



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 LaurierSt./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**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**

**THIS REQUIREMENT CONTAINS A SECURITY  
REQUIREMENT**

**CE DOCUMENT CONTIENT UNE CONDITION DE  
SÉCURITÉ**

<b>Title - Sujet</b> Snow Removal Services - Wellington	
<b>Solicitation No. - N° de l'invitation</b> EJ196-200089/A	<b>Date</b> 2019-06-21
<b>Client Reference No. - N° de référence du client</b> 20200089	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-279-77337	
<b>File No. - N° de dossier</b> fk279.EJ196-200089	<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 2019-08-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ladouceur, Joanne	<b>Buyer Id - Id de l'acheteur</b> fk279
<b>Telephone No. - N° de téléphone</b> (613) 296-4701 ( )	<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 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Infrastructure Maintenance and Solution Services Division  
(FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**List of Annexes:**

Annex A	Statement of Work
Annex B	Financial Bid – Pricing Basis
Annex C	Security Requirements Check List (SRCL)
Annex D	Snow Clearing Daily Maintenance Schedule
Annex E	Site Plans (E-1, E-2 and E-3)
Annex F	Sample Extra Work Quote
Annex G	Hazard Assessment
Annex H	Complete List of names of all individuals who are currently directors of the Bidder

**Legal name of department**

Although PWGSC was renamed Public Services and Procurement Canada (PSPC) for communication purposes, the legal name remains Public Works and Government Services Canada in policy instruments and in legal documents including contracts.

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications and additional information to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

#### **The Annexes include:**

Annex A	Statement of Work
Annex B	Financial Bid – Pricing Basis
Annex C	Security Requirements Check List (SRCL)
Annex D	Snow Clearing Daily Maintenance Schedule
Annex E	Site Plans (E-1, E-2 and E-3)
Annex F	Sample Extra Work Quote
Annex G	Hazard Assessment

### **1.2 Summary**

#### **1.2.1 Requirement**

To provide Snow Removal Service including all labour, material, equipment, supervision and transportation in accordance with the Statement of Work attached at Annex "A, for Public Services and Procurement Canada (PSPC) at various locations, 100 Wellington (Former United States Embassy), 140 Wellington (Victoria Building), 144 Wellington (Sir John A MacDonald Building), 150 Wellington (National Press Building), 180 Wellington (Wellington Building) and 51 Queen Street, Ottawa, Ontario, Canada.

#### **1.2.2 Period of contract**

The period of any resulting Contract will be for a **period of one (1) year** (*estimated commencement date November 1, 2019*), with Canada retaining an irrevocable option to extend the contract for a period of **four (4)** additional consecutive twelve (12) month periods.

#### **1.2.3 Security Requirement**

"There are security requirements associated with this requirement. For additional information, consult Part 6 – Security Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".

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#### **1.2.4. 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).

#### **1.2.5 Mandatory Site Visit**

There is a mandatory site visit associated with this requirement. Consult Part 2 - Bidder Instructions.

#### **1.2.6 epost Connect**

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.

#### **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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The [2003 \(2019-03-04\)](#) 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 – Services – Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: *one hundred twenty (120) days*

The text under Subsection 2 of Section 08 of 2003, - Services – Competitive Requirements Transmission by facsimile or by epost Connect of [2003](#) referenced above is amended as follows:

Delete: in its entirety  
Insert:

2. epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
  - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:  
  
[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)  
  
or, if applicable, the email address identified in the bid solicitation.
  - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
  - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - ii. **send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response)**, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate

an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.

- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete bid;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or,
  - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

## **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

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[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

### 2.3 Former Public Servant (A3025T - 2014-06-26)

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

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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 **seven (7) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question 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 Ontario.

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

#### **2.6 Mandatory Site Visit**

**It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 100 Wellington (Former United States Embassy) on July 16, 2019. The site visit will begin at 8:00am .**

Bidders **should** communicate with the Contracting Authority no later than **July 15, 2019** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

**A maximum of two (2) representatives per bidder will be permitted to examine the sites**

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## **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. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

- Section I: Technical Bid
- Section II: Financial Bid (See Annex B – Financial Bid – Pricing Basis)
- Section III: Certifications
- Section IV: Additional Information

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 (One (1) hard copy)
- Section II: Financial Bid (One (1) hard copy)
- Section III: Certifications (One (1) hard copy)
- Section IV: Additional Information (One (1) hard copy)

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process **Policy on Green Procurement** (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

### **Section I: Technical Bid**

#### **3.1.1 Submission of Evidence**

Submission of Evidence as described in 3.1.2 to 3.1.3 below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being

disqualified and no further consideration will be given to the bidder and the proposal will be deemed non-responsive.

It is the sole responsibility of the Bidder to ensure that it provides a contact that is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. The technical evaluation team will attempt to contact the Bidders customer reference by telephone and/or email a maximum of three (3) times during the days of the technical evaluation between 8:00 am - 4:00 pm local time. If the customer reference does not provide a reference the Bidders proposal will be deemed non-responsive and receive no further evaluation.

The evidence provided by the bidder may be verified by Canada. PSPC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory, the proposal shall be considered non-responsive and no further consideration will be given to the Bidder.

**3.1.2.** The bidder **MUST** have one (1) full time supervisor available November 1 to April 30 (for snow removal services)

**Full time Supervisor – Snow Removal Service**

Provide the name of the bidder's Full Time Supervisor for Snow Removal Services who will be assigned to the Contract

<b>Name of Supervisor for Snow Removal Services</b>	
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**3.1.3 (MANDATORY) Contractor's Experience and Past Performance**

The bidder must provide evidence of its experience and past performance as a contractor by providing a reference from **one (1) Site Location** for Snow Removal Services. The referenced projects/contracts must each be for minimum duration of three (3) consecutive years, for work satisfactorily completed **within the last ten (10)**.

The reference information provided by the bidder may be verified for completeness and accuracy and to confirm reference satisfaction with the services provided.

Failure by the bidder to provide the required references, or in the event that the references cannot be verified or the services found to be unsatisfactory, will result in the bidder being disqualified and no further consideration will be given to the bid.

If the Bidder submits references in excess of the stated requirement at 3.1.3 Contractor Experience and Past Performance, only the references up to the identified limit will be assessed.

The mandatory information required in the chart that follows must be completed in their entirety for each **Site Location** referenced. If the mandatory information is not provided in the "**Site Location Chart**" at bid closing, the proposal will be deemed non-responsive and no further consideration will be given.

**1 a) Mandatory Reference for contracts which include Snow Removal**

<b>REFERENCE NO. 1: CONTRACT(S) WHICH INCLUDE SNOW REMOVAL SERVICES</b>	
Name of Client Organization or Company	Name: _____
Name of client contact who can confirm the information presented in the proposal. <b><u>(do not include the Contracting Authority as a reference)</u></b>	Name: _____
If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.	Name: _____
	Name: _____
Business telephone number and e-mail address for each client identified above.	Business Phone Number: _____
	E-mail: _____
If there is an additional client name identified then their business phone number must be provided.	Business Phone Number: _____
	E-mail: _____
	Business Phone Number: _____
	E-mail: _____
Civic address, location/site, of the contract:	_____
	_____
Performance period of the project or contract for the above location/site (indicate day, month & year)	From: Day ____ Month _____ Year _____
	To: Day ____ Month _____ Year _____
If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/site, then it is <b>mandatory that the start date (day, month &amp; year) and completion date (day, month &amp; year) be identified.</b>	From: Day ____ Month _____ Year _____
	To: Day ____ Month _____ Year _____
	From: Day ____ Month _____ Year _____
	To: Day ____ Month _____ Year _____

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**Section II: Financial Bid - See Annex B – Financial Bid – Pricing Basis**

Bidders must submit their financial bid in accordance with the Pricing Schedule attached as Annex B – Financial Bid.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**Section IV: Additional Information**

**3.1.4 Contractor's Representative**

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **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 and Financial Evaluation - Mandatory Requirements at bid closing**

- (1) Mandatory Site Visit attendance;
- (2) (Mandatory) Security Clearance of **SITE ACCESS, at bid closing**, in accordance with Part 6, Security Requirements;
- (3) (Mandatory) Employee Information for Security **at bid closing** in accordance with Part 6, 6.2
- (4) (Mandatory) Contractor's Experience and Past Performance in accordance with Part 3, Section 1: Technical Bid.
- (5) (Mandatory) Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section II: Financial Bid Annex B;

### **4.2 Basis of selection**

A bid must comply with the requirements of the bid solicitation and meet **all** mandatory evaluation criteria to be declared responsive.

Responsive bids will be evaluated based on the Lowest Responsive Bid Price, a combination of the overall lowest total bid of which 80% will be for the firm pricing (Pricing Schedule 1) and 20% of the "as and when" (Pricing Schedule 2 and 3) will be recommended for award of a contract.

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## **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 should submit the following duly completed certifications as part of their bid.

#### **5.1.1 Card and Licensing Documentation (at bid closing or Upon Request) (as per Annex A Section 1 – General – part 5)**

**Valid copies of the following cards and licensing documentation should be submitted for each of the proposed personnel with the bid by the bid solicitation closing date.**

However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive and no further consideration will be given to the bidder.

All certificates are to be recognized by the Employment and Social Development Canada (ESDC) – Labour Program and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

**To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of the certificates that are no more than five (5) years old for each employee named to work on the contract. The required certificates are as follows:**

- a valid First Aid/CPR certificate/wallet card; and
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card

#### **5.1.2 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 Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified 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-) (<http://www.tpsgc-pwgsc.gc.ca/ci->

[if/politique-policy-eng.html](#)), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### **5.2.2 Federal Contractors Program for Employment Equity – Bid Certification**

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

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

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status & Availability of Resources (A3005T- 2010-08-16)**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

#### **5.2.3.2 Education and Experience (A3010T-2010-08-16)**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

To provide Snow Removal Service including all labour, material, equipment, supervision and transportation in accordance with the Statement of Work attached at Annex "A", for Public Services and Procurement Canada (PSPC) at the various locations, 100 Wellington (Former United States Embassy), 140 Wellington (Victoria Building), 144 Wellington (Sir John A MacDonald Building), 150 Wellington (National Press Building), 180 Wellington (Wellington Building) and 51 Queen Street, Ottawa, Ontario, Canada.

#### **7.1.1 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

### **7.2 Standard Clauses and Conditions**

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

#### **7.2.1 General Conditions**

2035 (2018-06-21), General Conditions - Services, apply to and form part of the Contract.

### **7.3 Security Requirement**

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

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

1. The Contractor/Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, EACH hold a valid **SITE ACCESS** Clearance, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror must comply with the provisions of the *Security Requirements Check List* and security guide (if applicable), attached at Annex "C".

Solicitation No. - N° de l'invitation  
EJ196-200089/A  
Client Ref. No. - N° de réf. du client  
20200089

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-200089

Buyer ID - Id de l'acheteur  
fk279  
CCC No./N° CCC - FMS No./N° VME

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**7.3.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

#### **7.4 Term of Contract**

##### **7.4.1 Period of Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

##### **7.4.2 Option to Extend Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional consecutive twelve (12) month periods each 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 **60 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.

#### **7.5 Authorities**

##### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Joanne Ladouceur  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting Directorate  
4th Floor, 140 O'Connor Street, L'Esplanade Laurier, East Tower  
Ottawa, Ontario K1A 0S5

Telephone: [613-296-4701](tel:613-296-4701)  
E-mail address: [Joanne.Ladouceur@pwgsc.gc.ca](mailto:Joanne.Ladouceur@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.

##### **7.5.2 Technical Authority *"TO BE PROVIDED AT CONTRACT AWARD"***

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: 180 Kent St., 18<sup>th</sup> floor  
Ottawa, ON  
K1A 0S5

Cellular: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work.

Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Applicable Taxes Extra) of which \$ **(to be determined)** (Applicable Taxes extra) is for goods and/or services enumerated or described in [Pricing Schedule 1](#), and \$ **(to be determined)** (Applicable Taxes extra) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in [Pricing Schedule 2](#).

#### 7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 ([2014-09-25](#)) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- (a) **Snowfall up to 254 cm** will be paid in accordance with [Pricing Schedule 1](#) in the percentages shown below upon submission of invoice at the end of each calendar month as per SACC Clause 2035-16 (standard payment period is 30 days) from November through April for the snow season as follow:

#### Snow Seasons

November = 5% of the Firm Lot Price  
December = 20% of the Firm Lot Price  
January = 25% of the Firm Lot Price  
February = 25% of the Firm Lot Price  
March = 20% of the Firm Lot Price  
April = 5% of the Firm Lot Price

(b) **``As and When Requested`` Work**

Any costs incurred for "**Snowfall in Excess of 254 cm**", and for "**Extra Work**" shall be paid, on an "as and when requested" basis, in accordance with [Pricing Schedule 2 et 3](#) after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted.

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Canada's total liability under the "as and when requested" portion of the Contract shall not exceed \$\_\_\_\_\_ (to be determined). (Applicable Taxes extra)

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) it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the Contracting Authority whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor must provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing by the Contracting Authority, prior to their incorporation into the work.

### 7.7.3 See Annex "B" - Basis of Pricing

#### 7.7.4 2035 16 (2014-09-25) Payment period

1. Canada's standard payment period is 30 days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section 17.
2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within 15 days will only result in the date specified in subsection 1 to apply for the sole purpose of calculating interest on overdue accounts.

#### 7.7.5 Determination of Cost - Addition or deletion of work

The Department may from time to time, require changes to the areas to be maintained due to operational requirements, on-site projects, or construction of new areas to be maintained or deletion of areas to be maintained; the Firm Price will be adjusted accordingly based on 80% of the Firm Price shown in Pricing Schedule 1 and/or 2 (adjust accordingly), as follows:

Firm Price break down for the calculation of additional or deletion of m<sup>2</sup> :

- 20% of the original firm price remains unchanged. **Operating Cost**
- 80% of the original firm price for the calculation of addition or deletion:

The increase or decrease in the monthly firm price for the areas added or deleted is based on 80% of the firm price and will be calculated by dividing the firm price for snow removal by the number of square meters listed in **Annex E - Site Plans (E-1, E-2 and E-3)** Snow Removal Site Plan and then multiplied by the square meter area to be added or deleted.

#### **Example:**

A Contract in Year 1 (firm price of \$65,000.00) with a total area of **2,805m<sup>2</sup>**, from which a reduction of **358m<sup>2</sup>** must be applied effective January 1<sup>st</sup>:

PERIOD OF CONTRACT November 1 <sup>st</sup> to April 30 <sup>th</sup>	ANNUAL FIRM PRICE
Year 1	<b>\$ 65,000.00</b>
Option Year 1	\$ 74,000.00
Option Year 2	\$ 78,000.00

Price breakdown for the calculation of deletion :

	Year 1	Option Year 1	Option Year 2
20% of Firm Price	\$13,000.00	\$14,800.00	\$15,600.00
80% of Firm Price	<b>\$52,000.00</b>	\$59,200.00	\$62,400.00

Formula: **\$52,000.00** (80% of the \$65,000.00) / 2,805m<sup>2</sup> = \$18.54 x 358m<sup>2</sup> = \$6,637.32 (total reduction based on the total firm price.)

Price breakdown reduction (Snow Only) effective January 1<sup>st</sup>:

- January = \$6,637.32 @ 25% = \$1,659.33
- February = \$6,637.32 @ 25% = \$1,659.33
- March = \$6,637.32 @ 20% = \$1,327.46
- April = \$6,637.32 @ 5% = \$331.87

**Total Reduction = \$4,977.99**

Verification of the price breakdown: \$6,637.32 x 75% (remaining period to apply the reduction, beginning January 1<sup>st</sup>) = \$4,977.99

#### 7.7.6 SACC Manual Clauses

A9117C (2007-11-30) Direct Request by Customer Department  
C0710C (2007-11-30) Time and Contract Price Verification

#### 7.8 Invoicing Instructions

##### 7.8.1 Invoicing Instructions – Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the Daily Maintenance Schedules described in the Statement of Work of the Contract.

2. Invoices cannot be submitted until all work identified in the invoice has been completed and that all Daily Maintenance Schedules relating to the Work identified in the invoice have been received by the Technical Authority.

3. The Contractor must distribute the invoices and reports as follows:  
The original invoices and all required Daily Maintenance Schedules must be forwarded to the following address for certification and payment.

Invoices are to be made out and mailed to:

Public Works and Government Services Canada  
Horticultural - Maintenance and Operational Assurances  
180 Kent Street, 18<sup>th</sup> Floor  
Ottawa, Ontario, K1A 0S5

or by email as a PDF to: [\\_\\_\\_\\_\\_@tpsgc-pwgsc.gc.ca](mailto:_____@tpsgc-pwgsc.gc.ca) (Identify TA at Contract Award)

4. All invoices are to be mailed or emailed to the Technical Authority and must include the following:

- a) Company name and address;
- b) Contract Number;
- c) Description of work which has been completed and for which payment is being claimed;
- d) Location of work and the person who requested the service;
- e) All reports identified in the Statement of Work.
- f) All taxes are to be listed as separate items.

5. Any costs incurred for "Snowfall up to 254 cm", "Snowfall in excess of 254 cm", "Snowfall outside the Snow Season" and for "Extra Work" must be invoiced after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted in accordance with Basis of Payment clause hereafter. These costs are to be denoted as separate items on the monthly invoice.

6. **Payment will only be made on receipt of satisfactory invoices duly supported by any specified documents called for under this contract. Failure to submit the correct information may result in the rejection of the invoice for processing.**

#### **7.8.2 Inspection and Acceptance (D5328C 2014-06-26)**

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

#### **7.8.3 Monthly Payment (H1008C - 2008-05-12)**

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.

#### **7.8.4 ELECTRONIC PAYMENT**

The Contractor accepts to be paid by Electronic Payment:  
Direct Deposit (Domestic and International)

Company Name: \_\_\_\_\_

Email for Direct Deposit info: \_\_\_\_\_

#### **7.9 Certifications**

##### **7.9.1 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.

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21)
- (c) Annex "A", Statement of Work
- (d) Annex "B", Financial Bid
- (e) Annex "C", Security Requirements Check List (SRCL)
- (f) Annex "D", Snow Clearing Daily Maintenance Schedule
- (g) Annex "E", Site Plans (E-1, E-2 and E-3)
- (h) Annex "F", Sample Extra Work Quote
- (i) Annex "G", Hazard Assessment
- (j) The Contractor's proposal dated \_\_\_\_\_ (insert date of bid)

### 7.12 Foreign Nationals (Canadian Contractor)

SACC Clause A2000C (2006-06-16) , Foreign Nationals (Canadian Contractor) apply to and form part of the Contract.

### 7.13 Insurance – Specific Requirements

#### 7.13.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### 7.13.2 Commercial General Liability Insurance (G2001C – 2018-06-21)

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. 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*

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EJ196-200089/A  
Client Ref. No. - N° de réf. du client  
20200089

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-200089

Buyer ID - Id de l'acheteur  
fk279  
CCC No./N° CCC - FMS No./N° VME

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*234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

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

**7.15 Cellular Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

**7.16 Government Site Regulations**

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

**7.17 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical.

The Contractor is to supply the Technical Authority with a copy of its Plan of Operation and safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

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## **Annex "A"**

### **Statement of Work**

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## **Annexe "B"**

### **Financial Bid - Basis of Pricing**

**Annex B – Financial Bid – Pricing Basis**

Bidders must submit their financial bid in accordance with the Pricing Schedules detailed below.

The following requirement MUST be strictly adhered to: Failure to do so shall render the bidder's proposal as non-responsive and no further consideration will be given to the bidder.

It is **MANDATORY** that the bidders submit firm prices/rates prices excluding GST/HST for the (1) year and four (4) option year periods of the contract for all items listed hereafter (**Pricing Schedules 1, 2 et 3**). The evaluation will be based on the Lowest Responsive Bid Price, a combination of the overall lowest total bid price of which 80% will be for the firm pricing (**Pricing Schedule 1**) and 20% for the "as & when" (**Pricing Schedule 2 and 3**)

Section II Financial Bid

**Pricing Schedule 1:**

**1.1 Snow Removal Services up to 254 cm**

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all relates costs (excluding HST/GST) and shall include all Snow Removal requirements up to a total accumulation of 254cm of snowfall per snow season as recorded by Environment Canada at the MacDonald-Cartier Airport from November 1 to April 30 and in accordance with the **Statement of Work** attached at Annex A and [Site Plan attached Annex E \(E-1, E-2 and E-3\)](#).

<b>Location: 1.1</b>		<b>100 Wellington – Former United States Embassy (FUSE) = 677.82 metre sq per Site Plan Annex ‘E-3’</b>
<b>Period</b>	<b>Firm Annual Lot Price</b>	
Year 1 Nov 1, 2019 to April 30, 2020	\$ _____	
Option Year 1 Nov 1, 2020 to April 30, 2021	\$ _____	
Option Year 2 Nov 1, 2021 to April 30, 2022	\$ _____	
Option Year 3 Nov 1, 2022 to April 30, 2023	\$ _____	
Option Year 4 Nov 1, 2023 to April 30, 2024	\$ _____	
<b>1.1 Sub Total:</b>	<b>\$ _____</b>	

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<b>Location: 1.2</b>		<b>140 Wellington (Victoria Building) = 78.87 metre sq per Site Plan Annex 'E-1'</b>	
<b>Period</b>		<b>Firm Annual Lot Price</b>	
Year 1 Nov 1, 2019 to April 30, 2020		\$ _____	
Option Year 1 Nov 1, 2020 to April 30, 2021		\$ _____	
Option Year 2 Nov 1, 2021 to April 30, 2022		\$ _____	
Option Year 3 Nov 1, 2022 to April 30, 2023		\$ _____	
Option Year 4 Nov 1, 2023 to April 30, 2024		\$ _____	
<b>1.2 Sub Total:</b>		\$ _____	

<b>Location: 1.3</b>		<b>144 Wellington -Sir John A. MacDonald Bldg (SJAM) = 224.54 metre sq per Site Plan Annex 'E-1'</b>	
<b>Period</b>		<b>Firm Annual Lot Price</b>	
Year 1 Nov 1, 2019 to April 30, 2020		\$ _____	
Option Year 1 Nov 1, 2020 to April 30, 2021		\$ _____	
Option Year 2 Nov 1, 2021 to April 30, 2022		\$ _____	
Option Year 3 Nov 1, 2022 to April 30, 2023		\$ _____	
Option Year 4 Nov 1, 2023 to April 30, 2024		\$ _____	
<b>1.3 Sub Total:</b>		\$ _____	

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<b>Location: 1.4</b>		<b>150 Wellington – National Press Bldg = 30.57 metre sq per Site Plan Annex'E-1'</b>	
<b>Period</b>		<b>Firm Annual Lot Price</b>	
Year 1 Nov 1, 2019 to April 30, 2020		\$ _____	
Option Year 1 Nov 1, 2020 to April 30, 2021		\$ _____	
Option Year 2 Nov 1, 2021 to April 30, 2022		\$ _____	
Option Year 3 Nov 1, 2022 to April 30, 2023		\$ _____	
Option Year 4 Nov 1, 2023 to April 30, 2024		\$ _____	
<b>1.4 Sub Total:</b>		<b>\$ _____</b>	

<b>Location: 1.5</b>		<b>180 Wellington Wellington Building = 519.03 metre sq per Site Plan Annex 'E-1'</b>	
<b>Period</b>		<b>Firm Annual Lot Price</b>	
Year 1 Nov 1, 2019 to April 30, 2020		\$ _____	
Option Year 1 Nov 1, 2020 to April 30, 2021		\$ _____	
Option Year 2 Nov 1, 2021 to April 30, 2022		\$ _____	
Option Year 3 Nov 1, 2022 to April 30, 2023		\$ _____	
Option Year 4 Nov 1, 2023 to April 30, 2024		\$ _____	
<b>1.5 Sub Total:</b>		<b>\$ _____</b>	

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<b>Location: 1.6</b>		<b>51 Queen Street</b>	
		<b>= 121.847 metre sq per Site Plan Annex 'E-2'</b>	
<b>Period</b>		<b>Firm Annual Lot Price</b>	
Year 1	Nov 1, 2019 to April 30, 2020	\$	_____
Option Year 1	Nov 1, 2020 to April 30, 2021	\$	_____
Option Year 2	Nov 1, 2021 to April 30, 2022	\$	_____
Option Year 3	Nov 1, 2022 to April 30, 2023	\$	_____
Option Year 4	Nov 1, 2023 to April 30, 2024	\$	_____
<b>1.6 Sub Total:</b>		\$	_____

**All Years - SNOWFALL UP TO 254 CM**  
**GRAND TOTAL for Price Schedule 1 (1.1-1.6):** \$ \_\_\_\_\_

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE LOT PRICE WILL GOVERN.**  
**CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**

**Pricing Schedule 2:**

**2.1. Snowfall in excess of 254 cm**

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) for Snow Removal in excess of 254 cm as recorded by Environment Canada at the MacDonald-Cartier Airport from November 1 to April 30, on an "as and when requested" basis only in accordance with the Statement of Work attached at Annex A and [Site Plan attached Annex E \(E-1, E-2 and E-3\)](#).

\* Estimated centimeters per period is for evaluation purposes only.

<b>LOCATION: 2.1 (I) 100 WELLINGTON (FUSE)</b>					
<b>SNOW SEASON - NOVEMBER 1 TO APRIL 30</b>					
<b>SNOWFALL IN EXCESS OF 254 CM</b>					
Period	<b>YEAR 1 2019 / 2020</b>	<b>OPTION YEAR 1 2020 / 2021</b>	<b>OPTION YEAR 2 2021 / 2022</b>	<b>OPTION YEAR 3 2022 / 2023</b>	<b>OPTION YEAR4 2023 / 2024</b>
Rate per cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
* Estimated centimetres	50 cm	50 cm	50 cm	50 cm	50 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (i) Sub-Total:</b>					\$ _____

<b>LOCATION: 2.1 (II) 140 WELLINGTON - VICTORIA BUILDING</b>					
<b>SNOW SEASON - NOVEMBER 1 TO APRIL 30</b>					
<b>SNOWFALL IN EXCESS OF 254 CM</b>					
Period	<b>YEAR 1 2019 / 2020</b>	<b>OPTION YEAR 1 2020 / 2021</b>	<b>OPTION YEAR 2 2021 / 2022</b>	<b>OPTION YEAR 3 2022 / 2023</b>	<b>OPTION YEAR4 2023 / 2024</b>
Rate per cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
* Estimated centimetres	50 cm	50 cm	50 cm	50 cm	50 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (ii) Sub-Total:</b>					\$ _____

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<b>LOCATION: 2.1 (iii) 144 WELLINGTON - SIR JOHN A MACDONALD BUILDING</b>					
<b>SNOW SEASON - NOVEMBER 1 TO APRIL 30</b>					
<b>SNOWFALL IN EXCESS OF 254 CM</b>					
Period	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR 4 2023 / 2024
Rate per cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
* Estimated centimetres	50 cm	50 cm	50 cm	50 cm	50 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (iii) Sub-Total:</b>					\$ _____

<b>LOCATION: 2.1 (iv) 150 WELLINGTON – NATIONAL PRESS BUILDING</b>					
<b>SNOW SEASON - NOVEMBER 1 TO APRIL 30</b>					
<b>SNOWFALL IN EXCESS OF 254 CM</b>					
Period	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR 4 2023 / 2024
Rate per cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
* Estimated centimetres	50 cm	50 cm	50 cm	50 cm	50 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (iv) Sub-Total:</b>					\$ _____

<b>LOCATION: 2.1 (v) 180 WELLINGTON – WELLINGTON BUILDING</b>					
<b>SNOW SEASON - NOVEMBER 1 TO APRIL 30</b>					
<b>SNOWFALL IN EXCESS OF 254 CM</b>					
Period	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR 4 2023 / 2024
Rate per cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
* Estimated centimetres	50 cm	50 cm	50 cm	50 cm	50 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (v) Sub-Total:</b>					\$ _____

<b>LOCATION: 2.1 (vi) 51 QUEEN STREET</b>					
<b>SNOW SEASON - NOVEMBER 1 TO APRIL 30</b>					
<b>SNOWFALL IN EXCESS OF 254 CM</b>					
Period	<b>YEAR 1 2019 / 2020</b>	<b>OPTION YEAR 1 2020 / 2021</b>	<b>OPTION YEAR 2 2021 / 2022</b>	<b>OPTION YEAR 3 2022 / 2023</b>	<b>OPTION YEAR 4 2023 / 2024</b>
Rate per cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
* Estimated centimetres	50 cm	50 cm	50 cm	50 cm	50 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (vi) Sub-Total:</b>			\$ _____		

**All Locations, All Years –**  
**Total for Price Schedule 2.1(i - vi ) = \$ \_\_\_\_\_**

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE PRICE PER CM WILL GOVERN.**  
**CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**

**2.2. Snowfall outside the Snow Season**

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) for Snow Removal services required on an “as and when requested” basis only, in accordance with the Statement of Work attached at Annex A and [Site Plan attached Annex E \(E-1, E-2 and E-3\)](#) outside the snow season (November 1 to April 30) as recorded by Environment Canada at MacDonald Cartier Airport for each snowfall.

\* Estimated centimeters per period is for evaluation purposes only.

<b>LOCATION: 2.2 (i) 100 WELLINGTON (FUSE)</b>					
<b>SNOWFALL OUTSIDE THE SNOW SEASON</b>					
Period	<b>YEAR 1 2019 / 2020</b>	<b>OPTION YEAR 1 2020 / 2021</b>	<b>OPTION YEAR 2 2021 / 2022</b>	<b>OPTION YEAR 3 2022 / 2023</b>	<b>OPTION YEAR 4 2023 / 2024</b>
Rate per cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
* Estimated centimetres	10 cm	10 cm	10 cm	10 cm	10 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.2 (i) Sub-Total:</b>			\$ _____		

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<b>LOCATION: 2.2 (ii) 140 WELLINGTON – VICTORIA BUILDING SNOWFALL OUTSIDE THE SNOW SEASON</b>					
Period	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR4 2023 / 2024
Rate per cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
* Estimated centimetres	10 cm	10 cm	10 cm	10 cm	10 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.2 (ii) Sub-Total:</b>			\$ _____		

<b>LOCATION: 2.2 (iii) 144 WELLINGTON – SIR JOHN A. MACDONALD BUILDING (SJAM) SNOWFALL OUTSIDE THE SNOW SEASON</b>					
Period	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR4 2023 / 2024
Rate per cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
* Estimated centimetres	10 cm	10 cm	10 cm	10 cm	10 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.2 (iii) Sub-Total:</b>			\$ _____		

<b>LOCATION: 2.2 (iv) 150 WELLINGTON – NATIONAL PRESS BUILDING SNOWFALL OUTSIDE THE SNOW SEASON</b>					
Period	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR4 2023 / 2024
Rate per cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
* Estimated centimetres	10 cm	10 cm	10 cm	10 cm	10 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.2 (iv) Sub-Total:</b>			\$ _____		

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<b>LOCATION: 2.2 (v) 180 WELLINGTON – WELLINGTON BUILDING SNOWFALL OUTSIDE THE SNOW SEASON</b>					
Period	<b>YEAR 1 2019 / 2020</b>	<b>OPTION YEAR 1 2020 / 2021</b>	<b>OPTION YEAR 2 2021 / 2022</b>	<b>OPTION YEAR 3 2022 / 2023</b>	<b>OPTION YEAR4 2023 / 2024</b>
Rate per cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
* Estimated centimetres	10 cm	10 cm	10 cm	10 cm	10 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.2 (v) Sub-Total:</b>			\$ _____		

<b>LOCATION: 2.2 (vi) 51 QUEEN STREET SNOWFALL OUTSIDE THE SNOW SEASON</b>					
Period	<b>YEAR 1 2019 / 2020</b>	<b>OPTION YEAR 1 2020 / 2021</b>	<b>OPTION YEAR 2 2021 / 2022</b>	<b>OPTION YEAR 3 2022 / 2023</b>	<b>OPTION YEAR4 2023 / 2024</b>
Rate per cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm	\$ _____ /cm
* Estimated centimetres	10 cm	10 cm	10 cm	10 cm	10 cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.2(vi) Sub-Total:</b>			\$ _____		

**All Locations, All Years - GRAND TOTAL for Price Schedule 2.2. (i - vi): \$ \_\_\_\_\_**

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE PRICE PER CM WILL GOVERN.  
 CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**

**Pricing Schedule 3: Extra Work**

The Contractor will provide services for extra work on an “as and when requested” basis only where charges shall be made for actual hours of equipment with operator or labourer with tools in accordance with the **Statement of Work** attached at Annex A.

\* “Estimated hours” per year and price is for evaluation purposes only.

\*\* The Extended Price is calculated by multiplying the hourly rate for the “Equipment & Operator” by the “Estimated hours” per year (Example: Hours, Year 1, \$5.00 hourly rate x estimated hours 10 = \$50.00)

Firm all inclusive rates including labour, supervision, equipment, transportation, overhead, profit and all related costs (excluding HST/GST). Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

**Our firm hourly rate for Equipment and Operator shall be:**

**3.1 (i) One 4-wheel drive loader with a minimum 3.08 m<sup>3</sup> (4 yd<sup>3</sup>) bucket or larger with operator.**

LOCATION: ALL SITES					
	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR4 2023 / 2024
<b>Equipment with Operator</b>	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1	1	1
** Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>3.1 (i) SUB-TOTAL:</b>					<b>\$_____</b>

**3.1 (ii) One dump truck with a minimum 11.46m<sup>3</sup> (15yd<sup>3</sup>) dump box with operator.**

LOCATION: ALL SITES					
	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR4 2023 / 2024
<b>Equipment with Operator</b>	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1	1	1
** Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>3.1 (ii) SUB-TOTAL:</b>					<b>\$_____</b>

**3.1 (iii) One backhoe with 1 m<sup>3</sup> (1.31 yd<sup>3</sup>) bucket with operator**

LOCATION: ALL SITES					
	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR4 2023 / 2024
<b>Equipment with Operator</b>	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1	1	1
** Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>3.1 (iii) SUB-TOTAL:</b>					<b>\$_____</b>

**3.1 (iv) One 4x4 Pick up truck with operator.**

LOCATION: ALL SITES					
	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR4 2023 / 2024
<b>Equipment with Operator</b>	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1	1	1
** Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>3.1 (iv) SUB-TOTAL:</b>					<b>\$_____</b>

**3.1 (v) One skidsteer with attachments (including but not limited to bucket, rototiller, sweeper) with operator.**

LOCATION: ALL SITES					
	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR4 2023 / 2024
<b>Equipment with Operator</b>	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1	1	1
** Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>3.1 (v) SUB-TOTAL:</b>					<b>\$_____</b>

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**3.1 (vi) Self Contained Sweeper/Vacuum with operator**

LOCATION: ALL SITES					
	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR4 2023 / 2024
<b>Equipment with Operator</b>	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1	1	1
** Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>3.1 (vi) SUB-TOTAL:</b>					<b>\$_____</b>

**All Locations, All Years –  
GRAND TOTAL for Price Schedule 3.1 (I - vi) = \$\_\_\_\_\_**

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE HOURLY RATE WILL GOVERN.  
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**

**3.2 Labour: Firm hourly rate per qualified labourer with hand /power tools (including but not limited chain saws, line timmer, shovels etc..) for snow removal services. This rate will include adequate supervision.**

\* "Estimated hours" per year and price is for evaluation purposes only.

\*\* The "Extended Price" is calculated by multiplying the hourly rate for the labourer with hand tools by the "Estimated hours" per year (Example: Hours, Year 1, \$5.00 hourly rate x estimated hours 10 = \$50.00)

LOCATION: ALL SITES					
	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR4 2023 / 2024
<b>3.2 (i) Regular Hours 07:00 to 17:00 Monday to Friday</b>	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1	1	1
** Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>3.2 (i) SUB-TOTAL:</b>					<b>\$_____</b>

LOCATION: ALL SITES					
3.2 (ii) Outside Regular Hours Saturday, Sunday & Statutory Holidays	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR4 2023 / 2024
	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1	1	1
** Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>3.2 (ii) SUB-TOTAL:</b>					<b>\$_____</b>

All Locations, All Years - GRAND TOTAL for Price Schedule 3.2 (i-ii): \$\_\_\_\_\_

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE HOURLY RATE WILL GOVERN.  
 CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**

**3.3 MATERIALS:** Materials will be charged at our laid-down cost plus a mark-up of:

LOCATION: ALL SITES					
	YEAR 1 2019 / 2020	OPTION YEAR 1 2020 / 2021	OPTION YEAR 2 2021 / 2022	OPTION YEAR 3 2022 / 2023	OPTION YEAR4 2023 / 2024
Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
*Estimated expenditure:	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
** Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
<b>3.3 SUB-TOTAL:</b>					<b>\$_____</b>

All Locations, All Years - GRAND TOTAL for Price Schedule 3.3 \$\_\_\_\_\_

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE PERCENTAGE WILL GOVERN.  
 CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**

All Locations, All Years –  
 GRAND TOTAL for Price Schedule 3. (3.1 + 3.2 + 3.3): \$\_\_\_\_\_

For Evaluation Purposes

\*\* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

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File No. - N° du dossier  
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ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to Canada. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.  
GC 227 "Call-up Against a Contract".

**AUTHORIZATION FOR DELIVERY:**

The consignee shall request delivery of goods/services identified in [Pricing Schedule 2 and 3](#) on form PWGSC GC 227 – Call up against a contract.

The identified users shall order goods and services either on form PWGSC-TPSG GC 227 "Call-up Against a Contract", or ordered by other methods such as telephone, but must be confirmed in writing either on form PWGSC-TPSG GC 227 or other agreed upon means that include as a minimum the following: description of the work, pricing schedule and quantity, period of service, contract number, name of authorized person and signature.

**Sum of Pricing Schedules**

Pricing Schedule 1: **GRAND TOTAL** \$ \_\_\_\_\_ +  
**(A) Total Firm Price** \$ \_\_\_\_\_

Pricing Schedule 2: **GRAND TOTAL** \$ \_\_\_\_\_ +  
Pricing Schedule 3 : **GRAND TOTAL** \$ \_\_\_\_\_ =  
**(B) Total "as & when" Price** \$ \_\_\_\_\_

**TOTAL BID PRICE (A+B)** \$ \_\_\_\_\_

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### **Annex "C"**

### **Security Requirements Checklist (SRCL)**

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## **Annex "D"**

### **Snow Clearing Daily Maintenance Schedule**

Solicitation No. - N° de l'invitation  
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**Annex "E"**

**Site Plan**

**Site Plans (E-1, E-2 and E-3)**

Solicitation No. - N° de l'invitation  
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Client Ref. No. - N° de réf. du client  
20200089

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File No. - N° du dossier  
EJ196-200089

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**Annex "F"**

**Sample Extra Work Quote**

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20200089

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-200089

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

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## **Annex “G”**

### **Hazard Assessment**

Solicitation No. - N° de l'invitation  
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Client Ref. No. - N° de réf. du client  
20200089

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-200089

Buyer ID - Id de l'acheteur  
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**ANNEX "H"**

**INTEGRITY PROVISIONS - LIST OF NAMES**

**INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER:**

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**Procurement Business Number:** \_\_\_\_\_

## SNOW REMOVAL SPECIFICATIONS

### **SECTION 1: SCOPE**

#### **1. Purpose**

The purpose of this Statement of Work (SOW) is to provide snow removal maintenance services for 100 Wellington (Former US Embassy), 140 Wellington (Victoria Building), 144 Wellington (Sir John A. MacDonald Building), 150 Wellington, (National Press Building), 180 Wellington (Wellington Building) and 51 Queen.

### **SECTION 2: GENERAL**

#### **2.1 Response Time**

The Contractor will advise the Technical Authority of the telephone number, including cellular, where their Supervisors can be reached twenty-four (24) hours per day seven (7) days per week in the event of an emergency.

The Contractor must take corrective action of any deficiencies in the service of this Contract within one (1) hour of notification.

The Contractor will not refuse any call or service requested by the Technical Authority or his/her authorized representative such as, the National Service Call Centre (NSCC), relating to snow and ice removal.

#### **2.2 Sustainable Landscaping**

The Contractor will follow a sustainable approach to materials and methodologies used in the snow removal maintenance so as to reduce greenhouse gas emissions, protect public health through safe management of potentially hazardous substances and to protect soils and groundwater.

In order to reduce carbon emissions and noise pollution, equipment will only be used as required. The Contractor will select equipment and fuel to limit air-pollutant emissions and ensure that all equipment used on-site is properly maintained.

The Contractor will follow best salt management practices.

#### **2.3 Working Hours**

All sites are operational twenty-four (24) hours per day, seven (7) days per week.

#### **2.4 Addition or deletion of work**

The Department may from time to time, require changes to the zones to be maintained due to operational requirements, on-site projects, or construction of new zones to be maintained or deletion of zones to be maintained.

#### **2.5 Pick up Litter**

The entrances and grounds must be free of litter from November 1 to April 30. Litter includes cigarette butts, weeds, soil, as well as organic and inorganic debris.

#### **2.6 Disposal Costs**

The Contractor is responsible for all disposal costs related to the removal of snow, litter and garbage from the sites within the terms of the Contract.

## **2.7 Damages**

The Contractor must tour the sites with the Technical Authority at the beginning of the season. The Contractor is to request pictures of all damages on-site from the Technical Authority. At the end of the season, another joint inspection will be carried out.

The Contractor must immediately report to Technical Authority all damages on-site caused by the Contractor's personnel and equipment or by a third party. Any damages caused by the Contractor will be repaired at the Contractor's cost and within a mutually agreed timeframe. All repairs will be completed to the satisfaction of the PWGSC Site Authority. The Contractor must receive confirmation from the Technical Authority that repairs have been approved.

## **2.8 Maintenance schedules and Contractor inspections**

The Snow Clearing Daily Maintenance Schedules must be kept up to date for all sites to record the Contractor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's Supervisor on a daily basis from November 1 to April 30. The required copies are to be submitted electronically to the Technical Authority at the end of the month with the invoice.

## **2.9 Identification**

The company employees and vehicles must be clearly identified with company name and/or logo.

## **2.10 Vehicles**

All vehicles used on the site must be licensed by the Provincial Department of Transportation (DOT), clean and meet provincial safety standards. All motorized vehicles must have the required safety features and be in good working order. The Contractor must supply a list of all equipment required for site operations complete with the make, model, Vehicle Identification Number (VIN) and licence numbers.

## **2.11 Plan of Operation**

The Contractor must submit in writing at the pre-commencement meeting, an operating plan indicating the following items:

1. Description of methodologies, techniques, and timing of maintenance used to provide the required services. The timing of maintenance must be detailed to allow for follow up inspections by the Technical Authority.
2. How equipment breakdowns or labour shortages will be addressed.
3. List of equipment and vehicles; (with vehicle identification numbers and license plate numbers).
4. List of equipment that is electric
5. Administrative resources and capability.
6. Description of Contractor's approach to responding to requests from the Technical Authority
7. Quality control methods of services to be provided including identifying the back up Full Time Supervisor who must meet the same qualifications as the regular Full Time Supervisor.

The Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work

Contractor agrees the levels of staff and equipment agreed to in the approved Plan of Operation will be maintained and available throughout the life of the maintenance contract. The Technical Authority must be notified of any changes to the equipment list.

Contractor must advise the Technical Authority in writing if there is any change made to the site, within one (1) business day after the change has been made, which may affect the maintenance as per the terms and conditions of the Contract.

## 2.12 Additional Work

The Contractor must have written approval from the Technical Authority, in the form of a Call-Up, in advance of performance of any extra work and removal of snow in excess of two hundred and fifty four (254) cm or outside of the regular season.

## 2.13 Health and Safety

1. The Contractor will have to submit a site-specific Health and Safety Plan at the pre-commencement meeting. A sample list of potential items to be included in the site specific Health and Safety plan has been included as a reference guide but is not limited to:

- .1 A site-specific safety hazard assessment;
- .2 Safety and health risk or hazard analysis for site tasks and operation;
- .3 The use of personal protective equipment;
- .4 procedures to be implemented during emergency situations;
- .5 All necessary staff certifications must be attached to the plan including but not limited to staff certificates for Workplace Hazardous Materials Information System (WHMIS), MSDS/SDS sheets for all products used on-site (current), Occupational Health and Safety (OHS) Awareness Training for Workers and Supervisors, and First Aid. A binder will be kept on-site at the Wellington building security desk for all sites with up to date copies of all licenses, WSIB certifications, liability insurances, MSDS/SDS sheets, labels and a copy of all staff training certificates, service records.

*Example: Anticipated H&S plans to include a traffic control plan where work is conducted in or next to a road.*

2. Annually, submit an updated copy of the Contractor's Health and Safety Plan. Ensure that the Health and Safety Policy and the Violence and Harassment Policy are both dated and signed to confirm that they have been reviewed annually as required.

### 3. General Conditions

- .1 Continue to implement, maintain, and enforce plan until final demobilization from site.
- .2 Relief from or substitution for any portion or provision of reviewed site-specific health and safety plan must be submitted to the Technical Authority in writing, either accepting or requesting improvements.
- .3 Update health and safety plan as required.

### 4. Responsibility

- .1 The Contractor must be responsible for safety of persons and property on-site and for the protection of persons off-site and environment to the extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of the Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, immediately stop work and advise the Technical Authority verbally and in writing.

### 5. Correction

- .1 Immediately address health and safety noncompliance issues identified by the Technical Authority.
- .2 Provide the Technical Authority with written report of action taken to correct noncompliance of health and safety issues identified.
- .3 The Technical Authority may stop work if noncompliance of health and safety regulations is not corrected.

6. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

#### 7. Training

The Contractor will provide a training report with supporting documented proof to demonstrate staff have received training to operate and maintain equipment they utilize on-site. Staff must have received training on Best Salt Management practices and winter maintenance training must include, but not limited to: anti-icing and de-icing products and technologies, salt management plans, proper plowing techniques, equipment maintenance and calibration, material selection to mitigate environmental impacts, mitigating blowing snow and winter maintenance management. Staff must date and sign the documentation that they have received the training. The Contractor will provide the Technical Authority with updated training records for all staff training during the life of this contract.

### 2.14 Supervisor

The Full time Supervisor will be the Technical Authority's main contact person for issues related to the work described in the Statement of Work. The Supervisor is authorized by the firm to provide the requested quotes to the Technical Authority **within 48 hours from the receipt of the request**. The Supervisor will meet with the Technical Authority on-site as required **during the hours of 07:30 hrs. to 12:00 noon and 13:00 hrs. to 15:30 hrs.** The Technical Authority will forward the inspection reports to the Supervisor who will ensure that all the deficiencies are corrected. The Supervisor will advise the Technical Authority of any issues on-site which may impact service delivery or which require action from the Technical Authority.

The full time Supervisor must inspect the sites daily or more frequently as required, for the Section 3 requirements to ensure all contractual obligations are being met.

## **SECTION 3 SNOW REMOVAL**

### 3.1 Stock piling

No snow will be stock piled on the sites. The Contractor is responsible for all costs associated with removing snow from the sites.

### 3.2 Safety

The Contractor is responsible to treat access from shuttle bus drop off/pickup zones in front of main entrances, entrances, sidewalks, loading docks and parking areas as illustrated in the site plans to ensure that they are safe for vehicle and pedestrian traffic. The Contractor must also ensure that vehicle access to and from the properties and municipal roads are free of hazards that may interfere with safe flow of traffic. The Contractor is obliged to monitor the sites according to the weather in the vicinity and apply ice melting or abrasive products as appropriate. In determining whether or not to apply these products in any particular circumstance, the Contractor must act reasonably, and apply the standards of the custom of the snow and ice maintenance industry.

### 3.3 Clear snow and ice from building entrances, sidewalks, shuttle bus drop off/pick up zones, loading docks and parking areas

Building entrances, emergency exits, sidewalks, steps, and parking for disabled persons must be free of snow and ice to bare pavement to their full width by 06:00 A.M., seven (7) days a week. All entrances must be cleared from doorway right up to the street. This includes any banked snow left on the sidewalk by third parties such as city crews or other contractors. If snow accumulation occurs after this time, clearing of these zones will commence once there is an accumulation of four (4) cm. During ice forming conditions, ice-control agents will be applied to these zones as needed.

Access to main entrances from shuttle bus drop off and /pickup zones, access from main road for loading dock zones, parking areas and emergency vehicle routes will be clear of snow and ice to bare pavement to full width by 06:00 A.M., 7 days a week. As indicated on site plans, this includes any banked snow left by city clearing operations along the road within 1 meter of the sidewalk in front of entrances. If snow

accumulation occurs after this time, clearing will commence once there is an accumulation of five (5) cm. During ice forming conditions, ice control agents will be applied as required.

### **3.4 Ice-control agents**

The Contractor must submit a Salt Management Plan. The Salt Management Plan must be submitted at the pre-commencement meeting. This plan will be reviewed by the Site Authority and Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the sites and the required services as outlined in the Statement of Work. The Salt Management Plan must outline under the Best Practices section what products will be used and under what conditions.

Ice melter such as Landscaper's Choice, Geomelt or Ecosalt is to be used on steps, doorways, ramps, and walkways. Products such as sand, white salt, treated salt such as Thawrox, and liquids such as Caliber M1000 and M2000 to be added to the treated salt are to be used in the parking lot and roads as per the approved Salt Management Plan.

Excess ice-control agents will be removed when requested by the Technical Authority.

At the end of the snow removal season, the Contractor must report the amount of salt and other ice-control agents used on the sites. After the spring thaw, all hard surfaces and grass zones must be free of ice-control agents by May 15.

### **3.5 Clear snow from fire route, fire hydrants, standpipes and fuel filler pipes**

Keep fire routes, including routes to standpipes and access to fire hydrants clear of snow and ice at all times. Keep fire hydrants and fuel filler pipes clear to a diameter of two hundred and fifty (250) cm.

### **3.6 Clear snow from garbage and recycling dumpsters**

Keep access to garbage and recycling dumpsters clear of snow and ice at all times.

### **3.7 Clear snow from directional signs**

Directional signage must be free of snow obstruction.

### **3.8 Temporary snow piles**

All temporary snow piles from daytime operations must be removed that same night. Locations of temporary snow piles must be approved by Technical Authority. The Contractor is responsible for all costs associated with removing snow from the sites.

### **3.9 Catch basins and culverts**

Keep catch basins and culverts free of snow and debris and anything that interferes with the free flow of run-off water at all times.

### **3.10 Repairs**

Repairs to signs, curbs, buildings and walkways due to snow removal operations will be completed by May 15<sup>th</sup>.

## **SECTION 4 EXTRA WORK**

### **4.1 Extra Work**

The Contractor will provide services and materials for extra work on an "as and when requested" basis where charges must be made for actual materials used, actual hours of a labourer and/or actual equipment with operator costs.

Estimates or amendments to estimates for extra work are to be provided by the Contractor to the Technical Authority within two (2) working days as per the sample format. A Call-Up must be obtained from the Technical Authority prior to conducting any extra work.

Additional hours and materials must have prior approval from the Technical Authority. The Call-Up will then be amended to reflect the additional hours and materials.

Advise the Technical Authority when the Call-Up work will be completed so an inspection can be conducted to verify the tasks have been completed as per the Statement of Work on the Call-Up.

#### **4.2 Road and Parking Lot Repair Extra Work**

The Contractor may be requested to repair roads and parking lots which includes asphalt cold patch repairs, adding gravel and grading.

#### **4.3 Extra Services**

The Contractor may be requested to provide extra services such as but not limited to snow removal, moving planters, salt storage boxes and garbage cans, sweeping, pressure washing, garbage pick-up and removal outside of regular litter.



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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPB - MOA
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail  
Snow clearing at 100,140,144,150 & 180 Wellington and at 51 Queen.

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?  
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  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? (Question 7. c)  
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  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.  No / Non  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?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / 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 / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES	Special comments: <u>Exterior snow clearing only. No access to inside of buildings required.</u> 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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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

FICHE D'ENTRETIEN PAYSAGER QUOTIDIEN							
SITE: _____		CONTRAT NO : EJ196-20-0089			SEMAINE: _____		
<b>Cette fiche sert à vérifier que la neige ou la pourrière et la glace ont enlevées (e) dans les secteurs cidessous, ou qu'on a répandu de sel (s) ou du sable (SBL), y compris des gravillons, conformément à la Section 2 du contrat.</b>							
ENDROIT	DIM.	LUN.	MAR.	MER.	JEU.	VEN.	SAM.
<b>Remarque délai travail terminé - y compris des mesures de contrôle des glaces.</b>							
Trottoirs, marches et rampes							
Chemins, barrières							
Stationnements							
Voies d'urgence, bornes d'incendie, conduites d'incendie							
Entrées de porte, sorties d'urgence							
Unité d'air climatisé, et autres aire mécanique							
Bassins collecteurs, les drains et les tuyaux de descente							
Quai de chargement							
Tuyaux de remplissage et pompes							
Déchets ramassés							
Commentaires							
Initiales du Superviseur							
Heure finalisée							

DATE:

NOM DU SUPERVISEUR:

SIGNATURE DE L'ENTREPRENEUR:

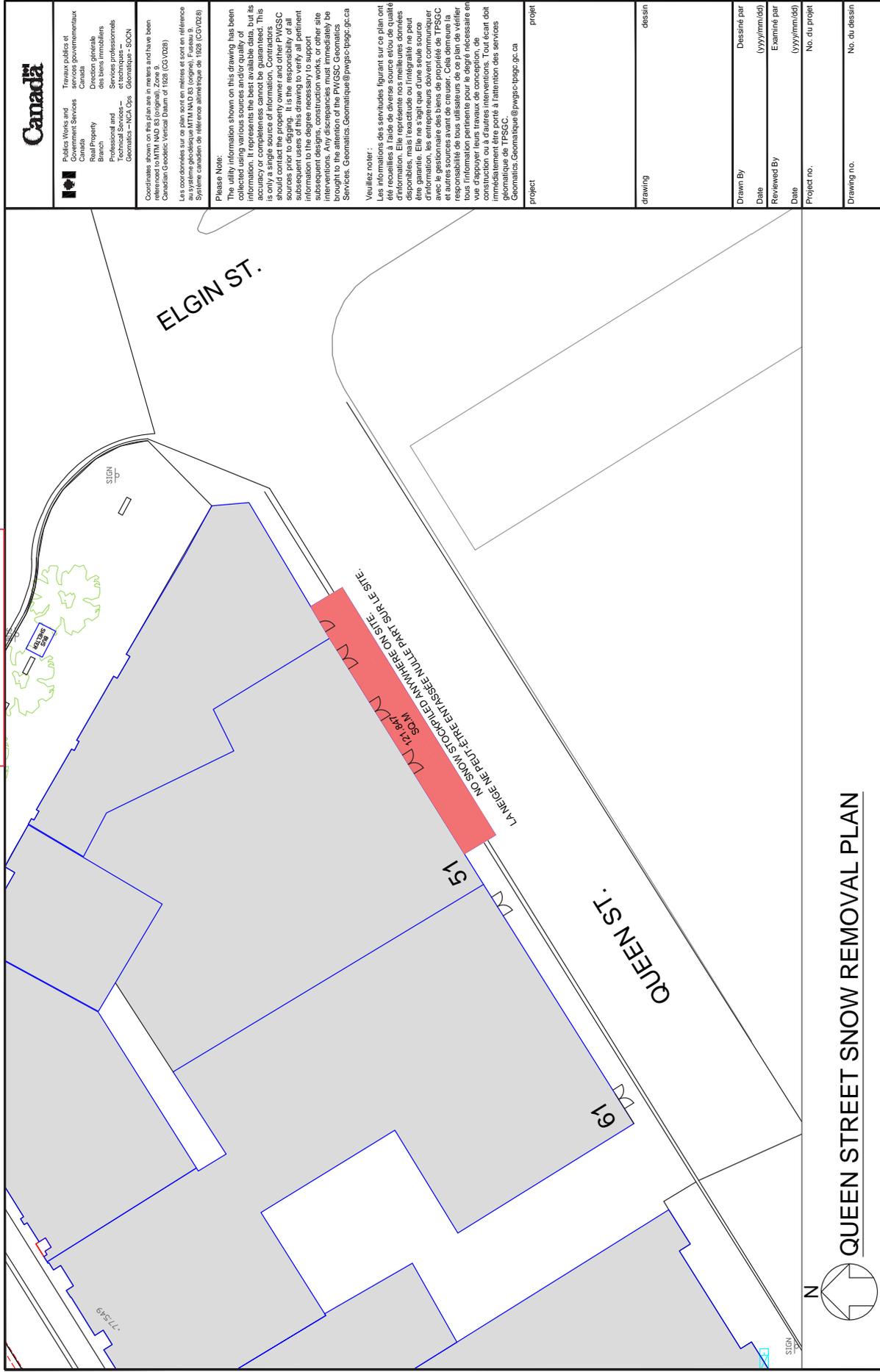
× \_\_\_\_\_

× \_\_\_\_\_

× \_\_\_\_\_



Annex E-2



Publics Works and  
Government Services  
Travaux publics et  
services gouvernementaux  
Director, Planning  
Branch  
Direction générale  
des biens immobiliers  
Branch  
Professional and  
Technical Services—  
et techniques  
Services—NCA GPS, Géomatique—SOGN

Coordinates shown on this plan are in meters and have been  
referenced to MTM NAD 83 (original), Zone 9,  
Canadian Geodetic Vertical Datum of 1928 (CGVD28)  
Les coordonnées sur ce plan sont en mètres et sont en référence  
au système géodésique MTM NAD 83 (origine), Fuseau 9,  
Système canadien de référence verticale de 1928 (CGVD28)

Please Note:

The utility information shown on this drawing has been  
collected using various sources and/or quality of  
information. It represents the best available data, but its  
accuracy or completeness cannot be guaranteed. This  
information is provided for informational purposes only and  
should not be used for design purposes. The user should  
verify the accuracy of the information and the location of  
sources prior to digging. It is the responsibility of all  
subsequent users of this drawing to verify all pertinent  
information to the degree necessary to support  
subsequent designs, construction works, or other site  
work. This information should not be relied upon or  
brought to the attention of the PWGSC Geomatics  
Services. Geomatics.Geoematique@pwgsc.gc.ca

Veillez noter :  
Les informations de s servitudes figurant sur ce plan ont  
été recueillies à l'aide de diverses sources et/ou de qualité  
d'information. Elle représente nos meilleures données  
disponibles, mais ne peut être garantie. Elle ne s'agit que d'une source  
d'information, les entrepreneurs doivent communiquer  
avec le gestionnaire des biens de propriété de TPSCGC  
et autres sources avant de creuser. Cela demeure la  
responsabilité de tous les utilisateurs ultérieurs de ce  
plan. L'information présentée pour le design nécessite en  
vue d'appuyer leurs travaux de conception, de  
construction ou d'autres interventions. Tout écart doit  
immédiatement être porté à l'attention des services  
géomatique de TPSCGC.  
Geoematique.Geoematique@pwgsc.gc.ca

project  
projet

drawing  
dessin

Drawn By  
Designé par

Date  
(yyyy/mm/dd)

Reviewed By  
Examiné par

Date  
(yyyy/mm/dd)

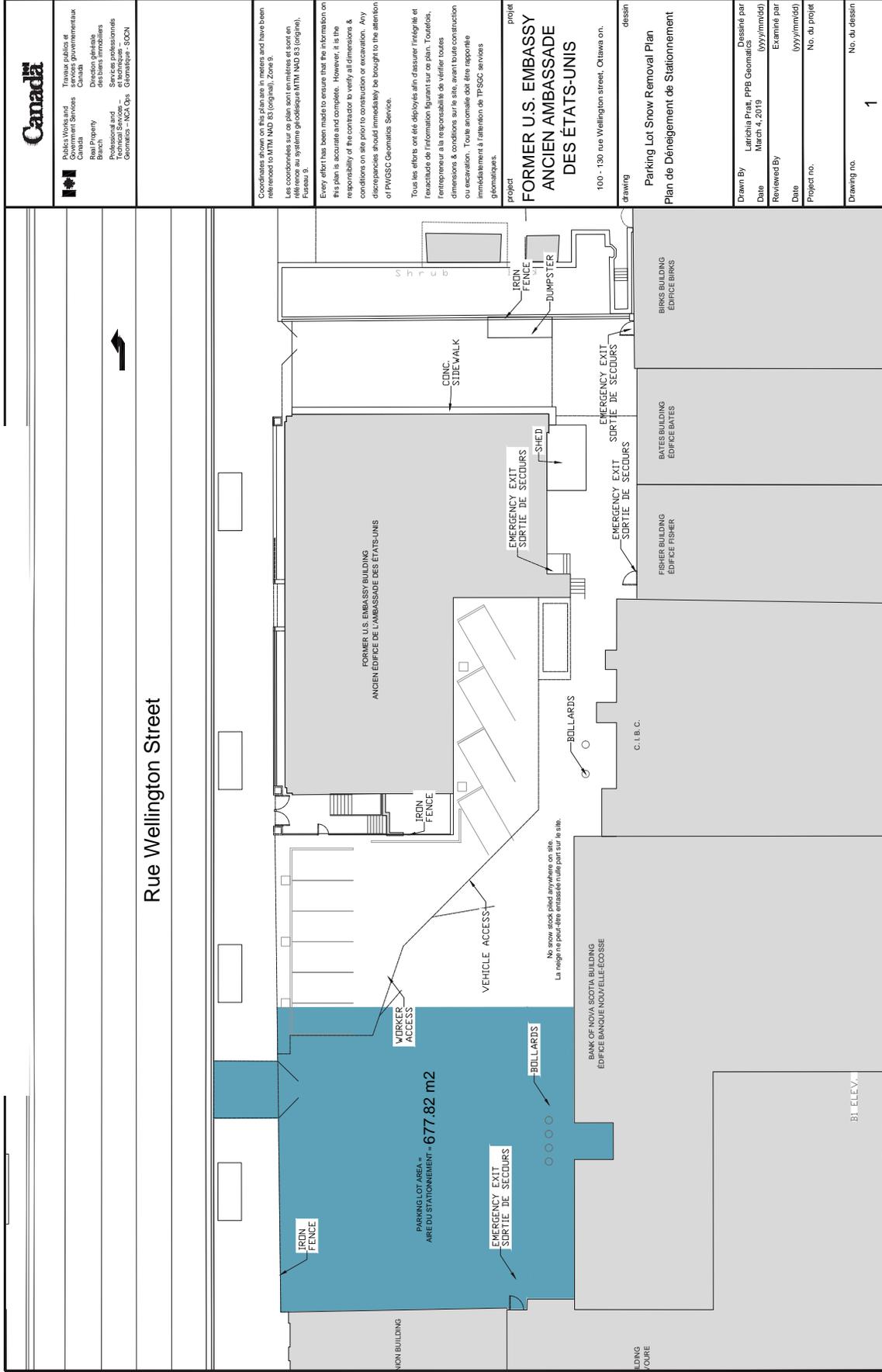
Project no.  
No. du projet

Drawing no.  
No. du dessin

QUEEN STREET SNOW REMOVAL PLAN



EJ196-20-0089 - 100 Wellington



**Canada**

Public Works and Government Services Canada  
 Travaux publics et services gouvernementaux Canada

Real Property Division  
 Division générale des biens immobiliers

Professional and Technical Services  
 Services professionnels et techniques - SOCN

Geomatics - MCH Ops. Géomatique - SOCN

Coordinates shown on this plan are in meters and have been referenced to NAD 83 (original), Zone 9.

Les coordonnées sur ce plan sont en mètres et ont un référentiel au système géodésique NAD 83 (original), Fuseau 9.

Every effort has been made to ensure that the information on this plan is accurate and complete. However, it is the responsibility of the contractor to verify all dimensions & conditions on site prior to construction or excavation. Any discrepancies should immediately be brought to the attention of PWGSC Geomatics Service.

Tous les efforts ont été déployés afin d'assurer l'exactitude et l'exhaustivité de l'information figurant sur ce plan. Toutefois, l'entrepreneur a la responsabilité de vérifier toutes dimensions & conditions sur le site, avant toute construction ou excavation. Toute anomalie doit être rapportée immédiatement à l'attention de TPSSC services géomatiques.

Project  
**FORMER U.S. EMBASSY**  
**ANCIEN AMBASSADE**  
**DES ÉTATS-UNIS**

100 - 130 rue Wellington street, Ottawa on.

drawing  
 dessin  
**Parking Lot Snow Removal Plan**  
**Plan de Dégelèvement de Stationnement**

Drawn By	Lainichia Pratt, PPE Geomatics
Date	March 4, 2019 (yyyy/mm/dd)
Reviewed By	
Date	
Project no.	
Drawing no.	1

Sample Quote form for Extra Work Category

Contract Number:  
Location of work:  
Description of work:

Date:

	Estimated Hourly Rate	Total	
<b>Services:</b>			
Labour	2	\$30.00	\$60.00
Backhoe	2	\$95.00	\$190.00
			\$250.00
	13 % HST on Services		\$32.50
	Total Services		\$282.50
<b>Materials:</b>			
3 - 3 gallon Spirea ' Goldflame'	3	\$10.00	\$30.00
5 yards topsoil	5	\$16.00	\$80.00
Mulch	4	\$45.00	\$180.00
	Subtotal		\$290.00
	10 % Mark-up on Materials		\$29.00
	Subtotal		\$319.00
	13% HST on Materials and mark-up:		\$41.47
	Total Materials		\$360.47
	Total Services and Materials		\$642.97



## Hazard Assessment Évaluation des dangers

Performed By - Effectué par Michelle Chiasson		Date (Y-A-MM-D-J) 2019-05-03	Project No. - N° de projet EJ196-20-0089	
Project Description - Description de projet Snow clearing for Wellington Group (100, 140, 144, 150 & 180 Wellington, 51 Queen)				
Project Manager - Gestionnaire de projet Michelle Chiasson				
Hazard Danger	Yes Oui	No Non	N/A S.O.	Specific Safety Measures Mesures de sécurité précises
Lifting Hazard (Material Handling) Danger lié au levage d'objets (Manutention)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Manually, using the appropriate lifting procedure; do not lift excessive loads; Manuellement en utilisant la procédure de levage appropriée, ne pas soulever de charges excessives;  <input type="checkbox"/> If the load is too heavy, seek assistance from another worker; Si la charge est trop lourde, obtenir l'aide d'un autre travailleur;  <input type="checkbox"/> Use the appropriate lifting equipment/devices; Utiliser un équipement/appareil de levage approprié;  <input type="checkbox"/> Lifting certification if the load is greater than 5 tonnes; Attestation de levage si la charge est supérieure à 5 tonnes;  <input type="checkbox"/> Other: Autre :
Hoarding Danger lié à la palissade de chantier	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> The hoarding must rest on a solid base, and must be high enough to limit access to workers only; La palissade doit reposer sur base solide et suffisamment élevée pour limiter l'accès aux travailleurs seulement;  <input type="checkbox"/> Do not place heavy materials on the hoarding; Ne pas appuyer de matériel lourd sur la palissade;  <input type="checkbox"/> Other: Autre :
Environment Hazard (Asbestos/Lead/Mold) Danger lié à l'environnement (amiante/plomb/moisissure)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Report on designated substances submitted to the contractor; Rapport sur les substances désignées remis à l'entrepreneur;  <input type="checkbox"/> Material safety data sheets accessible to workers - preventive measures in place; Fiches signalétiques accessibles aux travailleurs - mesures préventives en place;  <input type="checkbox"/> Control contaminant concentration in the ambient air; Contrôle de la concentration des contaminants dans l'air ambiant;  <input type="checkbox"/> PPE; <input type="checkbox"/> Respirator <input type="checkbox"/> Goggles <input type="checkbox"/> Visor EPI; <input type="checkbox"/> Respirateur <input type="checkbox"/> Lunettes <input type="checkbox"/> Visière  <input type="checkbox"/> Gloves <input type="checkbox"/> Coveralls <input type="checkbox"/> Boots Gants <input type="checkbox"/> Combinaison <input type="checkbox"/> Bottes  <input type="checkbox"/> Other: Autre :
Dust Danger lié à la poussière	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Reduce dust generated on the work site (tools, appropriate equipment, wet process, other ...) Réduire la poussière générée dans le lieu de travail (outils, équipement approprié, procédé humide, autre ...)  <input type="checkbox"/> Vacuum dust at the source/increase ventilation; Aspiration poussières à la source/augmenter la ventilation;  <input type="checkbox"/> PPE; <input type="checkbox"/> Respirator <input type="checkbox"/> Airtight Goggles <input type="checkbox"/> Visor EPI; <input type="checkbox"/> Respirateur <input type="checkbox"/> Lunettes étanches <input type="checkbox"/> Visière  <input type="checkbox"/> Other: Autre :
Confined Space Espace clos	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Mandatory:</b> Assess hazards of the confined space prior to entry. <b>Obligatoire :</b> Évaluation des risques de l'espace clos avant l'entrée.  <input type="checkbox"/> Evaluate air quality prior to entry; Évaluation de la qualité de l'air avant l'entrée;  <input type="checkbox"/> Entry permit if the confined space is high risk; Permis d'entrée si espace clos à risques élevés;  <input type="checkbox"/> "Confined space entry" training certification; Attestation de formation « Entrée en espace clos »;  <input type="checkbox"/> Other: <input type="checkbox"/> Lockout <input type="checkbox"/> Hot work permit Autre : <input type="checkbox"/> Cadenassage <input type="checkbox"/> Permis travail à chaud

Hazard Danger	Yes Oui	No Non	N/A S.O.	Specific Safety Measures Mesures de sécurité précises
Electrical Danger lié à l'électricité	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>NOTE: No live electrical work. NOTE : Aucun travail électrique sous tension.</p> <p><input checked="" type="checkbox"/> <b>Mandatory:</b> Work performed by an electrician or qualified person. <b>Obligatoire :</b> Travail fait par un électricien ou une personne qualifiée.</p> <p><input type="checkbox"/> Lockout sheet prepared/validated for all electrical work + Fiche de cadenassage rédigée/validée pour tout travail électrique +</p> <p><input type="checkbox"/> PWGSC form 13 to inform PFM; Formulaire TPSGC 13 pour informer le PFM;</p> <p><input type="checkbox"/> Other: Autre :</p>
Fall Hazards Danger de chute	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Roof work: protected area (guardrails, barriers/red tape) at +6 ft from the edge of the roof; OTHERWISE, safety harnesses are required: Travaux sur toit : zone protégée (garde-corps, barricade/ruban rouge) à +6 pi du bord du toit; SINON Harnais de sécurité :</p> <p><input type="checkbox"/> Safety harness: work at heights of more than 10 ft and on any lifting device; Harnais de sécurité : travaux en hauteur à plus de 10 pi du sol dans tout appareil de levage;</p> <p><input type="checkbox"/> Ladders, work platforms, scaffolding used safely; Échelle, plateforme de travail, échaffaudage utilisés sécuritairement;</p> <p><input type="checkbox"/> "Fall protection" training certification; Attestation de formation « Protection contre les chutes »;</p> <p><input type="checkbox"/> Other: Autre :</p>
Chemical Hazards Danger chimique	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Material safety data sheets accessible to workers - preventive measures in place; Fiches signalétiques accessibles aux travailleurs - mesures préventives en place;</p> <p><input checked="" type="checkbox"/> WHMIS training certification; Attestation de formation « SIMDUT »;</p> <p><input checked="" type="checkbox"/> PPE; <input type="checkbox"/> Respirator <input type="checkbox"/> Goggles <input type="checkbox"/> Visor EPI; <input type="checkbox"/> Respirateur <input type="checkbox"/> Lunettes <input type="checkbox"/> Visière</p> <p><input type="checkbox"/> Gloves <input type="checkbox"/> Coveralls <input type="checkbox"/> Boots Gants <input type="checkbox"/> Combinaison <input type="checkbox"/> Bottes</p> <p><input type="checkbox"/> Other: Autre :</p>
Shoring Protection Danger lié à l'étalement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Setup/teardown of shoring in accordance with specifications; Montage/démontage des étalements en respectant les devis;</p> <p><input type="checkbox"/> Other: Autre :</p>
Explosion Hazard Danger d'explosion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> "Handling/use of explosives" certification; Attestation « Manutention/utilisation d'explosifs »;</p> <p><input type="checkbox"/> Hot work permit; Permis de travail à chaud;</p> <p><input type="checkbox"/> Control ventilation, quantity of product used; Contrôler la ventilation, la quantité de produit utilisée;</p> <p><input type="checkbox"/> Material safety data sheets accessible to workers - preventive measures in place; Fiches signalétiques accessibles aux travailleurs - mesures préventives en place;</p> <p><input type="checkbox"/> Other: Autre :</p>
Traffic Hazard Danger lié à la circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Traffic plan + flagger; Plan de circulation + signaleur;</p> <p><input type="checkbox"/> Signs/barriers/pedestrian crossings identified; Enseignes/barrières/traverse de piétons identifiée;</p> <p><input checked="" type="checkbox"/> Other: Autre : Follow OHS regulations for temp road mtce work</p>
Trenching Tranchée	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input checked="" type="checkbox"/> Review applicable regulatory depths requirements and where required, notify the authorities having jurisdiction (i.e. Ontario: depth &gt; 1.2 m = MOL Notification required) Réviser les règlements applicable concernant la profondeur et lorsque requis, aviser les autorités compétents ( ex: en Ontario profondeur plus de 1.2 m = aviser le ministère de travail)</p> <p><input type="checkbox"/> If depth + 1.2 m = 45-degree slope on each side OR caisson Si profondeur + 1.2 m = pente de 45 degrés chaque côté OU caisson</p> <p><input type="checkbox"/> Other: Autre :</p>

Hazard Danger	Yes Oui	No Non	N/A S.O.	Specific Safety Measures Mesures de sécurité précises
Others (Specify) Autres (préciser)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Mandatory:</b> Corrective measures must comply with provincial AND federal regulations for workplace health and safety  <b>Obligatoire :</b> Les mesures correctives doivent respecter la réglementation provinciale ET fédérale en matière de santé et sécurité du travail</p> <p><input type="checkbox"/> Other: Autre :</p>

Tasks Tâches	Specific Safety Measures Mesures de sécurité précises
Swing Stage Echaffaudage volant	<p><input type="checkbox"/> Annual: Visual inspection of anchor points by an engineer Annuellement : Inspection visuelle des points d'ancrage par un ingénieur</p> <p><input type="checkbox"/> 5 years: Pull test on adhesive anchors 5 ans : Pull test sur ancrages adhésifs</p> <p><input type="checkbox"/> Prior to use, equipment inspection by a competent worker Avant utilisation, inspection de l'équipement par un travailleur compétent</p> <p><input type="checkbox"/> "Swing stage" training certification Attestation formation pour « échaffaudage volant »</p> <p><input type="checkbox"/> Mandatory PPE: safety harness + bungee + independant cable EPI obligatoire : harnais de sécurité + bungee + câble indépendant</p> <p><input type="checkbox"/> Appropriate design, construction and use Conception, construction et utilisation adéquates</p> <p>Appropriate maintenance of equipment, materials and protective devices  <a href="http://www.labour.gov.on.ca/english/hs/pubs/alerts/c22.php">http://www.labour.gov.on.ca/english/hs/pubs/alerts/c22.php</a></p> <p><input type="checkbox"/> Entretien adéquat de l'équipement, des matériaux et des appareils de protection  <a href="http://www.labour.gov.on.ca/french/hs/pubs/alerts/c22.php">http://www.labour.gov.on.ca/french/hs/pubs/alerts/c22.php</a></p>
Elevating work platform (Basket, Scissor Lift) Plate-forme de travail élévatrice (nacelle, élévateur ciseaux)	<p><input type="checkbox"/> Inspection report completed prior to use Rapport d'inspection complété avant utilisation</p> <p><input type="checkbox"/> Operator certification card Carte d'attestation de l'opérateur</p> <p><input type="checkbox"/> Restricted area: yellow or red tape/barrier/barricade Zone Délimitée : ruban jaune ou rouge/barrière/barricade</p> <p><input type="checkbox"/> Supervisor to monitor the area Surveillant pour contrôler la zone</p> <p><input type="checkbox"/> Building access during lifting = Pedestrian protection via scaffolding Accès à l'édifice lors de la levée = Protection piétons par un échaffaudage</p> <p><input type="checkbox"/> Other: Autre :</p>
Lifting a Worker with a Crane Levage d'un travailleur avec une grue	<p><input type="checkbox"/> Crane capacity OK Capacité de la grue OK</p> <p><input type="checkbox"/> Cage for lifting workers compliant and certified Cage pour lever les travailleurs conforme et certifiée</p> <p><input type="checkbox"/> Operator certification card Carte d'attestation de l'opérateur</p> <p><input type="checkbox"/> Lift plan signed by engineer and submitted to PWGSC Plan de levage signé par un ingénieur et remis à TPSGC</p> <p><input type="checkbox"/> Restricted area: yellow or red tape/barrier/barricade Zone délimitée : ruban jaune ou rouge/barrière/barricade</p> <p><input type="checkbox"/> Supervisor to monitor area Surveillant pour contrôler la zone</p> <p><input type="checkbox"/> Other: Autre :</p>

Tasks Tâches	Specific Safety Measures Mesures de sécurité précises
Lifting Materials Levage de matériel	<input type="checkbox"/> Ensure crane capacity is sufficient Capacité de la grue OK <input type="checkbox"/> Operator certification card Carte d'attestation de l'opérateur <input type="checkbox"/> If load is greater than 5 tons, lift plan must be signed by engineer and submitted to PWGSC Si la charge est plus de 5 tonnes, Plan de levage doit être signé par ingénieur et remis à TPSGC <input type="checkbox"/> Restricted area: yellow or red tape/barrier/barricade Zone délimitée : ruban jaune ou rouge/barrière/barricade <input type="checkbox"/> Supervisor to monitor area Surveillant pour contrôler la zone <input type="checkbox"/> Building access during lifting = Pedestrian protection via scaffolding Accès à l'édifice lors de la levée = Protection piétons par un échaffaudage <input type="checkbox"/> Other: Autre :

**NOTE:** This form proposes safety measures to help assess hazards, but it cannot predict all work site situations. Please consult a Construction Health and Safety Coordinator if you have trouble identifying measures to be implemented to reduce risks.

**NOTA :** Ce formulaire propose des mesures de sécurité pour aider la personne à faire l'évaluation des risques mais il ne peut prévoir toutes les situations de travail. Veuillez consulter un coordonnateur, santé et sécurité des chantiers si vous avez de la difficulté à identifier les mesures à mettre en place pour réduire le risque.