



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment Canada /</b> <b>Réception des soumissions –</b> <b>Environnement Canada</b></p> <p><a href="mailto:ec.soumissions-bids.ec@canada.ca">ec.soumissions-bids.ec@canada.ca</a></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUSSION À:</b> <b>ENVIRONNEMENT CANADA</b></p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p><b>Title – Titre</b> <i>Property Maintenance Services (grass cutting and snow removal) for the Centre for Atmospheric Research Experiments (CARE)</i></p>	
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> <i>5000041915</i></p>	
	<p><b>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ)</b> <i>2019-07-09</i></p>	
	<p><b>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</b></p> <p>at – à <i>3:00 P.M.</i> on – le <i>2019-08-16</i></p>	<p><b>Time Zone – Fuseau horaire</b> <i>Eastern Standard Time</i></p>
	<p><b>F.O.B – F.A.B</b> <i>Not Applicable</i></p>	
	<p><b>Address Enquiries to - Adresser toutes questions à</b> <i>Angelina Garcia</i> <i>Contracting Authority</i> <i>Environment Canada</i> <i>201 – 401 Burrard St.</i> <i>Vancouver, BC V6C 3S5</i> <i>Email: <a href="mailto:Angelina.Garcia@canada.ca">Angelina.Garcia@canada.ca</a></i></p>	
	<p><b>Telephone No. – N° de téléphone</b> <i>604-664-9114</i></p>	<p><b>Fax No. – N° de Fax</b> <i>604-713-9867</i></p>
	<p><b>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</b> <i>2019-09-01</i></p>	
	<p><b>Destination - of Services / Destination des services</b> <i>Ontario Region</i></p>	
	<p><b>Security / Sécurité</b> <i>There is a security requirement associated with this requirement.</i></p>	
<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b></p>		
<p><b>Telephone No. – N° de téléphone</b></p>	<p><b>Fax No. – N° de Fax</b></p>	
<p><b>Name and title of person authorized to sign on behalf of Vendor/Firm: (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></p>		
<p><b>Signature</b></p>	<p><b>Date</b></p>	

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**Title: Property maintenance services (grass cutting and snow removal) for the Centre for Atmospheric Research Experiments (CARE)**

**PART 1 – GENERAL INFORMATION**

**1. Security Requirements**

1.1 There is a security requirement associated with this requirement.

1.2 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.2.1 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1.2.2 For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

**2. Statement of Work**

The Work to be performed is detailed under Annex A, Statement of Work of the resulting contract.

**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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

**PART 2 – BIDDER INSTRUCTIONS**

**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 PWGSC *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.

The standard instructions 2003 are modified as follows:

**Under “Text” at 02:**

**Delete:** “Procurement Business Number”

**Insert:** “Deleted”

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** "Deleted"

**At Section 05 Submission of Bids, Subsection 05 (2d):**

**Delete:** In its entirety

**Insert:** "send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;"

**At Section 06 Late Bids:**

**Delete:** "PWGSC"

**Insert:** "Environment Canada"

**At Section 07 Delayed Bids:**

**Delete:** "PWGSC"

**Insert:** "Environment Canada"

**At Section 08 Transmission by Facsimile, Subsection 08 (1):**

**Delete:** In its entirety

**Insert:** "Bids may be submitted by facsimile if specified in the bid solicitation."

**At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:**

**Delete:** In their entirety

**Insert:** "Deleted"

**At Section 17 Joint Venture, Subsection 17 (1) b.:**

**Delete:** "the Procurement Business Number of each member of the joint venture,"

**Insert:** "Deleted"

**At Section 20 Further Information, Subsection 20 (2):**

**Delete:** In its entirety

**Insert:** "Deleted"

**At Section 05 Submission of Bids, Subsection 05 (4)**

**Delete:** "sixty (60) days"

**Insert:** "one hundred and twenty (120) days"

**2. Submission of Bids**

Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

**3. Former Public Servant – Competitive Bid**

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 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.

## PART 3 – BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

In order to be considered, bids must be received no later than 1500h (3 p.m.) (Eastern Standard Time) on the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: [ec.soumissions-bids.ec@canada.ca](mailto:ec.soumissions-bids.ec@canada.ca)  
Attention: Angelina Garcia  
Solicitation Number: 5000041915

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

#### Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will carry out the Work

#### Section II: Financial Bid

1. Bidders must submit their financial bid in accordance in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

##### 1.1 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for each milestone of the Work, as applicable:

- a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the

bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.

The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:

- i) Work described in Part 6, Resulting Contract of the bid solicitation required to be performed within the Ontario Region.
- ii) travel between the successful bidder's place of business and the Ontario Region to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
- b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in the resultant contract in part 6 of the bid solicitation.
- g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

**1.2** Bidders should include the following information in their financial bid:

- a) Their legal name; and
- b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

### **Section III - Certifications**

Bidders must provide the required certifications Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

#### **1.1 Technical Evaluation**

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

### 1.2.1 Mandatory Technical Criteria

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

Number	Criterion	Met/Not Met	Page Number
<b>Corporate Experience</b>			
M1	<p>The Bidder must demonstrate that is has carried out landscaping and snow removal services for two clients.</p> <p>The Bidder must have provided the service for each client for a minimum of one (1)-year and within the last five years</p> <p>The Bidder must provide the following information with its bid: Client Duration of each project Scope of each project</p>		
<b>Site Supervisor</b>			
M2	<p>The Bidder must provide with its bid, the name and curriculum vitae of the Bidder's proposed site supervisor.</p> <p>The Bidder must demonstrate that its proposed site supervisor has a minimum of two (2) years of experience supervising landscaping and snow removal services.</p>		
M3	<p>The Bidder must demonstrate that its proposed site supervisor has Workplace Hazardous Materials Information System (WHMIS) certification. <b>A copy of the certification for the proposed site supervisor must be provided with the bid.</b></p>		
<b>Site Visit</b>			
M4	<p>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 <a href="#">Environment and Climate Change Canada, Centre for Atmospheric Research Experiments on 6248 Eighth Line, Egbert, ON L0L 1N0</a> on <a href="#">August 7, 2019</a>. The site visit will begin at <a href="#">10:00 a.m. EST</a> at the <a href="#">front entrance</a>.</p> <p>Bidders must communicate with the Contracting Authority no later than <a href="#">August 2, 2019, 10:00 a.m.</a> 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</p> <p><b>Refer to Annex G</b></p>		

## 1.2 Financial Evaluation

### 1.2.1 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

## 2. Basis of Selection - Lowest-Priced Responsive Proposal

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

## **PART 5 - CERTIFICATIONS**

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

### **1. Certifications Required Precedent to Contract Award**

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **1.2 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 ([http://www.labour.gc.ca/eng/standards\\_eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

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.

### **2. Additional Certifications Required Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### **2.1 Status and Availability of Resources (Refer to Annex E)**

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.

### 3. Certifications Required with the Bid

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

- a. Workplace Hazardous Materials Information System (WHMIS) for the Bidder's proposed site supervisor.
- b. Mandatory Site Visit Certification at Annex G

## PART 6 - RESULTING CONTRACT

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation (*at contract award, delete this sentence and insert the title*).

**Title:** (*insert only at contract award*)

### 1. Security Requirement

- 1.1 The contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Government of Canada, Environment Climate Change Canada.
- 1.2 The Contractor/Offeror must not remove any protected information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
- 1.3 Subcontracts which contain security requirements are not to be awarded without the prior written permission of ECCC
- 1.4 The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C
  - b) Industrial Security Manual (Latest Edition)

### 2. Insurance Requirement

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 3. Statement of Work

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

### 4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

#### 4.1 General Conditions

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

## 5. Term of Contract

### 5.1 Period of the Contract

The period of the Contract is from September 1, 2019 to March 31, 2023 inclusive.

## 6. Authorities

### 6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:	Angelina Garcia
Title:	Procurement Specialist
Organization:	Environment and Climate Change Canada
Address:	201 – 401 Burrard Street, Vancouver, BC V6C 3S5
Telephone:	604-664-9114
Facsimile:	604-713-9867
E-mail address:	<a href="mailto:Angelina.Garcia@canada.ca">Angelina.Garcia@canada.ca</a>

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

### 6.2 Technical Authority

The Technical Authority for the Contract is:

Name:	
Title:	
Organization:	
Address:	
Telephone:	
Facsimile:	
E-mail address:	

### 6.3 Site Authority

The Site Authority for the Contract is:

Name:	
Title:	
Organization:	
Address:	
Telephone:	
Facsimile:	
E-mail address:	

The Technical Authority and Site 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 and Site Authority, however the Technical Authority and Site Authority have no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.4 Contractor's Representative

The Contractor's Representative for the Contract is:

Name:	
Title:	
Organization:	
Address:	
Telephone:	
Facsimile:	
E-mail address:	

## 7. 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.

## 8. Payment

### 8.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are \_\_\_\_\_ (*insert "included", "excluded" OR "subject to exemption"*) and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 8.2 Limitation of Expenditure

- a) Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are (*insert "included", "excluded" or "subject to exemption"*) and Applicable Taxes are extra.
- b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - i) when it is 75 percent committed, or
  - ii) four (4) months before the contract expiry date, or
  - iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

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

## 9. Invoicing Instructions

### 9.1 Monthly Payment

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

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

- c. the Work performed has been accepted by Canada

An allowance **has been included** for labour and parts required for necessary repairs that must be authorized by the Technical Authority, and billed in accordance with the following breakdown:

1. Labour - in accordance with the Contractor's bid dated *(insert date of bid)*
2. Parts – required parts must be supported by receipts, with a markup of up to 10%.

## 10. Certifications

### 10.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a **condition** of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 11. Applicable Laws

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

## 12. 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) 2010C (2018-06-21) General Conditions - Services (Medium Complexity);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List;
- f) Annex D, Integrity Provision;
- g) Annex E, Status and Availability of Resources;
- h) Annex F, Insurance Requirement
- i) Annex G, Mandatory Site Visit Certificate; and
- j) the Contractor's bid dated \_\_\_\_\_, *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s)).*

## ANNEX A

### STATEMENT OF WORK

#### The Contractor hereby agrees to:

Provide property maintenance services (grass cutting and snow removal) for the Centre for Atmospheric Research Experiments (CARE)

#### LOCATION

Environment and Climate Change Canada  
Centre for Atmospheric Research Experiments  
6248 Eighth Line  
Egbert, ON L0L 1N0

#### BACKGROUND

The Centre for Atmospheric Research Experiments (CARE) is an environmental research centre operated by Environment and Climate Change Canada. The Centre is located in a rural setting, and consists of two parcels of land, one of 40 ha (98 acres) and another of 20 ha (48 acres). The upper site has approximately 50 acres cleared.

The property consists of four main buildings on the property: Main building, HOGEN building, clean-air building, lower garage, as well as a lower site. There are both paved and gravel roads.

Experiments conducted at the Centre range from the measurement of pollutants in air and precipitation to experiments that incorporate weather measurements associated with climate change and forestry research.

#### Hours of Operation

The Centre is open routinely 8am to 4pm, Monday to Friday, with work occurring on the weekends. The Contractor must have access to grounds at all times.

#### Work Considerations

1. The Contractor must protect buildings, roads, sidewalks, trees, shrubs, fences, instrumentation and equipment, and all other physical structures on site that may be damaged by the Contractor's equipment or personnel. The Contractor must make good any property damage due to mowing, cutting and plowing operations and all other activities related to this contract.
2. It is of utmost importance that the operation of any equipment or the use of chemicals in providing the services outlined in this contract must be cleared by the Site Authority or designate prior to the commencement of work.
3. The Contractor must provide to the Crown a list of equipment, and supplies they will be using in the performance of this work.
4. Green/Environmental Requirements.

The federal government is committed to reducing the environmental impact of its operations. In April 2006, the Government of Canada issued the *Policy on Green Procurement* directing federal departments and agencies to take the necessary steps to incorporate environmental performance considerations into their procurement decision-making processes. The Policy applies to all phases in the management of goods and services, from the planning and requirement definition phases through acquisition, use, operation and maintenance, and ultimately disposal or close-out activities.

As much as reasonably feasible, all products that will be used in the performance of the Work must be biodegradable, phosphate-free, odorless, low-odor, low volatile organic compounds (VOC) products for general purposes. All products used must meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

Services must occur during office working hours to minimize the number of hours overhead lighting is in use. Office working hours are to be defined in contract documents.

The Contractor must ensure that the Site Supervisor has Workplace Hazardous Materials Information System (WHMIS) certification at contract award and that all of its employees have WHMIS certification within 30 days of contract award.

The Contractor must provide a copy of the WHMIS certification for each of its employees to the Technical Authority within 30 days of contract award.

## **OBJECTIVE**

To engage the services of a contractor with the expertise and resources (personnel, supervision, equipment, materials and supplies) to maintain the grounds of the CARE facility in the summer and winter seasons. The Contractor must ensure that grounds are well maintained to allow easy access to the site by employees and visitors to the CARE facility and to enable for them to carry out normal operations each day of the year.

## **THE WORK**

The Contractor must provide all necessary labour, equipment, materials and supplies required to perform a complete landscaping service.

### **A. SUMMER MAINTENANCE – for the period of April 1 to November 30**

The following is a list of landscaping services required:

1. Grass cutting according to specifications.
2. Pruning and upkeep of shrubs and trees as required.
3. Planting, weeding and upkeep of flower beds as required.

All work will be performed on a weekly basis during the months of April to November (8 months) of each year.

### **Work Specifications**

#### **A1 Grass Cutting**

1. The Contractor must give priority to this work, and must cut grass to maintain an acceptable appearance with a height of between 30 and 50 mm (1 to 2 inches) unless specified differently elsewhere in the contract.
2. It may be necessary to perform grass cutting with more frequency especially in the spring and fall when the grass may grow faster.
3. All roadways, sidewalks, and pathways and any other walking areas are to be kept clear of grass clippings and any staining caused by mowing or trimming during each cutting operation.
4. The Contractor must pick up and dispose of any foreign or unsightly material found on the property, such as garbage and stones during each mowing.
5. The Contractor must report to the Site Authority or designate before starting each cutting or trimming. This is to ensure that the various research projects are not subjected to contaminants caused by the operation of diesel or gasoline engines. Wind direction and other weather conditions may dictate that all areas may not be cut during the same day. Generally when cutting, the wind direction needs to be from the west.

#### **A2 Areas and Constraints**

##### **1. Clean Air Building**

This area contains sensitive air pollution sensing equipment, and must not be subjected to any exhaust fumes. Work in this area is dependent on wind direction, and the Contractor is required to consult with the Site Authority or designate each time grass cutting is required in the area. Work may only be done on the

sides of the building where the wind is blowing away from it. Normally, work cannot be completed on all sides during the same day.

2. Main Building

During times when the wind is blowing from the east, exhaust fumes created by grass cutting operations of the west side of the main building will drift towards the Clean Air Building to the west. Discretion must be exercised during easterly winds.

3. Climatological Instruments and Test Areas

Many instruments are mounted on posts in these areas and some can be easily damaged. Care must also be taken to ensure no grass clippings enter any collector. Grass is to be trimmed to a height of 30 to 50 mm (1 to 2 inches) including around each instrument post. The pit gauge is to be kept trimmed and free of weeds.

4. Areas Outside Fences

Ground cover outside fenced areas around both the main (upper) site and the lower site are to be cut as required, ensuring the length does not exceed 1 foot in height.

5. Gravel Areas

The ground cover alongside gravel driveways and in open gravel areas is to be cut regularly.

6. Hayfield Areas

The ground cover is to be mowed twice during the growing season. The cut material will be removed by others, i.e., local farmers who use the hay as bedding for their animals.

7. Flower Beds

Flowers are to be planted as requested and maintained on a regular basis by watering, and removing weeds as necessary. Flowers will be supplied by ECCC.

8. Shrubs and Trees

Shrubs and trees are to be watered, and pruned as necessary.

**A3 Additional Work**

Additional work may include, but is not limited to:

1. Grading of on-site roads.
2. Removal of downed or dead trees and limbs along onsite roadways, parking areas and fence.
3. Seeding lawns.
4. Removal and replacement of dead or dying shrubs.
5. Clearing of topsoil and laying down gravel.
6. Weeding around water reservoir, buildings and walkways.

Additional landscaping, not identified above, may be requested from time to time. Each separate request will be extra work and will be charged at the hourly rate, plus materials as identified in the rate schedule.

**B. WINTER MAINTENANCE – for the period of December 1 to March 31**

Snow removal services are required for CARE facility for the period of the contract. The work includes, but is not limited to, ploughing, sanding, ice control, snow throwing, and shoveling. Some restrictions apply with respect to the use of vehicles and equipment powered by internal combustion engines due to the possibility of sample contamination from the exhaust.

CARE is an operational research facility that is manned every day of the year including holidays and it is imperative that the staff be able to gain access to the facility in order to carry out any research, monitoring, or other activities.

All work will be performed during the months of December to March (4 months) of each year.

1. Service Requirements

- 1.1 Whenever new snowfall accumulates to a depth of 5 cm or more; up to a maximum of 254 cm annually. Anything in excess of 254 cm shall be billed at an hourly rate for hours worked.
- 1.2 Whenever winds cause snow to drift over driveways and walkways to a depth of 10 cm or more, this occurs frequently.
- 1.3 Whenever walking and/or driving surfaces are covered with ice.
- 1.4 Whenever the Site Authority or designate requests snow removal services due to snow conditions impeding normal work activities.
- 1.5 Driveways, walks, rooftops (CAB and main building), and parking areas of the main site are to be checked daily for accumulation of ice or snow, and action taken as required.

2. Frequency of Service:

- 2.1 Snow removal service on the main driveway, parking lots, main entrance to the main building, and walkways must be performed whenever there is a requirement as per item 1 (Service Requirements) before 8:00 am local time, and as required for all other instances. Depending on snow conditions, the main driveway and parking lots may need plowing more than once per day to allow for access to and exit from the site.
- 2.2 Other areas, such as the lower site, may be plowed between 8:00 and 9:00 am local time.
- 2.3 Frequency of service encompasses every day of the week for the period of the contract, including weekends and holidays.
- 2.4 Service calls must be responded to within 24-48 hours.

3. Paved and Gravel Areas:

- 3.1 The main driveway, the paved parking area in front of the main building, HOGEN building, the parking area around the lower garage, and the short driveway to the south entrance of the main building are to be cleared to pavement level, and are to be sprinkled with sand, depending on driving conditions, immediately after plowing. Although it is preferred that no chemicals be mixed with the sand, pickled sand containing no more than 6% salt, may be used to keep the sand from freezing and to ease spreading.
- 3.2 Care is to be taken to avoid driving on and piling snow on the septic bed and tank to the south of the main building.
- 3.3 Snow is not to be piled in front of the gravel driveway leading to the gravel circle near the Clean Air Building as this gravel roadway must require periodic plowing for vehicle access.
- 3.4 Snowbanks outside the main entrance are to be kept low enough so that vision is not blocked when vehicles exit onto the 8<sup>th</sup> Concession.
- 3.5 The lower gravel lot and snow piled in front of parked cars is to be cleared with caution as not to scrape gravel onto grassy areas. This lot must be plowed to be able to access to the trailers in this lot.
- 3.6 The paved area around the lower garage, the ramps to the cylinder storage containers (at the lower garage and the Clean Air Facility), and the area inside the lower compound are to be cleared to pavement level.
- 3.7 The path to the clean air building must be keep clear and sanded but not salted.
- 3.8 The front gate to be kept clear of snow for easy access to the gate, and sanded to prevent slipping when opening and closing the gate.
- 3.9 Clearing of the gravel road that leads off from the north side of the parking lot.
- 3.10 Garbage and recycling should be kept clear and accessible.

4 Lower Site

- 4.1 Lower CAPMoN site (off County Road 56) snow conditions may require less frequent snow clearing due to the protection the trees provide to the roadway. It is to be monitored and plowed and/or shovelled as conditions warrant or as requested.

**5 Rooftops**

- 5.1 Snow clearing is required on the rooftops of the Main Building (partial clearing), and Clean Air Facility as well as the stairways leading to them.

**6 Restrictions**

- 6.1 Vehicles and equipment powered by internal combustion engine (i.e. snow blowers) are not to be used in the following areas unless authorized by the contract authority. These areas require clearing by hand:

- to the west of the paved area at the southwest corner of the main building.
- within 50 meters of the Clean Air Facility.
- beyond the parking pad at the lower site.

- 6.2 No salt, urea, or other chemicals are to be used to clear snow and ice from the roof or within 50 metres of the Clean Air Facility.

- 6.3 Care is to be taken when clearing snow on the sidewalk leading to the instruments in the northeast field. There is precipitation measuring equipment located in the field and snow that is blown or shovelled into the instruments will make any measurements invalid. Snow is also not to be piled around any equipment or in such a manner that unnatural drifts will occur to the extent that they may interfere with normal measurements. To this extent, no vehicles (i.e. trucks) are to be used on the sidewalk leading to the instrument compound and extreme care must be taken when using a snow blower.

**7 Others**

- 7.1 Access to the manhole for the water reservoir must be kept clear at all times in case of fire.
- 7.2 It may be necessary at times to push back snowbanks along the main driveway and around the parking area in front of the main building.
- 7.3 The Contractor will be allocated keys to the main and lower site gates which will be signed for and returned at the end of the contract period.
- 7.4 The Contractor must repair any sod that may be torn up as a result of snow removal by the Contractor.
- 7.5 The Contractor must remove any gravel which may be piled onto any sod as a result of snow removal by the Contractor.

**CROWN INPUT**

The Site Authority or designate will:

1. Provide the Contractor with the keys to the main and lower site gates which will be signed for and returned at the end of the contract period.
2. Confirm the schedule/timing of grass cutting or trimming with the Contractor.
3. Provide flowers/plants to revive flower beds in Spring

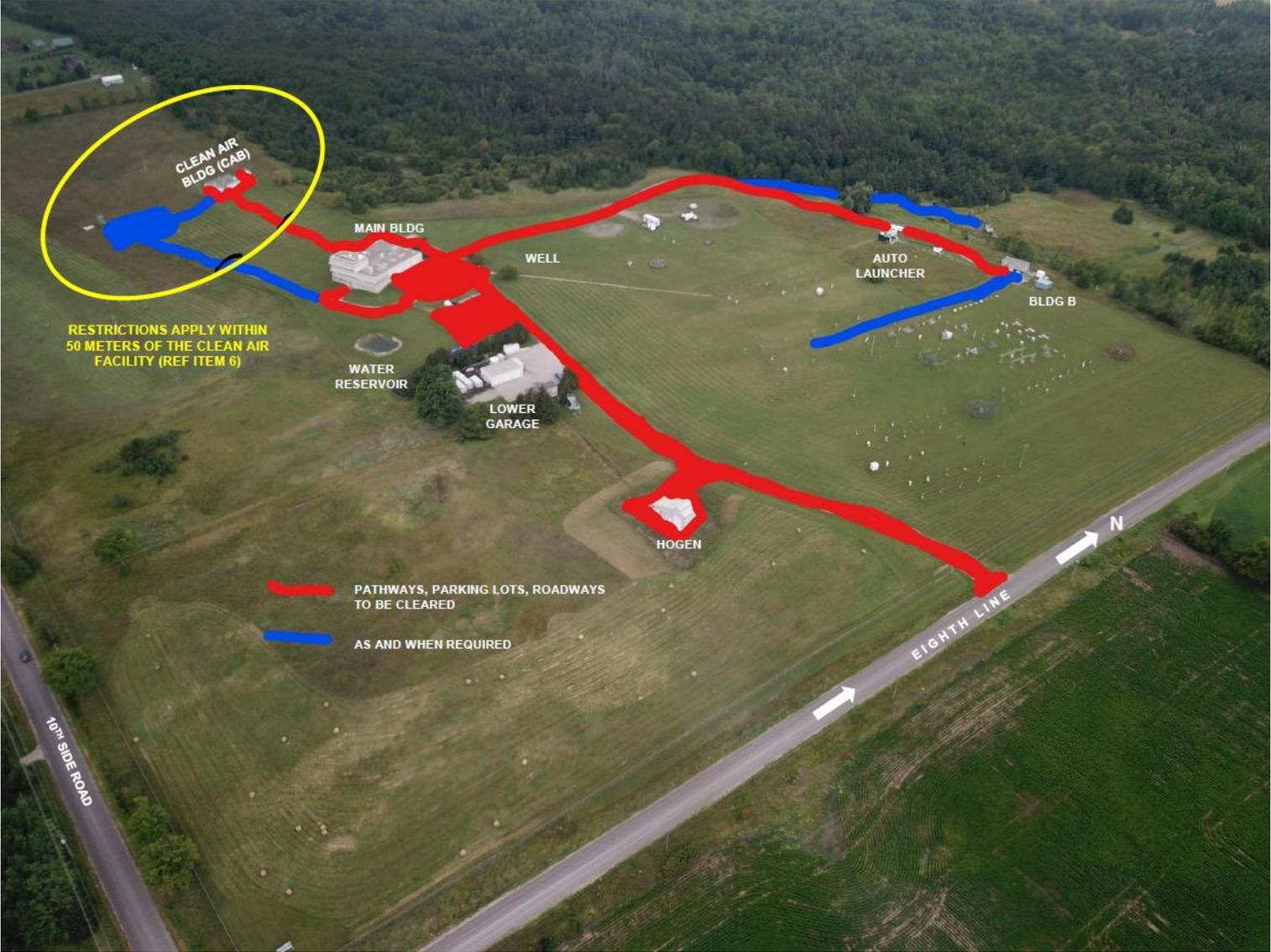
**APPENDICES:**

Appendix A to Annex A – Image: Site Map of the C.A.R.E. Facility

Appendix B to Annex A – Image: Grass Cutting Area

Appendix C to Annex A – Environmental Considerations for Landscaping and Snow Removal Services

APPENDIX A TO ANNEX A  
SITE MAP OF THE C.A.R.E. FACILITY



APPENDIX B TO ANNEX A

GRASS CUTTING AREA



APPENDIX C TO ANNEX A

ENVIRONMENTAL CONSIDERATIONS FOR LANDSCAPING AND SNOW REMOVAL SERVICES

Environmental considerations for landscaping and snow removal services requirements relate to three distinct areas: supplier environmental attributes, supplier operations when delivering services, and goods and equipment used in service delivery. Each of these is described below.

- A. **Supplier environmental attributes** - supplier's commitment to implementing environmental practices. This could include the implementation of standardized environmental policies and practices within the supplier's organization or certifications covering the supplier's general operations. In general, they are actions that exceed regulatory requirements for operation. Examples include:

ISO 14000 certification;

Environmental management policies and practices that are geared to continual improvement;

Regular completion of waste audits;

Sound waste disposal programs;

Inclusion of environmental considerations in the corporate travel policy, including minimization of travel and selection of environmentally preferable modes of transportation;

Action programs in place to address major environmental impacts associated with service delivery;

Action plans and performance measurement programs for environmental improvement initiatives associated with the suppliers' general operations.

- B. Considerations related to **supplier operations when delivering a service**, including the contractual performance requirements. Examples include:

Eco-labels that indicate a certification of the supplier processes as being environmentally preferable;

Policies minimizing travel during service delivery; and

Administrative practices that result in reduced paper use.

- C. **Considerations relating to goods used in service delivery** address the environmental features of the goods and equipment employed by the supplier to provide the service. Examples of environmental considerations related to goods associated with service delivery include:

Eco-labels that indicate a certification of the goods and/or equipment as being environmentally preferable;

Environmental features of consumables used in the delivery of services i.e. minimum recycled content, recyclable and/or free of hazardous chemicals; and

Environmental features of equipment used during service delivery i.e. energy efficiency rating, low air emissions.

**Billing and communication practices**

Invoices, proposals, and correspondence should be sent and processed electronically where client department purchasing practices permit.

Electronic transmission of documents from supplier to client.

**Packaging**

Where applicable, packaging specifications for consumables should minimize environmental impacts through:

- Minimization of packaging;
- Recycled content in packaging;
- Re-use of packaging;
- Provision of take-back program for packaging;
- Separability and recyclability of packaging; and
- Reduction/elimination of toxics in packaging.

**Supplier environmental attributes**

- A supplier sustainability or environmental practices policy is in place that addresses key environmental impacts associated with the services including:
- Water efficiency measures;
- Energy efficiency measures, such as use of ENERGYSTAR equipment;
- Selection of products with reduced hazardous chemicals; and
- Implementation of processes that minimize chemical consumption and waste.

**Supplier operations when delivering service**

Service frequency of low-traffic areas is minimized based on client needs.

Appropriate and measured use of chemicals according to situation when applicable (e.g. documenting the various chemical-based tools used).

**Specifications relating to goods used in service delivery**

- Products should have a Global Eco-labeling Network (GEN) approved eco-label that confirms both the environmental features and the performance of the product. General features of environmentally preferable products used in service delivery include:
- Use of concentrated forms, to reduce volume and weight transported and to reduce packaging;
- Biodegradability;
- Packaging in non-aerosol containers;
- Packaging of products are recyclable and reusable;
- Exclusion of toxic ingredients and petrochemical compounds;
- Produce minimal or no irritation to skin, eyes, respiratory system; and
- Exclusion of unnecessary dyes, fragrances and corrosive/highly flammable compounds.
- Equipment should be composed of recyclable parts.
- Equipment should be energy efficient.
- Equipment should be designed for easy disassembly.

**ANNEX B**

**BASIS OF PAYMENT**

**The Contractor will be paid as follows:**

**Firm Monthly per Month – Summer Maintenance:**

The monthly price includes all monthly and annual requirements identified in Annex A, Statement of Work.

**Fixed Price for Snow Clearing:**

The firm price includes snow clearing up to 254 cm.

**Additional Hours:**

As required service will be billed in addition to the monthly rate.

The “Number of Estimated Hours” listed below is for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage.

**Allowance for Parts:**

Parts will be billed in addition to the monthly rate.

An allowance for parts up to a maximum of \$1,000.00 for each year has been included in the Basis of Payment. The maximum for parts listed below is for evaluation purposes and does represent a commitment of the future usage.

Parts must be supported by receipts, with a mark-up of up to 10%.

Year 1 – September 1, 2019 to March 31, 2020		
Summer Maintenance – December to March		
Fixed Price per Month (A)	Number of Months for Year 1 (B)	Firm Monthly Price for Year 1 (A) * (B) = (C)
\$ _____	3 Months	\$ _____
Summer Maintenance – Additional Hours for as Required Services		
Labour Rate per Hour (during regular hours) (D)	Number of Estimate Hours (E)	Estimated Price for Labour (D) * (E) = (F)
\$ _____	10 hours	\$ _____
Winter Maintenance – April to November		
Fixed Price for Snow Clearing (up to 254 cm) (G)		
\$ _____		
Winter Maintenance – Additional Hours for as Required Services		
Labour Rate per Hour (during regular hours) (H)	Number of Estimate Hours (I)	Estimated Price for Labour for Year 1 (H) * (I) = (J)
\$ _____	10 Hours	\$ _____
Allowance for parts for up to a maximum of \$1,000.00 applicable taxes extra. Parts must be supported by receipts, with a mark-up of up to 10%.		
1-Year Period (K)		\$ 1,000.00
<b>Total Price for Year 1 (C) + (F) + (G) + (J) + (K)</b>		\$ _____

Year 2 – April 1, 2020 to March 31, 2021		
<b>Summer Maintenance – December to March</b>		
<b>Fixed Price per Month (A)</b>	<b>Number of Months for Year 2 (B)</b>	<b>Firm Monthly Price for Year 2 (A) * (B) = (C)</b>
\$ _____	3 Months	\$ _____
<b>Summer Maintenance – Additional Hours for as Required Services</b>		
<b>Labour Rate per Hour (during regular hours) (D)</b>	<b>Number of Estimate Hours (E)</b>	<b>Estimated Price for Labour (D) * (E) = (F)</b>
\$ _____	10 hours	\$ _____
<b>Winter Maintenance – April to November</b>		
Fixed Price for Snow Clearing (up to 254 cm) (G)		
\$ _____		
<b>Winter Maintenance – Additional Hours for as Required Services</b>		
<b>Labour Rate per Hour (during regular hours) (H)</b>	<b>Number of Estimate Hours (I)</b>	<b>Estimated Price for Labour for Year 2 (H) * (I) = (J)</b>
\$ _____	10 Hours	\$ _____
Allowance for parts for up to a maximum of \$1,000.00 applicable taxes extra. Parts must be supported by receipts, with a mark-up of up to 10%.		
1-Year Period (K)		\$ 1,000.00
<b>Total Price for Year 2 (C) + (F) + (G) + (J) + (K)</b>		\$ _____

Year 3 – April 1, 2021 to March 31, 2022		
<b>Summer Maintenance – December to March</b>		
<b>Fixed Price per Month (A)</b>	<b>Number of Months for Year 3 (B)</b>	<b>Firm Monthly Price for Year 3 (A) * (B) = (C)</b>
\$ _____	3 Months	\$ _____
<b>Summer Maintenance – Additional Hours for as Required Services</b>		
<b>Labour Rate per Hour (during regular hours) (D)</b>	<b>Number of Estimate Hours (E)</b>	<b>Estimated Price for Labour (D) * (E) = (F)</b>
\$ _____	10 hours	\$ _____
<b>Winter Maintenance – April to November</b>		
Fixed Price for Snow Clearing (up to 254 cm) (G)		
\$ _____		
<b>Winter Maintenance – Additional Hours for as Required Services</b>		
<b>Labour Rate per Hour (during regular hours) (H)</b>	<b>Number of Estimate Hours (I)</b>	<b>Estimated Price for Labour for Year 3 (H) * (I) = (J)</b>
\$ _____	10 Hours	\$ _____
Allowance for parts for up to a maximum of \$1,000.00 applicable taxes extra. Parts must be supported by receipts, with a mark-up of up to 10%.		
1-Year Period (K)		\$ 1,000.00
<b>Total Price for Year 3 (C) + (F) + (G) + (J) + (K)</b>		\$ _____

Year 4 – April 1, 2022 to March 31, 2023		
<b>Summer Maintenance – December to March</b>		
<b>Fixed Price per Month (A)</b>	<b>Number of Months for Year 4 (B)</b>	<b>Firm Monthly Price for Year 4 (A) * (B) = (C)</b>
\$ _____	3 Months	\$ _____
<b>Summer Maintenance – Additional Hours for as Required Services</b>		
<b>Labour Rate per Hour (during regular hours) (D)</b>	<b>Number of Estimate Hours (E)</b>	<b>Estimated Price for Labour (D) * (E) = (F)</b>
\$ _____	10 hours	\$ _____
<b>Winter Maintenance – April to November</b>		
Fixed Price for Snow Clearing (up to 254 cm) (G)		
\$ _____		
<b>Winter Maintenance – Additional Hours for as Required Services</b>		
<b>Labour Rate per Hour (during regular hours) (H)</b>	<b>Number of Estimate Hours (I)</b>	<b>Estimated Price for Labour for Year 4 (H) * (I) = (J)</b>
\$ _____	10 Hours	\$ _____
Allowance for parts for up to a maximum of \$1,000.00 applicable taxes extra. Parts must be supported by receipts, with a mark-up of up to 10%.		
1-Year Period (K)		\$ 1,000.00
<b>Total Price for Year 4 (C) + (F) + (G) + (J) + (K)</b>		\$ _____

TOTAL BID PRICE

Year 1 – September 1, 2019 to March 31, 2020	\$ _____
Year 2 – April 1, 2020 to March 31, 2021	\$ _____
Year 3 – April 1, 2021 to March 31, 2022	\$ _____
Year 4 – April 1, 2022 to March 31, 2023	\$ _____
TOTAL (applicable taxes, extra)	\$ _____
TOTAL (applicable taxes)	\$ _____
TOTAL PRICE (including applicable taxes)	\$ _____

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>ENVIRONMENT CANADA</b>	2. Branch or Directorate / Direction générale ou Direction <b>CORPORATE SERVICES &amp; FINANCE BRANCH</b>	
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 <b>SUMMER / WINTER GRANDS MAINTENANCE FOR CENTRE FOR ATMOSPHERIC RESEARCH EXPERIMENTS (CARE) FACILITY IN BEBBAW, ONTARIO</b>		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" 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 checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SC1 350-103(2004/12)

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel : \_\_\_\_\_  
Document Number / Numéro du document : \_\_\_\_\_

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-- SIGINT TRÈS SECRET -- SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
Non  Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
Non  Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production	NA		na													
IT Media / Support IT																
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).

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION				
13. Organization Project Authority / Chargé de projet de l'organisme				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
Todd Puhl		Senior Technician		<i>T. Puhl</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	
905-336-4902		todd.puhl@canada.ca	2019/06/17	
14. Organization Security Authority / Responsable de la sécurité de l'organisme				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
Lori Nelson		Regional Security Admin Officer		<i>Lori Nelson</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	
780 951 8895		lori.nelson@canada.ca	June 17, 2019	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?				
				<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
<i>Haidi Noble</i>		Procurement		<i>Haidi Noble</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	
705 319 6982		haidi.noble@canada.ca	2019.06.24	
17. Contracting Security Authority / Autorité contractante en matière de sécurité				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	

## ANNEX D

### INTEGRITY REGIME

Bidder must complete the attached List of Names for Integrity Verification Form.

Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#). / Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#).

Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.<sup>1</sup> / In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.<sup>1</sup>

\* Informations obligatoires / Mandatory Information

<b>*Dénomination complète de l'entreprise / Complete Legal Name of Company</b>	
<b>*Nom commercial / Operating Name</b>	
<b>*Adresse de l'entreprise / Company's address</b>	<b>*Type d'entreprise / Type of Ownership</b>
	<input type="checkbox"/> Individuel / Individual <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Coentreprise / Joint Venture
<b>*Membres du conseil d'administration<sup>2</sup> / Board of Directors<sup>2</sup> (Ou mettre la liste en pièce-jointe / Or provide the list as an attachment)</b>	

**1 Liste des noms :** Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.

**List of names:** All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

**2** Conseil des gouverneurs / Board of Governors; Conseil de direction / Board of Managers; Conseil de régents / Board of Regents; Conseil de fiducie / Board of Trustees; Comité de réception / Board of Visitors

Prénom / First name	Nom / Last Name	Position (si applicable) / Position (if applicable)

**ANNEX E**

**STATUS AND AVAILABILITY OF RESOURCES**

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

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

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date

## ANNEX F

### INSURANCE REQUIREMENT

#### 1. Commercial General Liability Insurance

- 1.1 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.
- 1.2 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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - o. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,

Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

**2. Automobile Liability Insurance**

- 2.1 The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
- 2.2 The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

**ANNEX G**

**MANDATORY SITE VISIT CERTIFICATE**

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 *Environment and Climate Change Canada, Centre for Atmospheric Research Experiments* on *6248 Eighth Line, Egbert, ON L0L 1N0* on *August 7, 2019*. The site visit will begin at *10:00 a.m. EST* at the *front entrance*.

Bidders must communicate with the Contracting Authority no later than *August 2, 2019, 10:00 a.m.* 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

Proof of attendance at the site visit must be provided to the Contracting Authority. The following forms of evidence are acceptable:

- a) Canada's signature on this clause or on a Visit Certification
- b) Canada's Attendance Form submitted directly to the Contracting Authority by the person conducting the Site Visit.

\_\_\_\_\_  
Canada's Signature

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

Environment and Climate Change Canada's Centre for Atmospheric Research Experiments will provide a map of the site and a floor plan during the mandatory site visit.