



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :
Parks Canada Agency Bid Receiving Unit
National Contracting Services

Fax: 1-877-558-2349

REQUEST FOR QUOTATION

DEMANDE DE PRIX

Quotation to: Parks Canada Agency

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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Prix à : l'Agence Parcs 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 travaux de construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Issuing Office - Bureau de distribution :

Parks Canada Agency
National Contracting Services
P.O Box 130
Rocky Harbour, NL A0K 4N0

Title - Sujet : Snow Removal- Halifax Citadel National Historic Site	
Solicitation No. - N° de l'invitation : 5P300-19-0237/A	Date : September 17, 2019
Client Reference No. - N° de référence du client : 10190881	
GETS Reference No. N° de référence du SEAG : To be Confirmed	

Solicitation Closes - L'invitation prend fin : At - à : 2 :00 pm On - le : October 28, 2019	Time Zone - Fuseau horaire EDT
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F.O.B. - F.A.B. :		
Plant - Usine : <input type="checkbox"/>	Destination : <input checked="" type="checkbox"/>	Other - Autre : <input type="checkbox"/>

Address Enquiries to - Adresser toutes demande de renseignements à : Bonnie Knott

Telephone No. - N° de téléphone : 709-458-3590	Fax No. -N° de télécopieur : 709-458-2059	Email Address – Courriel : Bonnie.knott@canada.ca
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Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction : Halifax Citadel National Historic Site 5425 Sackville Street, Halifax B3J 3Y3
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TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE

Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur :

Address - Adresse :

Telephone No. - N° de téléphone :	Fax No. - N° de télécopieur :
--	--------------------------------------

Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :

Signature :	Date :
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Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

IMPORTANT NOTICE TO BIDDERS

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to complete a Direct Deposit enrolment form in order to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION	5
1.1 SECURITY REQUIREMENTS	5
1.2 STATEMENT OF WORK.....	5
1.3 OPTIONAL SITE VISIT	5
1.4 DEBRIEFINGS.....	5
1.5 TRADE AGREEMENTS	5
PART 2 – BIDDER INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	6
2.2 SUBMISSION OF BIDS	6
2.3 ENQUIRIES – BID SOLICITATION	6
2.4 APPLICABLE LAWS	6
PART 3 – BID PREPARATION INSTRUCTIONS.....	7
3.1 BID PREPARATION INSTRUCTIONS.....	7
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION.....	8
4.1 EVALUATION PROCEDURES	8
4.2 BASIS OF SELECTION	8
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	9
PART 6 - RESULTING CONTRACT CLAUSES.....	11
6.1 SECURITY REQUIREMENTS	11
6.2 STATEMENT OF WORK.....	11
6.3 STANDARD CLAUSES AND CONDITIONS	12
6.4 TERM OF CONTRACT	12
6.5 AUTHORITIES.....	12
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	14
6.7 PAYMENT	14
6.8 INVOICING INSTRUCTIONS.....	15
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	15
6.10 APPLICABLE LAWS	15
6.11 PRIORITY OF DOCUMENTS.....	15
6.12 GOVERNMENT SITE REGULATIONS.....	16
6.13 INSURANCE REQUIREMENTS- SPECIFIC REQUIREMENT	16
6.14 INSPECTION AND ACCEPTANCE	16
ANNEX A	17
STATEMENT OF WORK.....	17
DIAGRAM OF HALIFAX CITADEL.....	20
ANNEX B	21
BASIS OF PAYMENT	21
ANNEX C	24

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY
(OHS) 24

ANNEX D TO PART 5 OF THE BID SOLICITATION	26
FORMER PUBLIC SERVANT	26
ANNEX E TO PART 5 OF THE BID SOLICITATION	28
LIST OF NAMES FOR INTEGRITY VERIFICATION FORM	28
ANNEX F.....	30
INSURANCE REQUIREMENTS.....	30
ANNEX G.....	32
TASK AUTHORIZATION FORM.....	32

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

PART 1 – GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the bid solicitation.

1.2 Statement of Work

Snow Removal at Halifax Citadel NHS

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

1.3 Optional Site Visit

It is recommended 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 Halifax Citadel 5425 Sackville Street, Halifax, on September 25, 2019. The site visit will begin at 1:30 pm (local time). The meeting will be held in the Parade grounds, meeting site will be in front of the security office. Parking is available in the back ditch please let the kiosk staff know you have an appointment with Jeff Anderson with Parks Canada.

Bidders are requested to communicate with the Contracting Authority no later than September 23, 2019 at 1:30 pm to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.4 Debriefings

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

1.5 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).

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2019-03-04), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted by Fax only to Parks Canada Agency Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Enquiries – Bid Solicitation

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

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

2.4 Applicable Laws

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

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.

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Financial Bid 1 hard copy

Section II: Certifications 1 hard copy

Section II: Financial Bid

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

Section II: Certifications

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

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

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 Financial Evaluation

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

4.2 Basis of Selection

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

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required at Annex D to Part 5 of the Bid Solicitation before contract award.

5.2.2 Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must submit a list of names prior to award of a contract. Bidders must provide the information requested at Annex E to Part 5 of the Bid Solicitation.

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

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

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

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.2.1 Task Authorization Process (B9054C)

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex G.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.2 Task Authorization Limit (C9011C)

The Project Authority may authorize individual task authorizations up to a limit of \$ 9,999.99, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

6.2.3 Canada's Obligation – Portion of the Work – Task Authorizations (B9031C)

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of November 15, 2019 to April 15, 2020.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Bonnie Knott
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
P.O Box 130
Rocky Harbour, NL A0K 4N0

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
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Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

Telephone: 709-458-3590
Facsimile: 709-458-2059
E-mail address: bonnie.knott@canada.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

*** to be provided at contract award ***

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

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is: ****provide with bid****

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Telephone:		Facsimile:
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment- Firm Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, as specified in Annex B. Customs duties are included", 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.

6.7.2 Limitation of expenditure

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

whichever comes first.

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

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.7.3 Monthly Payments

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

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

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2018-06-21), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (f) the Contractor's bid dated *** to be inserted at contract award ***.

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

6.12 Government Site Regulations

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

6.13 Insurance Requirements- Specific 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.

6.14 Inspection and Acceptance

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

ANNEX A

STATEMENT OF WORK

Snow Clearing Specifications for Sidewalks, Roads and Parking Lot Halifax Citadel National Historic Site of Canada

1. Requirement

Parks Canada requires a contractor to supply all labour, material, equipment, tools, transportation and supervision required to carry out snow clearing services at the Halifax Citadel National Historic Site of Canada. All work is to be carried out in accordance with this Statement of Work.

2. Description of Work (see attached diagram)

2.1 Monthly Services

2.1.1 General

- a) The Perimeter road, ditch parking lot, and access ramp/sidewalk must be passable between 6:00am and 6:00pm daily.
- b) On-site Sidewalks and Town Clock stairs/asphalt walk must be passable between 6:30am and 6:00pm daily and within 10hrs of the end of a storm event. This must be communicated to the Project Authority or Citadel Commissionaire the tentative completion time.
- c) Snow must **NOT** be plowed against the fence that is at the inside of the Perimeter road.
- d) Snow must **NOT** be plowed against any stone walls in the ditch parking area.
- e) Apply salt and sand and re-clear as necessary between snow falls to provide a safe surface that is free of ice and snow build-up.

2.1.2 Sidewalk & Stairs

- a) Areas include sidewalks from Sackville Street entrance to the main Citadel entrance, the parking lot and ramp sidewalks in the West ditch, stairs and asphalt ramp surfaces from Brunswick to the Perimeter road (Town Clock Stairs). All HRM sidewalks (i.e. Sackville St., Brunswick St., Rainie Dr., Ahern Av., and Bell Rd. are excluded from this contract.)
- b) Ensure that the full width of the sidewalk/stair/ramp is kept clear and safe for pedestrian traffic.
- c) Sidewalk on the West viewing platform is excluded from this contract. The East (Front entrance) viewing platform is to be cleared and be free of snow and ice. This also includes the sidewalk to the designated smoking area.

- d) Smoking pad and sidewalk in the West ditch area is to be kept clear and safe for pedestrian traffic.
- e) Stairs leading to the Generator located under the viewing platform must be kept clear of ice and snow.

2.1.3 Perimeter Road

- a) Plow complete road including removing snow from guardrails. Snow must be plowed from the curb out to the guardrail to ensure there is not a build-up of snow against the fence.
- b) Ensure that the entrance at Sackville St., and the exit at Rainnie Drive are cleared back sufficiently so approaching traffic can be seen. This may involve removing snow from the site.
- c) The east entrance bridge and area behind the front kiosk is to be kept clear of ice and snow to the face of the gates. Snow removal inside of the gates is by others.
- d) Clear drain grates (5) and provide sufficient openings at the perimeter road guardrail to allow surface water to run-off.
- e) Garbage receptacles (7), benches (4) and signs (2), must be kept clear of snow and ice.
- f) Entire viewing platform on the East side leading to Old Town Clock steps is to be kept clear of snow and ice, along with sidewalk to the smoking area.

2.1.4 Parking Lot and Ramp

- a) Plow snow to the far north and south ends of the parking lot.
- b) Clear snow and ice from ramp.
- c) Clear parking area under the ramp.
- d) Garbage receptacle (1) on the Sally Port # 4 entrance must be kept clear of snow and ice.

2.2 Task Authorizations

2.2.1 Parade Snow Clearing- Interior Snow Clearing

- a) Pedestrian and Vehicle Pathways – Clear snow and ice from all ramps and doorways to create a safe accessible pathway connecting all public areas and work stations. (Apply salt as needed.) Clear pathways as shown on attached diagram. Apply sand only (mortar type to match parade granular surface) on pathways when needed. The Cavalier building verandahs and steps need to be cleared and sanded. Mini ditch (lower redan) requires a path to be shoveled and steps cleared (3 sets) from C37B to C48B.
- b) 3 Fire Hydrants – (See diagram for locations) Clear so that they are visible and accessible.
- c) Cobblestone Swale at Catch Pits – (See diagram for location). These are to remain free and clear of snow and ice for drainage purposes.
- d) Scuppers – (See diagram for location) Openings through the parapet wall (total 22) must be cleared of snow and ice including 300mm on either side of opening. At the terreplein side of the wall.

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

- e) Noon Gun Steps and platform area (See diagram for location) Remove snow and ice from steps that run from the parade surface up to the noon gun platform, gun platform and 900mm surrounding platform to allow safe access for firing of the noon gun. Apply salt as needed. **“This must be completed by 11:00 hours”**
- f) Call-in Procedure – The contractor will be called by the Citadel Commissionaire, Project Authority or representative when these procedures are to commence. The call will be followed by a Task Authorization form to be completed and signed (see Annex F). The snow removal shall commence within 2 hours of call-in and shall be completed in a timely manner.

2.2.2 Evening Events

Occasionally there are evening events at the Citadel and the snow clearing requirements will be extended from 6:00 p.m. to midnight. The contractor will be provided with a minimum 24 hour notice of this requirement via a Task Authorization.

3. Deficiencies

If PCA contacts the contractor regarding slippery/impassable conditions within the designated hours of the contract, the contractor addresses the issue(s) and within 1 hour of being called by an authorized person representing the Parks Canada Agency Commissionaire or General Works representative.

4. Evaluation

On-going evaluation of the Contractor's performance will be carried out regarding compliance with the contract specifications and requirements. Failure to meet the requirements may result in cancellation of the contract.

5. Occupational Health & Safety

- a) Comply with the requirements of the Canada Labour Code, Part II and the Nova Scotia Occupational health & Safety Act.
- b) The Contractor shall take all necessary and reasonable measures to ensure the safety of Parks Canada Agency Staff and the public from all operational activities on-site.
- c) Contractor shall provide a Certificate of Recognition for their safety program or equivalent and a Job Specific Safety Plan identifying hazards prior to commencing work.

6. Property Damage

The contractor will be required to repair any damage to asphalt, guardrails, fencing, curbs, sign posts, gates and any other property within the described work areas, caused as a result of work carried out under this contract. All repairs as per Halifax Regional Municipality specifications.

Joint inspections (by Parks Canada & contractor) of guardrails, fences etc. will be conducted prior to and following each plowing season.

Solicitation No. - N° de l'invitation : 5P300-19-0237/A

Amd. No. - N° de la modif. : 00

Contracting Authority - Autorité contractante : Bonnie Knott

Client Ref. No. - N° de réf. du client : 10190881

Title - Titre : Snow Removal- Halifax Citadel NHS

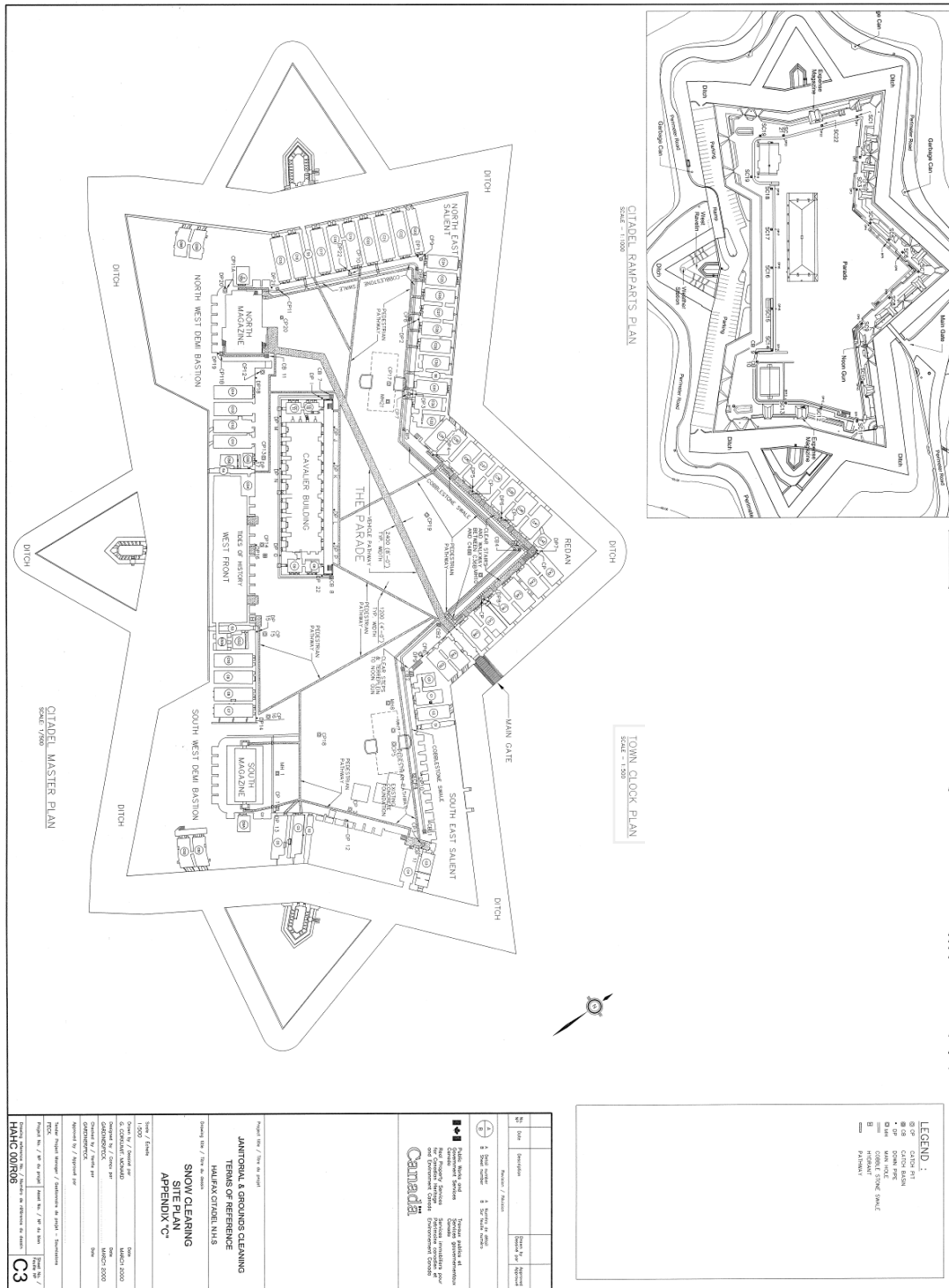
Diagram of Halifax Citadel

HABC 00/06 DWG. NO. C-34
 ANTIORAL & GROUNDS CLEANING TERMS
 OF REFERENCE HALIFAX CITADEL NHS
 NATIONAL HISTORICAL SITE
 SNOW CLEARING SITE PLAN APPENDIX "C"
 MARCH 2009

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 DRAWING TITLE - HALIFAX CITADEL N.H.S.

B1 sheet



<p>LEGEND:</p> <ul style="list-style-type: none"> ○ 01 - CANTONMENT ○ 02 - CANTONMENT ○ 03 - CANTONMENT ○ 04 - CANTONMENT ○ 05 - CANTONMENT ○ 06 - CANTONMENT ○ 07 - CANTONMENT ○ 08 - CANTONMENT ○ 09 - CANTONMENT ○ 10 - CANTONMENT ○ 11 - CANTONMENT ○ 12 - CANTONMENT ○ 13 - CANTONMENT ○ 14 - CANTONMENT ○ 15 - CANTONMENT ○ 16 - CANTONMENT ○ 17 - CANTONMENT ○ 18 - CANTONMENT ○ 19 - CANTONMENT ○ 20 - CANTONMENT ○ 21 - CANTONMENT ○ 22 - CANTONMENT ○ 23 - CANTONMENT ○ 24 - CANTONMENT ○ 25 - CANTONMENT ○ 26 - CANTONMENT ○ 27 - CANTONMENT ○ 28 - CANTONMENT ○ 29 - CANTONMENT ○ 30 - CANTONMENT ○ 31 - CANTONMENT ○ 32 - CANTONMENT ○ 33 - CANTONMENT ○ 34 - CANTONMENT ○ 35 - CANTONMENT ○ 36 - CANTONMENT ○ 37 - CANTONMENT ○ 38 - CANTONMENT ○ 39 - CANTONMENT ○ 40 - CANTONMENT ○ 41 - CANTONMENT ○ 42 - CANTONMENT ○ 43 - CANTONMENT ○ 44 - CANTONMENT ○ 45 - CANTONMENT ○ 46 - CANTONMENT ○ 47 - CANTONMENT ○ 48 - CANTONMENT ○ 49 - CANTONMENT ○ 50 - CANTONMENT ○ 51 - CANTONMENT ○ 52 - CANTONMENT ○ 53 - CANTONMENT ○ 54 - CANTONMENT ○ 55 - CANTONMENT ○ 56 - CANTONMENT ○ 57 - CANTONMENT ○ 58 - CANTONMENT ○ 59 - CANTONMENT ○ 60 - CANTONMENT ○ 61 - CANTONMENT ○ 62 - CANTONMENT ○ 63 - CANTONMENT ○ 64 - CANTONMENT ○ 65 - CANTONMENT ○ 66 - CANTONMENT ○ 67 - CANTONMENT ○ 68 - CANTONMENT ○ 69 - CANTONMENT ○ 70 - CANTONMENT ○ 71 - CANTONMENT ○ 72 - CANTONMENT ○ 73 - CANTONMENT ○ 74 - CANTONMENT ○ 75 - CANTONMENT ○ 76 - CANTONMENT ○ 77 - CANTONMENT ○ 78 - CANTONMENT ○ 79 - CANTONMENT ○ 80 - CANTONMENT ○ 81 - CANTONMENT ○ 82 - CANTONMENT ○ 83 - CANTONMENT ○ 84 - CANTONMENT ○ 85 - CANTONMENT ○ 86 - CANTONMENT ○ 87 - CANTONMENT ○ 88 - CANTONMENT ○ 89 - CANTONMENT ○ 90 - CANTONMENT ○ 91 - CANTONMENT ○ 92 - CANTONMENT ○ 93 - CANTONMENT ○ 94 - CANTONMENT ○ 95 - CANTONMENT ○ 96 - CANTONMENT ○ 97 - CANTONMENT ○ 98 - CANTONMENT ○ 99 - CANTONMENT ○ 100 - CANTONMENT 	
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<p>C3</p>	

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

ANNEX B

BASIS OF PAYMENT

Bidders must provide pricing in the format specified in this Annex B – Basis of Payment. **Failure to provide prices in the format specified will render the quotation non-responsive.**

The Bidder must submit firm, all inclusive unit prices including all materials and operations (set-up charges, fuel, materials, products, tipping fees, etc.) to supply the complete quantities of the final products and services. **GST / HST extra**, if applicable.

TABLE B1. OUTSIDE SNOWCLEARING- MONTHLY QUOTATIONS
From November 15, 2019 to April 15, 2020 and Option Years

Item No.	Item Description	A Contract Period (2019-2020)	B Option Year 1 (2020-2021)	C Option Year 2 (2021-2022)	D Option Year 3 (2022-2023)
1	November 15 – 30 th	\$	\$	\$	\$
2	December 1 – 31 st	\$	\$	\$	\$
3	January 1 – January 31 st	\$	\$	\$	\$
4	February 1- February 28 (29) th	\$	\$	\$	\$
5	March 1- March 31 st	\$	\$	\$	\$
6	April 1- April 15 th	\$	\$	\$	\$
7	Total	\$	\$	\$	\$
	Total Cost for all Years (A+B+C+D)	\$			

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

**TABLE B 2. AS REQUESTED ITEMS–Task Authorizations
From November 15, 2019 to April 15, 2020 and Option Years**

Item No.	Item Description	Unit	Estimated Annual Quantity	Contract Period (2019-2020) Price Per Call-in	Option Year 1 (2020-2021) Price Per Call-in	Option Year 2 (2021-2022) Price Per Call-in	Option Year 3 (2022-2023) Price per Call-in
1	Interior Snow	EA	6	\$ /call in Total: \$	\$ /call in Total: \$	\$ /call in Total: \$	\$ /call in Total: \$
2	Interior Salting	EA	6	\$ /call in Total: \$	\$ /call in Total: \$	\$ /call in Total: \$	\$ /call in Total: \$
3	Interior Sanding	EA	6	\$ /call in Total: \$	\$ /call in Total: \$	\$ /call in Total: \$	\$ /call in Total: \$
4	Plow Truck and Driver	Hour	10	\$ /hour Total: \$	\$ /hour Total: \$	\$ /hour Total: \$	\$ /hour Total: \$
	Total B.2						\$

**TABLE B3. SPECIAL EVENT CALL-INS – Task Authorizations
November 15, 2019 to April 15, 2020 and Option Years**

Item No.	Item Description	Estimated Annual Quantity	Contract Period (2019-2020) Price Per Unit	Option Year 1 (2020-2021) Price Per Unit	Option Year 2 (2021-2022) Price Per Unit	Option Year 3 (2022-2023) Price per Unit
1	Evening Event Extension	5	\$ /event Total: \$	\$ /event Total: \$	\$ /event Total: \$	\$ /event Total: \$
2	Cancellation Fee(less than 24 hour cancellation notice)	2	\$ /canc. Total: \$	\$ /canc. Total: \$	\$ /canc. Total: \$	\$ /canc. Total: \$
	Total B3					\$

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

Table B4: Overall Bid price

Item No.	Overall Bid Price	Total
1	Table B1	\$
2	Table B2	\$
3	Table B3	\$
4	GRAND TOTAL OF BID Tables B1+B2+B3 FOR EVALUATION PURPOSES	\$

Company Name:

Date:

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

ANNEX C

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

Mark “Yes” where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name

Signature

Date

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

ANNEX D to PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

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.

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

ANNEX E to PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

Declaration

I, (name) _____, (position) _____, of

(supplier's name) _____, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Date

Please include with your bid or offer.

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

ANNEX F

INSURANCE REQUIREMENTS

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 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.

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

- 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.
*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.

Solicitation No. - N° de l'invitation :
5P300-19-0237/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Bonnie Knott

Client Ref. No. - N° de réf. du client :
10190881

Title – Titre :
Snow Removal- Halifax Citadel NHS

**ANNEX G
TASK AUTHORIZATION FORM
See Attached**

Task Authorization
Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.****1. Required Work: - Travaux requis :**

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint
B. Basis of Payment - Base de paiement	See Attached - Ci-joint
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint

Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité	
No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint
B. Basis of Payment - Base de paiement	See Attached - Ci-joint
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint