro du contrat
E0209-191020
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
 Non Oui
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
 Non Oui
 Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input 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			

Contractor only requires site access to complete their tasks. Building access is not required.
 Special comments:
 Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
 Non Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
 Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
 Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
 Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
 Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
 Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
 Non Oui



Contract Number / Numéro du contrat E0209-191020
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).