



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

Pacific Region

401 - 1230 Government Street  
Victoria, B.C.

V8W 3X4

Bid Fax: (250) 363-3344

## 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

### 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 - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> Wildlife Control - CFB Comox	
<b>Solicitation No. - N° de l'invitation</b> W0133-19H014/A	<b>Date</b> 2019-01-21
<b>Client Reference No. - N° de référence du client</b> W0133-19H014	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-249-7680	
<b>File No. - N° de dossier</b> VIC-8-41145 (249)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-03-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cress, Christine	<b>Buyer Id - Id de l'acheteur</b> vic249
<b>Telephone No. - N° de téléphone</b> (250) 514-9294 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 19 WING COMOX WING OPS, ATC BLDG 239 LAZO British Columbia V0R2K0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

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## 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 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 World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### 1.5 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>) 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:

Bid Receiving Unit  
Public Works and Government Services Canada  
401 – 1230 Government St  
Victoria, BC V8W 3X4

Email address for ePost Connect service is:  
TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca.  
Bids/Offer will not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation only, as detailed in the Standard Instructions to Bidders above.

Bid facsimile number (250) 363-3344

### 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 the Contracting Authority no later than ten (10) 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 British Columbia.

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

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 (2 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

#### SECTION I: Technical Bid

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

#### SECTION II: Financial Bid

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

##### 3.1.1 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 - AT SOLICITATION CLOSING

If any information is submitted with your bid, then proof of mandatory requirement must be submitted within 48 hours of a request by the Contracting Authority. Failure to comply would render your bid non-responsive and be given no further consideration.

ITEM	MANDATORY TECHNICAL CRITERION	COMMENTS	BIDDER TO STATE EXACTLY WHERE IN YOUR BID (BY PAGE NO. OR REFERENCE NO.) THAT SUPPORTING INFORMATION CAN BE FOUND.
M1	EXPERIENCE: The Bidder must designate at least 1 Senior Wildlife Control Officer. The Senior Wildlife Control Officer must have a minimum of two (2) years demonstrated experience in wildlife control on an airfield of similar size and scope as 19 Wing Comox.		
M2	EXPERIENCE: Any other Wildlife Control Officers proposed by Bidder must have a minimum one (1) year demonstrated experience in wildlife control on an airfield of similar size and scope as 19 Wing Comox.		
M3	EXPERIENCE: The Bidder must have a minimum of 4 years of experience managing a Wildlife Control Program at an airport, preferably one residing on the West Coast of North America.		
M4	EDUCATION: The Senior Wildlife Control Officer must have obtained at a minimum a 2 year Diploma in Renewable Resource Management or Environmental Sciences from a recognized educational institution.		



#### 4.1.1.2 Point-rated Technical Criteria

a)	Approach and Performance: Max Pts 30		
	Provide an overview of the anticipated wildlife situation to include but may not be limited to birds at 19 Wing Comox, emphasizing:		POINTS ASSIGNED
		MAX POINTS	
	Relevant knowledge in wildlife species indigenous to the West coast of Canada	10	
	Seasonal variations which can be anticipated	10	
	And peculiarities of the site's geography which may have an influence	10	
b)	Methods and Risk Assessments: Max Pts 50		
	Provide an overview of your approach to meeting the requirements of Wildlife Control as outlined in the Statement of Requirement by providing methods, degree of anticipated success and any potential problems or anticipated difficulties.		
	Methods of control for anticipated species in various seasons	20	
	How seasonal variations will impact techniques and your ability to modify/adapt strategies based upon changing conditions	20	
	Degree of success anticipated success	5	
	Potential problems or anticipated difficulties	5	
c)	Schedule: Max Pts 20		
	Using the Datmospheric Natural Light Tables for Sun & Moon prepare an outline showing your proposed schedule to provide the services specified here-in and in accordance with the hours of work specified in para 24 detailing the following:		
	Personnel availability on the site;	10	
	Access to back-up personnel;	5	
	Work routine (ie what duties will comprise the workday);	5	
	Corporate Experience and Expertise: Bidders must demonstrate that the Contractor proposed has the necessary technical/managerial background and experience to carry out this requirement. This is to include any proposed subcontractors as well as demonstration that contractors have the necessary qualifications and equipment to carry out the work.		
a)	Previous Experience/Education for main and back-up personnel Max Pts 10		
	Detail your company's previous experience, over and above that specified as a mandatory requirement, in performing a wildlife control service on an airfield of a similar size and scope to 19 Wing. (2 points for Coastal, 5 points for West Coast)	5	
	Provide details (include copies of proof of completion) of relevant education completed that will benefit you in the performance of this work.	5	
c)	Equipment Max Pts 5		

	Provide a list of equipment over and above that specified as mandatory equipment that will be utilized in the fulfilling the requirements of this contract.	5	
	TOTAL POINTS (Minimum Points required to pass 80.5):	115	

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% of POINT-RATED CRITERIA	Information and content provided is...
Unsatisfactory 0-30 %	Insufficient for any evaluation of the requirement.
Poor 31-59%	Insufficient for effective evaluation and considered not acceptable for meeting requirement.
Fair 60-69%	Minimal and is considered to be less than acceptable for meeting the requirement.
Good 70-79%	Sufficient for evaluation. Services offered are average and meet the requirement.
Very good 80-90%	More than sufficient for evaluation. Offer is above average and more than meets requirement. .
Excellent 91-100%	Exceptional. Offer exceeds the requirement.

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#### 4.1.2 Financial Evaluation

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

#### 4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a) comply with all the requirements of the bid solicitation; and
  - b) meet all mandatory technical criteria; and
  - c) Obtain the required minimum of 50 percent of the points for each section subject to point rating (For example: all of a) Approach and Performance: Max Pts 30 > minimum req'd 15 pts); and
  - d) Obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 115 points.

2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The example table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)			
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00

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Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84 **	75.56	80.89
Overall Rating		1st	3rd	2nd

\*\*The proposal with the highest combined rating score will be recommended for award.

## 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.

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

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>) issued by Public Works and Government Services Canada.

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### 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 date of Contract to March 31, 2022 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 2 additional one-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:

Christine Cress  
Public Works and Government Services Canada  
Pacific Region, Acquisitions  
401 – 1230 Government St  
Victoria, BC V8W 3X4

Telephone: 250-514-9294  
Facsimile: 250-363-0395  
E-mail address: christine.cress@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: (to be determined at contract award)

Department of National Defence  
19 Wing Comox  
Wing Operations, Air Traffic Control Bldg 239  
Lazo, BC V0T 2K1

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

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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 (Bidder to Fill in or delete as applicable.)

Name:

Title:

Organization:

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

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex "B", to a limitation of expenditure of \$\_\_\_\_\_ (amount to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (amount to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.



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3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 6.7.3 Method of Payment – 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.

#### 6.7.4 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of any other documents or reports as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### 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.

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#### 6.10 Applicable Laws

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

#### 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), General Conditions - 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 Requirements;
- 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, 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 Canadian Forces Site Regulations

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

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<p>ANNEX “A” – STATEMENT OF WORK</p> <p>WILDLIFE CONTROL SERVICES</p>
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## SECTION 1 - GENERAL INSTRUCTIONS

### GENERAL

1. Public Services and Procurement Canada(PSPC) Contract documents must be read in conjunction with this specification and will govern all phases of work herein-after specified and/or shown on the contract drawings.

### INTERPRETATION OF TECHNICAL DEFINITIONS

2. In addition to the definitions contained in the PSPC Contract, the following must have the meanings respectively assigned to them:

- a. "Bird" means any kind of bird that frequents the airport area, regardless of species, wild or domestic.
- b. "Mammal" means any kind of mammal that frequents the airport area, regardless of species, wild or domestic.
- c. "Wildlife" means all free-ranging Birds and Mammals, regardless of species, whether they are indigenous, seasonal or migratory.
- d. "Runway Sterile Zone" means and includes all surfaces and structures within the area 150 Meters (492 feet) from the runway centrelines and 91 meters (300 feet) from the end of the runways.
- e. "Wildlife Control Area" encompasses all areas, including the Runway Sterile Zone, where Wildlife Control is deemed necessary by the ATC (Air Traffic Control) Bird and Mammal Control Officer (BAMCO), as identified in the Scope of Locations, as well as the airspace over these lands to an altitude of 61 metres (200 feet).
- f. "Wildlife Control" means the active deterrence or permanent removal of Wildlife from the Wildlife Control Area including the destruction of Wildlife nest, dens and burrows, application of repellents, the use of traps and other deterrent techniques such as the scarecrow type. The goal of Wildlife Control is to discourage the presence of wildlife from the airport environs in order to reduce the potential for human / wildlife conflict. Wildlife Control must be done in as humane a manner as possible and in accordance with all applicable federal, provincial, municipal and any other government law, rules and regulations.
- h. "Maintained Areas" means all lands which an airport is responsible for maintaining, and/or where airport maintenance activities are undertaken regardless of frequency.
- i. "Priority Area" means that area where Wildlife Control should be focused to ensure maximum airport operational safety.
- j. "Control Tower" will mean Her Majesty's Air Traffic Control Tower on the airport.
- k. "Active Runway(s)" means a runway or runways in use or about to be used for the landing and/or departure of air traffic, as designated by Air Traffic Control at the Control Tower.

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- l. "Taxiway(s)" means a controlled surface on the airport used for the movement of aircraft and ground vehicles, as designated by Air Traffic Control at the Control Tower.
  - m. "Wildlife Control Contractor means the Contractor, or Employees of the Contractor, who implement Wildlife Control on 19 Wing Comox.
  - n. TECHNICAL AUTHORITY is the Wing Air Traffic Control Officer (WATCO).
  - o. "ATC Bird and Mammal Control Officer" means the RCAF Officer appointed by the WATCO to liaise with the Control Tower, the Contractor and the Wildlife Control Contractor(s) to facilitate the implementation of the Airport Wildlife Management Plan
  - p. "C.W.S." means the Canadian Wildlife Services, a division of Environment and Climate Change Canada.

#### REFERENCE DOCUMENTS

3. The following reference documents pertain to the management of Wildlife Control on a DND owned and operated aerodrome:

- a) Airport Wildlife Management Plan from 19 Wing Comox
- b) CFAO 34-46, Pest Control
- c) CFACM 2-813, Operations Manual for Aerodrome Wildlife Control
- d) A-GA-135-001/AA-001, Flight Safety for the Royal Canadian Air Force
- e) TP 11500, Transport Canada – Wildlife Control Procedures Manual
- f) TP 13549, Transport Canada – Sharing the Skies
- g) C-09-153-001/TS-000 (Vol.1), Ammunition and Explosives Safety

#### SCOPE OF WORK

4. The work under this contract comprises the furnishing of all labour, material, equipment and supervision required to perform the Wildlife Control Services set out in this specification, in a professional manner at 19 Wing Comox.

5. The Airport Wildlife Management Plan is the overarching document that outlines the procedures necessary to manage Wildlife in the vicinity of an airport. This specification and the contract are both based on the procedural requirements laid out in the 19 Wing Comox Airport Wildlife Management Plan, attached as Annex B to this document.

6. The Wing Air Traffic Control Officer is responsible for the implementation and execution of a successful Airport Wildlife Management Plan and must ensure that all aspects of any contract regarding this program are strictly adhered to through the entire duration of the Contract.

7. The Wildlife Control Contractor or their approved replacement must liaise directly with the ATC Bird and Mammal Control Officer as to any irregularities or requirement at 19 Wing Comox. Direct contact with other Base agencies with regard to this contract or any considered additional requirement regardless of contract specifications, will not be permitted without the express written permission of the WATCO.

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## SCOPE OF LOCATIONS

8. The Contractor must perform Wildlife Control on all lands, structures and facilities owned and/or operated by the airport, and any other associated lands structures and facilities owned and/or operated by the airport, and any other associated lands structures and facilities, at the direction of the WATCO. This will include the inside of buildings.

## PRIORITY AREAS

9. Priority Areas are designated for Wildlife Control in order to optimise safety in the highest use areas most vulnerable to Wildlife incidents.

10. Concentration of Control activities in differing zones within the Wildlife Control Area (amount of effort expended in a certain area to achieve minimum hazard to aircraft) will be on an order of priority basis as follows:

Control Wildlife, which are potentially hazardous to incoming/outgoing aircraft:

- a. Priority One: Active Runway Sterile Zone;
- b. Priority Two: The active taxiways (defined as an area of 46 meters (150 feet) either side of centreline);
- c. Priority Three: The remainder of the aerodrome within the perimeter fence; and
- d. Priority Four: Control of Wildlife in other areas at the verbal or written direction of the ATC Bird and Mammal Control Officer.

11. The Contractor must respond to higher priority requirements prior to dealing with the next lowest priority.

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## AMENDMENT OF PRIORITIES

12. The WATCO's Representative may designate from time to time to the Contractor any area as a Priority Area based on short term needs or changes in activity at the airport.
13. The WATCO's Representative will direct the Contractor on priorities that are to be given to the Work and to the location affected by the Work. The priority may be either a specific area or a specific Wildlife species.
14. The WATCO's Representative may designate from time to time to the Contractor the deterrence or permanent removal of certain Wildlife species as a priority.
15. The WATCO's Representative may in writing amend priorities or provide more detailed priorities to the Contractor from time to time.

## HOURS OF WORK

16. The Work to be provided under this contract must be undertaken daily from:
  - a) ½ hour prior to sunrise or ½ prior to the first scheduled flight;
  - b) until ½ hour after sunset or until the final scheduled flight, whichever is later; or
  - c) as released by the Duty Aerodrome Controller in the Control Tower.

NOTE: Sunrise and sunset times are published annually by the meteorological service. These tables are also available at the following internet address:  
<http://www.timeanddate.com/worldclock/astronomy.html?n=2106>

17. During periods of escalated flying activity where a bird hazard is deemed to exist, the Contractor may be required (under authority of the WATCO or their representative) to provide services outside of these hours.
18. In accordance with 10d the contractor may be required to provide up to an additional two hundred (200) hours per contract year of wildlife control on DND owned property at the behest of 19 OSS. Such work will be billed separately at an hourly rate. (See Annex C Basis of Pricing). The scope of Airport Wildlife Management Plan must not interfere with the Priority of Work listed in para 10.

## INVENTORY OF WILDLIFE

19. Certain types of Wildlife have been shown to be a recurring problem at the 19 Wing Comox and experience has shown that they must be controlled to ensure safety and reduce maintenance problems. Recurring problems may be experienced with Birds or Mammals or both.

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20. The types of Bird and Mammals that Wildlife Control measures will be directed against, but not limited to, are as follows:

BIRDS:	Swans	MAMMALS:	Deer
	Gulls		Dogs
	Pigeons		Cows
	Hawks		Racoons
	Bald Eagles		Muskrat
	Plovers and Associated Shore Birds		Rabbits
	Starlings		
	Killdeer		
	Sparrows		
	Blue Heron		
	Barn Swallow		
	Trumpeter Swan		
	Duck		
	Goose		
	Crow		

NOTE: The Birds and Mammals listed above are not presented in order of priority or occurrence.

#### WORK AND SCHEDULING

21. Details regarding the Control of Wildlife at 19 Wing Comox are contained within the 19 Wing Airport Wildlife Control Plan (Annex B).

22. The amount and timing of Wildlife Control required at an airport is determined by the specific Wildlife activity as it relates to the number of aircraft movements at a given time (in a day or throughout the year). Wildlife activity may or may not be related to identifiable conditions such as weather, agricultural activity or season. In the case of hazards to incoming aircraft, a minimum response time to initiate Wildlife Control of ten (10) minutes during the times listed in Section 16 and fifteen (15) minutes at all other times is imperative.

23. Patrol Active Runway Sterile Zone and execute required Control measures immediately prior to the first aircraft movement, and between aircraft movements throughout the day.

24. Monitor, in advance through the Control Tower, daily take-off and landing schedules.

25. Maintain Control of Wildlife in Runway Sterile Zones throughout the day.

26. Carry out Control activities at the direction of the ATC Bird and Mammal Control Officer or the Duty Aerodrome Controller.

27. Maintain Control Activity Logs, Incident Reports, Monthly Summaries, and schedule regular meetings (monthly at least) with the ATC Bird and Mammal Control Officer.

28. All Wildlife destroyed during the Control activities will be disposed of in a hygienic, prompt and efficient manner and in a location approved by the ATC Bird and Mammal Control Officer. Disposal measures include the burial or double-bag and placed in a disposal bin. All disposal activities of this nature must be in accordance with federal, provincial and municipal, and 19 Wing Comox requirements.

29. When Shotguns are used, lead shot must NOT be used.



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30. The Contractor must monitor the airport for Mammal activity, conduct Surveys, keep statistics and take whatever action is necessary, subject to prevailing statutes and regulations.

#### CONTROL OF WORK

31. The Contractor must promptly comply with any orders, directions and instructions given by the WATCO or the ATC Bird and Mammal Control Officer relative to the conduct of Work.

#### CO-OPERATION WITH OTHER PARTIES

32. The Contractor must carry out the Work with minimum interference to the activities of other parties at the Site. The Contractor must give a minimum of twenty-four (24) hours notice to airport tenants and users of any interruption of services or interference with Canada's activities.

33. In case of disagreement or dispute with airport tenants or users, the Contractor must obtain direction from the WATCO or the Contracting Authority.

#### COMPLIANCE WITH AIRPORT RULES AND REGULATIONS

34. The Contractor must comply with all airport rules and regulations provided by the ATC Bird and Mammal Control Officer or as generally indicated.

#### USE OF THE WORK SITE AND CONTRACTOR'S EQUIPMENT

35. The ATC Bird and Mammal Control Officer will provide the Contractor with an area in which they will be able to park their vehicles and store their equipment and material. The provided building is unfurnished.

36. The Contractor must confine their equipment and operations of their Employees to areas indicated by statute, regulations, permits or directives of the ATC Bird and Mammal Control Officer. The Contractor must not unreasonably encumber the premises provided to them.

37. Unless otherwise specified, the Contractor shall have the use of the following areas:

- a. All airside and ground side areas where Wildlife Control activities are to be carried out; and
- b. The inside of buildings where Wildlife Control activities are to be carried out.

38. The WATCO or their representative may control at any time those areas to which the Contractor may have access.

39. The Contractor is responsible for any loss or damage to their equipment, machinery and facilities and Her Majesty assumes no liability with respect to any such loss or damage.

40. The Contractor must ensure that all Wildlife Control Contractors abide by regulations regarding fires, smoking, restrictive signs and warning notices.

41. In the execution of the Work, the Contractor must abide by the prevailing regulations on movement of vehicles and pedestrians on the Base.

42. Upon completion of the Contract, Her Majesty's structures and buildings and any areas used by the Contractor must be restored their original pre-contract state at the cost of the Contractor to the satisfaction of the WATCO.

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## RESTRICTED AREAS

43. Areas may be restricted to the Contractor as indicated from time to time by the WATCO or their representative.

## GOVERNMENT-FURNISHED MATERIAL, FACILITIES AND EQUIPMENT (GFE) IN CUSTODY OF CONTRACTOR

44. After contract award and prior to commencement of Work and accompanied by the ATC Bird and Mammal Control Officer, the Contractor must inspect the condition of all Material, facilities and equipment which are the property of Her Majesty which will be placed in the care and custody of the Contractor.

45. For Material, facilities and equipment provided by Her Majesty and delivered during the course of the Contract, the Contractor must:

- a. promptly inspect the Material, facilities or equipment, report damaged or defective items, and provide a receipt to the ATC Bird and Mammal Control Officer along with an updated inventory;
- b. promptly repair or replace, to the satisfaction of the ATC Bird and Mammal Control Officer, items damaged or lost after receipt;
- c. notify the ATC Bird and Mammal Control Officer of deficiencies in Material, facilities and equipment in their custody;
- d. maintain current inventory lists and undertake a complete stock accounting at intervals of three months, or at other times as directed. Except for items consumed in proper execution of the Work, the Contractor must not add or delete items from the inventory list without the prior written approval of the WATCO;
- e. within six days before completion of the Contract, the Contractor must accompany the WATCO and the ATC Bird and Mammal Control Officer on an inspection of the Material, facilities and equipment in their custody. The Contractor must record and acknowledge in writing all deficiencies noted by the WATCO during the inspection;
- f. subsequent to each inventory check, and/or termination or completion of the Contract, the Contractor must replace or reimburse Her Majesty for all losses, shortages and damages beyond normal and reasonable wear and tear to property of Her Majesty in the Contractor's custody. The replacement or reimbursement for all lost/damaged items must be at their current market value at the time of loss; and
- g. on completion of the Contract, the Contractor must return to the custody of Her Majesty all Material, facilities and equipment detailed on the last updated inventory.

## CONDITIONS INSPECTIONS

46. From time to time, the WATCO or the ATC Bird and Mammal Control Officer may conduct unscheduled inspections of the facilities maintained under this Contract. The Contractor must accompany its employee on these inspections when requested.

47. The Contractor must immediately rectify deficiencies identified during the condition inspections.

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## DAMAGE TO PROPERTY OF HER MAJESTY

48. In the event of damage to property of Her Majesty, the Contractor must give immediate written notice to the ATC Bird and Mammal Control Officer to conduct an investigation as to the cause and extent of the damage and provide:

- a. an exact statement of the duties of the Wildlife Control Contractor(s) involved;
- b. a statement from each Wildlife Control Contractor, setting out the circumstances as they know them and whether or not they were, at the time of the incident, acting within the scope of their duties.
- c. a statement from all other persons having any knowledge of the circumstances;
- d. copies of reports made to the local police in connection with the incident;
- e. such plans, sketches or photographs as may be necessary to understand the exact nature of the incident;
- f. other such information and material the ATC Bird and Mammal Control Officer requires; and
- g. damage caused to Property or installations must be made good without undue delay and at no expense to Canada.

## COMMUNICATION DEVICES

49. The Contractor must have a communications device (i.e. cellular telephone or pager) capable of alerting and advising the Wildlife Control Contractor. The Wildlife Control Contractor must carry the said device in the "ON" position at all times while on duty, and is responsible to check that the device is fully operational at all times when in use.

50. The Wildlife Control Contractor on duty must respond within five (5) minutes to any calls.

## TESTS AND FEES

51. The Contractor must carry out all tests, pay all inspection or other fees, and obtain all permits as required by, and to the satisfaction of, the authorities having jurisdiction in Wildlife Control activities.

## PERMITS AND LICENSES

52. The Contractor, in accordance with all statutory or other regulations and the requirements for their approved Wildlife Control Contractor, must have all necessary approved licenses and permits including the following:

- a. valid vehicle operator's licenses in the province or territory in which the vehicle(s) is/are to be used and ensure attendance by all employees of local required training prior to operating on the airfield;
- b. a valid Firearms Acquisition Certificate for handling firearms.

## SAFETY AND ACCIDENTS

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53. The WATCO has the authority to stop the Contractor's operations whenever, in their opinion, such stoppage or retention is necessary to ensure proper and safe execution of the services.

#### WORK SAFETY PROGRAM

54. The Contractor must:

- a. comply with all federal, provincial and municipal safety legislation applicable to the work;
- b. establish and pursue a schedule for periodic safety inspections of premises, equipment, work methods and practices;
- c. promote an active work safety program and instruct all personnel in safety procedures;
- d. clearly display safety regulations in work areas; and
- e. ensure prompt investigation and reporting of accidents to determine necessary preventive measures.

55. The Contractor must report to the ATC Bird and Mammal Control Officer on:

- a. activities of safety committees;
- b. accidents or incidents involving persons, materials or equipment;
- c. reports provided to or received from WorkSafeBC (WCB); and
- d. other additional reports on safety matters as may be required by the TECHNICAL AUTHORITY.

56. The Contractor must co-operate with the WATCO in accident investigations, as required.

#### SECURITY

57. If the WATCO is of the opinion that the services are of a class or kind that involves national security, they may order the Contractor to:

- a. provide any information concerning persons employed or to be employed for purposes of the Contract; and
- b. remove any person from the Worksite if, in the opinion of the WATCO, that the person may be a risk to the national security.

58. All Wildlife Control Contractor and its Employees must comply with the security requirements at the Worksite. Employees of the Wildlife Control Contractor entering access control areas to perform duties under this Contract must possess an identification pass, issued by the 19 WING Comox, to be produced when requested. The Contractor must, at the request of the ATC Bird and Mammal Control Officer, provide and cause all persons employed on the Worksite to provide personnel data for security clearance purposes.

59. Security passes and keys issued to the Contractor for their Employee(s) must be the Contractor's sole responsibility and must be returned upon demand to the ATC Bird and Mammal Control Officer from any or all employees. A fee may be levied for any passes or keys issued

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which are not returned by the Contractor upon request. No copies of keys or passes are to be made by the Contractor or their Employees.

#### WILDLIFE REGULATIONS

60. The Wildlife Control Contractor(s) must strictly abide by all Federal, Provincial and Municipal Statutes and regulations regarding Wildlife.

#### PRESERVATION OF WILDLIFE

61. The objective of this Contract is to be achieved thru the use of the least drastic action possible. Removal of Wildlife by deterrence is, wherever possible, preferable to the destruction of Wildlife. The Wildlife Control Contractors must avoid unnecessary killing of Wildlife.

#### RECORDS AND REPORTS

62. The Contractor must maintain in an orderly manner, complete records, files and reports specified at a central location and make them available to the ATC Bird and Mammal Control Officer, upon request.

63. Any information made available to the Contractor as a result of this Contract is confidential and any records, report logs, photographs or other information submitted or prepared by the Contractor under the contract become the property of Her Majesty.

64. No information will be provided to the public or the media without prior written authorisation of the WATCO.

#### GENERAL REPORTING

65. Daily Log – Wildlife Control Activities: The Contractor must maintain a “Daily Log – Wildlife Activities” for all activities in Wildlife Control at the airport. The Daily Log must include:

- a. time of Control activity and duration;
- b. species of Wildlife controlled and numbers;
- c. control method used and effect on Wildlife;
- d. location of Wildlife during Control application; and
- e. basic weather conditions.

66. The sample format for the “Daily Log – Wildlife Control Activities” is attached in Annex B, Appendix H. The Contractor must submit the Daily Log on (at least) a monthly basis along with a Summary Report for the period covered, tabulating the findings of the Daily Logs.

67. Summary Reports – In addition to what is stated each monthly summary report must also outline:

- a. factors beyond the responsibilities of this Contract, such as agricultural activities,
- b. drainage ditches, or other types of excavation work activities that were responsible for unduly attracting Wildlife to the airport; and
- b. recommendations for the Wildlife hazards, The Monthly Summary is to be presented in accordance with the sample format specified in Annex B.

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68. Airport Scare/Kill Permit Reports – under the requirements of the Migratory Bird – Airport Scare/Kill Permit, the Contractor must submit a report to the Technical Authority detailing the number and species of Birds killed during Control actions, the source which identifies the species, and the final disposition of the carcasses, whether burned or buried. This report is to be submitted on the 15<sup>th</sup> of December of the Contract period, and must be available each January for renewal of the Airport Scare/Kill Permit.

69. Post Contract Evaluation Report – Annual Summary. The Contractor must submit an annual summary report including information on the Control program and those methods found most effective and least effective. The report should include recommendations to reduce the attractiveness of the airport to Wildlife. A sample format for the “Post Contract Evaluation Report – Annual Summary” is attached as Annex B, Appendix I.

#### MEETING

70. The Contractor must meet at least once per month with the ATC Bird and Mammal Control Officer to discuss the General Reports, Incident Reports and the Contractor's performance during the period under discussion.

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## SECTION 2 - CONTRACTOR'S WORK FORCE

### CONTRACTOR'S RESPONSIBILITIES

1. All work performed by the Contractor must be done in a professional manner, satisfactory to the WATCO or their appointed Representative. To this end, the Contractor must provide at all times adequate, qualified personnel to perform the obligations of this Contract.

### CONTRACTOR'S SITE REPRESENTATIVE

2. The Wildlife Control Contractor's Employee's on Site must, at all times, represent the Contractor. Directives given by the ATC Bird and Mammal Control Officer or the Duty Aerodrome Controller to the Wildlife Control Contractor's Employees are the same as if they had been issued to the Contractor. The Employee must have the authority to carry out these actions delegated to them by the Wildlife Control Contractor.

3. The Wildlife Control Contractor on duty must respond immediately to any calls received from the ATC Bird and Mammal Control Officer or the Duty Aerodrome Controller. Inability on the part of the Wildlife Control Contractor on duty to respond immediately must be prima facie evidence of absenteeism, whereupon the Contractor must be subject to a written reprimand issued by the WATCO.

### WILDLIFE CONTROL CONTRACTOR'S EXPERIENCE

5. Wildlife Control Contractor(s) must have experience with Wildlife Control on airports.

6. Wildlife Control Staff that do not have experience on an airport may gain the necessary experience through an Apprenticeship Program managed by the Contractor.

### STAFF QUALIFICATIONS

7. A training program to develop Wildlife Control- Contractors must be provided and approved by the WATCO within 60 days of contract award.

8. Wildlife Control Contractors must be properly trained to perform Wildlife Control duties at 19 Wing Comox. This training must cover all of the basics of Wildlife Control at an airport and must provide an in-depth knowledge of procedures to follow in accordance with the 19 Wing Airport Wildlife Control Plan.

9. The Contractor must not employ at the Worksite any person who is not fully qualified to perform the work assigned to them, and the WATCO must have the right to at any time require immediate removal from the site, either temporarily or permanently, any of the Contractor's Employees.

10. The Contractor must ensure that each of their Employees must have a valid Province of British Columbia Operator's License for the class of any vehicle which they may require that Employee to operate on the airport.

11. The Contractor is responsible for the proper conduct of its Employees at all times at the Worksite. The ATC Bird and Mammal Control Officer will report any instances of disorderly or unacceptable conduct of Wildlife Control Contractors to the Contractor, who will take appropriate steps to prevent its recurrence. Such conduct will be the grounds for immediate removal of the Employee from the Work Site and Contract, where such conduct results in jeopardy to Flight Safety, it will be grounds for taking the work out of the contractor's hands.

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12. Contractor's personnel must successfully complete a ramp defensive driving course provided by 19 Wing ATC, prior to commencement of duties. There will be no charge for this course.

#### WILDLIFE CONTROL CONTRACTOR'S DUTIES

13. The Wildlife Control Contractor on duty must report at the commencement and termination of each shift.

14. The Wildlife Control Contractor, upon commencement of their shift must advise the Control Tower of their presence on the airport and request information as to the active runways and any information regarding Bird activity.

15. The Wildlife Control Contractor will take whatever action is required based on the Control Tower's assessment of Bird activity. If no immediate action is required, the Wildlife Control Contractor will circle the airport to check for Bird or Wildlife activity that may require attention and take any necessary action.

16. The Wildlife Control Contractor must be responsible for informing the Control Tower of any Bird activity which they observes that will cause a problem to aircraft.

17. Employees of the Wildlife Control Contractor must be responsible for carrying out the contractor's instructions and methods to be used in scare tactics to reduce the population of Birds upon the airport.

19. Each Wildlife Control Contractor must enter all activities in the Daily Log – Wildlife Control Activities.

20. The Wildlife Control Contractor must monitor weather forecasts so as to be informed of any weather conditions that will affect Bird activity.

21. The Wildlife Control Contractor on duty must not leave 19 Wing Comox during their shift except for a purpose related to this Contract, except by verbal approval of the Control Tower.

22. The Wildlife Control Contractor must be responsible for visiting areas not necessarily accessible by automobiles to ascertain what Wildlife is present. They will use whatever approved methods are available to remove said Wildlife.

23. The Wildlife Control Contractor must continually monitor Active Runway use and must establish priority areas. However, they must respond immediately to any report concerning the presence of Wildlife.



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#### USE OF DOGS OR BIRDS OF PREY

24. The use of dogs and/or birds of prey in the Control of Wildlife ~~shall~~ be approved under the following conditions:

- a. the animals to be used must be properly trained for their duties;
- b. they must not be released to work when there is a risk of noise interference from aircraft that could prevent them from hearing commands;
- c. they will not be released in the vicinity of glider operations or where large numbers of people assemble as this could result in distraction;
- d. permission to release must be requested via radio from the Control Tower and will be granted/denied at the discretion of the Duty Aerodrome Controller;
- e. the use of animals in the process of Wildlife Control remains the sole responsibility of the Contractor;
- f. permission to use animals in the performance of these duties may be withdrawn at the discretion of the WATCO.

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## SECTION 3 - VEHICLES AND EQUIPMENT

### INVENTORY

1. Any vehicles or equipment proposed for substitution must be of equal or better quality.

### EQUIPMENT AND SUPPLIES

2. As a minimum, the Contractor must supply:
  - a. 4 wheel drive vehicle capable of light off road use
  - b. clothing that identifies the wearer as a WILDLIFE CONTROL
  - c. hand pyrotechnics and scare cartridges;
  - d. 12 gauge or smaller bore shot gun. In order to minimize the effective safe range of the shot gun, only shot guns that are 12, 20 gauge or .410 caliber are acceptable.
    - i. With the exception of air rifles, the Contractor will not use a rifle on 19 Wing Comox
  - e. shotgun shells (ball excluded)
  - f. binoculars; and

### COMMUNICATION DEVICES/MARKINGS FOR VEHICLES AND EQUIPMENT

3. The Contractor must equip all vehicles and equipment operating on the airside with 360 Deg. rotating amber warning beacon with lamps inclined at a 6 Deg. angle from horizontal. The beacons must be mounted at the highest fixed point on the vehicle or equipment in question.
4. The Contractor must equip all vehicles with adequately functioning two-way portable FM radios, either mounted or handheld, equipped with crystals to match the following frequency:  
Channel 1: 149.15 MHz.
5. In order to provide visibility to all Wing Agencies (ATC, MP), the Contractor must equip all vehicles operating on the airport with markings denoting that vehicle as a WILDLIFE CONTROL vehicle.

### RADIO COMMUNICATIONS

6. The Contractor must ensure that all vehicles or equipment operating on the operations side of the airport are maintaining constant two-way radio contact with the Control Tower on the frequency directed by the ATC Bird and Mammal Control Officer.

### ACTIVITIES IN AIRCRAFT MANOEUVRING AREAS

7. The Contractor must arrange clearance with the Control Tower prior to conducting activities on, or adjacent to, aircraft manoeuvring areas. The Contractor must control the movements of their personnel and equipment as directed.
8. For work requiring closure of aircraft manoeuvring or navigational facilities, the Contractor must provide a minimum of twenty-four (24) hours' notice, to the Control Tower and the ATC Bird

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and Mammal Control Officer. Advising these personnel does not constitute approval. Additionally written or verbal approval is required prior to the closure of any area or facility.

10. The Contractor must instantly obey signals or directions from the Tower.

#### SECURITY GOVERNING ACCESS TO AIRSIDE

11. The Contractor must ensure that all Wildlife Control Contractors keep designated gates that may give unauthorised personnel or vehicles access to airside closed or locked.

12. The Contractor must ensure that Wildlife Control Contractors keep all gates closed that may give large mammals' access to the airport.

#### FIREARMS AND AMMUNITION STORAGE

13. Storage of explosives and ammunition will be in accordance with 19 Wing applicable federal standards.

15. No storage facilities are provided for the storage of weapons. The contractor is responsible for storage of weapons in accordance with applicable federal and provincial regulations

16. Reloading of scare charging or other munitions on DND property is not permitted.

## Daily Log – Wildlife Control Activities (SAMPLE FORMAT)

[illegible]

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APPENDIX 2 TO ANNEXE "A" –  
WILDLIFE CONTROL ACTIVITIES (SAMPLE FORMAT) - Airport Monthly Summary

CFB Comox

From: : \_\_\_\_\_ To: \_\_\_\_\_ 20 \_\_\_\_

Contractor's Name: \_\_\_\_\_

Wildlife Control Officer(s) on Duty:

1. \_\_\_\_\_ 4. \_\_\_\_\_
2. \_\_\_\_\_ 5. \_\_\_\_\_
3. \_\_\_\_\_ 6. \_\_\_\_\_

Control Techniques used (in order of frequency):

1. \_\_\_\_\_ 5. \_\_\_\_\_
2. \_\_\_\_\_ 6. \_\_\_\_\_
3. \_\_\_\_\_ 7. \_\_\_\_\_
4. \_\_\_\_\_ 8. \_\_\_\_\_

Wildlife on Airport Requiring Control (in order of frequency):

BIRDS: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
MAMMALS \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

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Wildlife Removed (list species and number)

BIRDS	NUMBER

Areas where control required most – (explain and relate to species)


Recommended changes to Airport or Tenant facilities – (explain and relate to species)


Recommended changes to Airport or Tenant facilities – (explain and relate to species)


[illegible]

APPENDIX 3 TO ANNEX "A" –  
ANNUAL WILDLIFE CONTROL REPORT (SAMPLE FORMAT)

Location      19 WING COMOX  
Date

A. Wildlife Activity and Control Techniques

Types of species observed:	Number of birds/mammals trapped:
Concentrations of species observed:	Numbers of birds/mammals killed:
Seasonal trends:	Bird nesting frequency.
Diurnal trends:	Bird nesting sites:
Migratory trends:	Attractants to aerodrome:



Number of strikes on aerodrome:	Problems with wildlife in hangars:
Number of bird remains forwarded to The Smithsonian Institute for identification:	Bird loafing areas:
Dispersal techniques:	Other:

B. Pest Activity and Control Techniques

Species observed (i.e., insects, shadflies, grasshoppers, voles, mice, worms, etc.):	Concentration of species observed:
Seasonal pest trends:	What attracts pests to vicinity of aerodrome:

Pest dispersal techniques:	Other:
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C. Equipment

Effectiveness of unit wildlife control equipment:	Other:
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D. Environmental and Structural Concerns

Water pooling or drainage:	Landfill management:
Grass height policy:	Dumping activity:
Fencing problems:	Impact of off-base land use issues:
Aerodrome spray program:	Habitat management strategies:

Screening of vents and ducts:	Agricultural outlease program:
Hangar door seal integrity:	Other:

E. Program Management

Impact of wildlife activity on flying operations	
Effectiveness of base wildlife control program	
Program initiatives	
Suitability of Base Resources to manage wildlife control program	.
Contractor performance assessment	

ANNEX "B" – BASIS OF PAYMENT
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**BASIS OF PRICING:**

- The price of bids are to be submitted and will be evaluated in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded. The GST/HST will be added as a separate line item to any invoice issued as a result of this Contract.
- The quoted pricing must be an all-inclusive firm price for the provision of all labour, supervision, material, equipment, transportation and profit required for the Services as scheduled or on an "as and when requested" basis. No other charges will be allowed.

**BREAKDOWN OF CONTRACT PERIODS:**

YEAR 1 – CONTRACT PERIOD	For the period commencing date of Contract to March 31, 2020
YEAR 2 – CONTRACT PERIOD	For the period commencing April 1, 2020 to March 31, 2021
YEAR 3 – CONTRACT PERIOD	For the period commencing April 1, 2021 to March 31, 2022
YEAR 4 – OPTION YEAR (CANADA OPTION)	For the period commencing April 1, 2022 to March 31, 2023
YEAR 5 – OPTION YEAR (CANADA OPTION)	For the period commencing April 1, 2023 to March 31, 2024

FIRM MONTHLY PRICE	YEAR 01	YEAR 02	YEAR 03	Option YR 04	Option YR 05
APR	\$-_____/mo	\$_____/mo	\$_____/mo	\$-_____/mo	\$_____/mo
MAY	\$-_____/mo	\$_____/mo	\$_____/mo	\$-_____/mo	\$_____/mo
JUN	\$-_____/mo	\$_____/mo	\$_____/mo	\$-_____/mo	\$_____/mo
JUL	\$-_____/mo	\$_____/mo	\$_____/mo	\$-_____/mo	\$_____/mo
AUG	\$-_____/mo	\$_____/mo	\$_____/mo	\$-_____/mo	\$_____/mo
SEP	\$-_____/mo	\$_____/mo	\$_____/mo	\$-_____/mo	\$_____/mo
OCT	\$-_____/mo	\$_____/mo	\$_____/mo	\$-_____/mo	\$_____/mo
NOV	\$-_____/mo	\$_____/mo	\$_____/mo	\$-_____/mo	\$_____/mo
DEC	\$-_____/mo	\$_____/mo	\$_____/mo	\$-_____/mo	\$_____/mo
JAN	\$-_____/mo	\$_____/mo	\$_____/mo	\$-_____/mo	\$_____/mo
FEB	\$-_____/mo	\$_____/mo	\$_____/mo	\$-_____/mo	\$_____/mo
MAR	\$-_____/mo	\$_____/mo	\$_____/mo	\$-_____/mo	\$_____/mo
Subtotal	A\$	B\$	C\$	D\$	E\$
For other Work within scope of Contract not identified under Annex A, as and when requested and authorized by the Technical Authority.					
HOURLY RATE	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
times estimated 200 hrs/yr	\$_____	\$_____	\$_____	\$_____	\$_____
Subtotal	a\$	b\$	c\$	d\$	e\$

Summary of evaluation:

Subtotals A\$ to E\$ in above table:	\$ _____
Subtotal a\$ to e\$ in above table:	\$ _____
TOTAL AGGREGATE EVALUATED TOTAL – ALL YEARS:	\$ _____

ANNEX “C” – SECURITY REQUIREMENTS CHECKLIST
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See attached pdf.

ANNEX "D" – INSURANCE REQUIREMENTS
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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 \$5,000,000 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.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.



- o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

#### Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. 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.
  - e. OPCF/ SEF/ QEF #3 - Drive Government Automobiles Endorsement

- f. OPCF/ QEF/ SEF #4a - Permission to Carry Explosives
- g. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27.

#### Aviation Liability Insurance

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, 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 \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation 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, represented by Public Works and Government Services Canada.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
  - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
  - g. 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.
  - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
  - i. Hangarkeeper's Liability: To cover loss of and/or damage to aircraft on the ground in the care, custody or control of the Contractor.
  - k. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.
  - l. Non-owned Aircraft Liability: To protect the Contractor for liabilities arising from its use of aircraft owned by other parties including Canada.
  - n. Permission to Transport Hazardous Goods. The Insured must also obtain all the applicable provincial or federal permission to transport hazardous material in addition to this endorsement.

- o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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Quebec Regional Office (Ottawa),  
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284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

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



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 <b>Department of National Defense</b>		2. Branch or Directorate / Direction générale ou Direction <b>19 Wing Comox</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance <b>N/A</b>		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant <b>N/A</b>	
4. Brief Description of Work / Brève description du travail <b>Provision of Wildlife Control Services to 19 Wing Comox seven(7) days per week, 365 days per year on lands, structures, and facilities owned and/or operated by the airport and other associated lands, structures and facilities at the direction of the Wing Air Traffic Control Officer.</b>			
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 <b>SM</b>	
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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <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"/>	





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W0133-19-H014

Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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



☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

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

☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W0133-19-4014

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Driscoll, S.P.

Title - Titre  
Maj

Signature

Telephone No. - N° de téléphone  
250-339-8209

Facsimile No. - N° de télécopieur  
250-339-8135

E-mail address - Adresse courriel  
stephen.driscoll@forces.gc.ca

Date  
27-Aug-2018

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Sasa Medjovic - DUSO - Industrial Security  
Senior Security Analyst  
Tel: 613-996-0286

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel  
E-mail: sasa.medjovic@forces.gc.ca

Date

2018 Oct 24 54

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No ☐ Yes ☒  
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

SHIRLEY HARRISON  
CONTRG OFFICER  
LOCAL 7020

Title - Titre  
SHIRLEY HARRISON  
CONTRG OFFICER  
LOCAL 7020

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date  
SEP 17 2018

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Antille, Roxanne

Digitally signed by Antille,  
Roxanne  
Date: 2018.11.07 14:03:11  
-05'00'

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date