

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

**Public Works and Government Services Canada  
Canada Place/Place du Canada  
10th Floor/5e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3  
Bid Fax: (780) 497-3510**

## Request For a Standing Offer Demande d'offre à commandes

### Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Canada Place/Place du Canada  
10th Floor/5e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3

<b>Title - Sujet</b> Grass Cutting	
<b>Solicitation No. - N° de l'invitation</b> W684E-19ES69/A	<b>Date</b> 2019-10-03
<b>Client Reference No. - N° de référence du client</b> W684E-19ES69	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-034-11701
<b>File No. - N° de dossier</b> EDM-9-42014 (034)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-11-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b>  See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Nigam, Nidhi	<b>Buyer Id - Id de l'acheteur</b> edm034
<b>Telephone No. - N° de téléphone</b> (587)532-8142 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Real Property Ops Sec Edmonton Edmonton Garrison PO Box 10500 Station Forces EDMONTON Alberta T5J4J5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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W684E-19ES69

Amd. No. - N° de la modif.  
File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
EDM034  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirement Checklist, Insurance Requirement and the Electronic Payment Instruments and any other annexes.

### **1.2 Statement of Work**

**1.2.1** Department of National Defence, CFB Edmonton has a requirement for a Regional Individual Standing Offer (RISO) for the furnishing of all labour, materials, tools, equipment, transportation, supervision and administration necessary to provide grass cutting, grass trimming and weed control services on a rotational and as and when required basis.

Service Delivery:

CFB Edmonton  
P.O. Box 10500 Station Forces  
Edmonton, AB  
T5J 4J5

**Mandatory Site Visit:**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at CFB Edmonton on Thursday, 2019-10-17 at 9:00 am MST. Bidders should report to building 177 front desk.

Bidders must communicate with the Contracting Authority no later than 3:00 pm MST by Tuesday, October 15th, 2019 to confirm attendance and provide the name(s) of the person(s) and driver's license numbers 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.

The Standing Offer will be for a period of three years from \_\_\_\_\_ (to be released upon award).

**1.2.2** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

**1.2.3** This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### **1.3 Security Requirements**

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

### **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### **1.5 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 6.12 - Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

#### 2.1.1 SACC Manual Clauses

[A9040T](#) (2015-07-03), Mandatory Site Visit  
[M0019T](#) (2007-05-25), Firm Price and/or Rates  
[M0222T](#) (2016-01-28), Evaluation of Price - Canadian/Foreign Offerors

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

**BRU identification:**

Bid Receiving Public Works and Government Services Canada  
Canada Place / Place du Canada  
10th Floor / 10e étage  
9700 Jasper Ave / 9700 ave Jasper  
Edmonton, Alberta, T5J 4C3

**Email address for bids submitted through epost Connect service:**

[ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

**Note:** Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect."

**Bid facsimile number:** 780-497-3510

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to

comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror 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, Offerors agree that the successful Offeror'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](#).

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### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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;

number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

### **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.



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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (1hard copy)  
Section II: Financial Offer (1hard copy)  
Section III: Certifications (1hard copy)

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

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

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

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

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

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

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

**Section I: Technical Offer**

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

**Section II: Financial Offer**

Offerors must submit their financial offer in accordance **Annex B, Basis of Payment.**

**3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

**3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

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

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

- a) By submitting an offer, the Offeror certifies that they are able to provide the services as specified in Annex A – Statement of Work
- b) Compliance with the terms and conditions contained in this document.

#### **4.1.2 Financial Evaluation**

The total assessed offer price will be determined in the following method:

- (a) Firm unit price for each line item will be multiplied by the estimated annual usage to reach an extended price.
- (b) The extended price for all line items will be aggregated to reach the total extended price for each year.
- (c) The total extended price for all years will be aggregated to reach the total assessed offer price.

##### **4.1.2.1 Evaluation of Price**

SACC *Manual* Clause [M0220T](#) (2016-01-28), Evaluation of Price

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Mandatory Technical Criteria Only**

SACC *Manual* Clause [M0031T](#) (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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## PART 6 - SECURITY AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the work in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) *Industrial Security Manual* (Latest Edition).

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than **fifteen (15) calendar days** after the end of the reporting period.

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. (To be released upon award)

##### **7.4.2 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Nidhi Nigam  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: Canada Place / Place du Canada  
10th Floor / 10e étage  
9700 Jasper Ave / 9700 ave Jasper  
Edmonton, Alberta, T5J 4C3  
  
Telephone: 587-532-8142  
Facsimile: 780-497-3510  
E-mail address: nidhi.nigam@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### **7.5.2 Project Authority (to be released upon contract award)**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W684E-19ES69/A  
Client Ref. No. - N° de réf. du client  
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File No. - N° du dossier  
EDM-9-42014

Buyer ID - Id de l'acheteur  
EDM034  
CCC No./N° CCC - FMS No./N° VME

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative (Offeror to complete)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Procurement Business Number (PBN): \_\_\_\_\_

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

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Department of National Defence, CFB Edmonton

### 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery



- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
- standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

### 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

### 7.10 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity) ;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Checklist
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

### 7.11 Certifications and Additional Information

#### 7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### 7.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

### 7.13 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

### 7.14 **M3800C** (2006-08-15) Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

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

#### **7.2.1 General Conditions**

[2010C](#) (2018-06-21), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of [2010C](#) (2018-06-21), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from from \_\_\_\_\_ to \_\_\_\_\_ inclusive. **(To be released upon award)**

#### **7.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for the cost specified in the call-up against the standing Offer. 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.

#### **7.5.2 Limitation of Price**

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price

### 7.5.3 Multiple Payment

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payment

### 7.5.4 SACC Manual Clauses

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

## 7.6 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): **to be determined**

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 7.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must include a breakdown as follows:

- a) per cut rate in accordance with the offer
  - b) per square meter rates for grass cutting services in accordance with the offer ;
  - c) per meter rates for grass trimming services in accordance with the offer;
  - d) per square meter rates for weed control services in accordance with the offer;
  - e) extended total
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the consignee.

## 7.8 Insurance Requirements

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

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

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

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than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **7.9 SACC Manual Clauses**

SACC Manual Clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations

SACC Manual Clause [B1501C](#) (2006-06-16), Electrical Equipment

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## ANNEX "A"

### STATEMENT OF WORK

#### 1. SITE OF WORK (including but not limited to)

##### Designated Zones

- Four Zones in CFB Edmonton P.O. Box 10500 Station forces Edmonton, Alberta, T5J 4J5
  - Zone 1 in CFB Edmonton. Approximately 526,253.00 square meters
  - Zone 2 in CFB Edmonton. Approximately 157,034.00 square meters
  - Zone 3 in CFB Edmonton. Approximately 810,669.00 square meters
  - Zone 4 in CFB Edmonton. Approximately 284,545.00 square meters
- Cardiff Transmitter Site, 55425, Range Road 245, Cardiff, Alberta, T0G 1L0. Approximately 65,667.00 square meters.
- Riverbend Receiver Site, 21721 17 Street NE, Edmonton, Alberta, T5Y 6J7. Approximately 38,895.00 square meters.

**Please Note:** Approximate areas for designated grass cutting zones can vary by (+ - 15%) Offerors must be willing to accept variations in designated grass cutting zone areas if it falls within the (+ - 15%) range. Firm unit price will not be effected by this variation.

#### 2. Drawings:

- No Drawings will be issued. Drawings will be available for viewing during the mandatory site visit.
- If needed a complete set of drawings will be given to the successful offeror upon Standing Offer award.

#### 3. SCOPE OF WORK

- The work in this section comprises the furnishing of all labour, materials, tools, equipment, transportation, supervision and administration necessary to provide services in accordance with this specification.
- Work Included: The work under this section includes the following:
  - i. Grass Cutting - means the cutting of grass to height of no less than 3 inches.
  - ii. Grass Trimming – Means with a gas powered trimming that will handle the work.
  - iii. Weed control – Means weeds are to be controlled with an environmentally friendly chemical approved by the Real Property Operations Section (RPOS - EDM) Environmental section.
- Rates for grass cutting services for designated zones will be on per cut basis in accordance with Annex B, Basis of Payment. The Offeror will be paid on a per cut basis billed monthly.
- Grass cutting in designated zones will be scheduled on a rotational basis, once the season has been approved by Real Property Operations Section Representative.

- The Offeror must acknowledge receipt and respond to a call-up against the Standing Offer within one (1) business day of receipt of the call-up.
- Grass cutting in the Zone 1 in CFB Edmonton (GUN RANGE). The Offeror must deliver the service identified in the call-up within two (2) business days of receipt of the call-up or within a time mutually agreed upon between the Offeror and the Real Property Operations Section Representative.
- Grass cutting services in all other zones and locations. The Offeror must deliver the service identified in the call-up within one month (1) of receipt of the call-up or within a time mutually agreed upon between the Offeror and the Real Property Operations Section Representative.
- Upon request, provide grass cutting services for small, localized areas. Rates for these grass cutting services will be based on per square meter rates in accordance with Annex B, Basis of Payment. Rates to include all typical equipment for grass cutting, as well as a vehicle for traveling to, from and around the site. The Offeror must deliver the service identified in the call-up within two (2) business days of receipt of the call-up or within a time mutually agreed upon between the Offeror and the Real Property Operations Section Representative.
- **All grass cutting services for areas outside the designated zones will require a quote prior to commencing work and invoiced separately.**
- Grass trimming areas will be identified in the call up against the Standing Offer document. Grass trimming will be done on a rotational basis, once the season has been approved by Real Property Operations Section, Representative. The Offeror must deliver the service identified in the call-up within two (2) business days of receipt of the call-up or within a time mutually agreed upon between the Offeror and the Real Property Operations Section Representative.
- Grass trimming will be along fence line, light poles, trees, fire hydrant and sign posts in Four Zones in CFB Edmonton. Grass Trimming for Cardiff and Riverbend sites will be on a request basis only. Grass trimming to be done to both sides of the fence and signs.
- Rates for Grass trimming services will be based on per meter rates in accordance with Annex B, Basis of Payment. Rates to include all typical equipment for grass trimming, as well as a vehicle for traveling to, from and around the site. All grass trimming services will require a quote prior to commencing work and invoiced separately.
- Weed control services will be on a request basis only. Rates for weed control services will be based on per meter squared rates in accordance with Annex B, Basis of Payment. Rates to include all typical equipment and chemical for weed control, as well as a vehicle for traveling to, from and around the site. All weed control services will require a quote prior to commencing work and invoiced separately. The Offeror must deliver the service identified in the call-up within two (2) business days of receipt of the call-up or within a time mutually agreed upon between the Offeror and the Real Property Operations Section Representative.

#### 4. CLEAN UP

- Offeror shall remove all refuse resulting from the contractor's operations to a site off DND property and dispose it at the offeror's expense.

## 5. PAYMENT

- Grass cutting in accordance with the Standing Offer Agreement and as requested by Real Property Operations representative;
- Grass cutting services for designated zones will be invoiced on a monthly basis.
- Payment will be made on satisfactory completion of the work as determined by the Real Property Operations Section Representative
- The "as requested" work will be invoiced as it is completed.

## 6. EXISTING CONDITION SURVEY

- **DND will complete an existing condition survey of all areas to be serviced and adjacent property with the successful Offeror, after the Standing Offer has been awarded. Upon request, provide the Real Property Operations Section Representative with a copy of the existing condition survey. The Real Property Operations Section may conduct a condition survey for comparison to the provided condition survey. Discrepancies between the two surveys will be resolved before commencing work.**

## 7. DAMAGE TO EXISTING FACILITIES

- The contractor shall take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused by the contractor shall be repaired without undue delay and at no cost to Real Property Operations/ DND

## 8. SAFETY STANDARDS

- Provide Safety person(s) as required at each site.
- Safety person(s) will be positioned on the ground and will be in communication with mobile equipment operators at all times.
- Safety person(s) will ensure pedestrian and vehicular safety.
- Implement safety and accident prevention measures in full accordance with publications of the Occupational Health and Safety Act and Regulations for Alberta.
- All equipment on the roads shall be operated in accordance with the Alberta Traffic Safety Act.
- Grass cutting equipment will not exceed the posted speed limit or 20kph (kilometers per hour) whichever is less.
- Offeror will be briefed with the Edmonton Garrison Fire Orders and Regulations for Contractors at the fire hall by the fire inspector before the start of any work on the base commences.



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- Report related emergencies by calling 911.

#### 9. EQUIPMENT

- All equipment will be in good repair. The Real Property Operations Section Representative reserves the right to have equipment taken out of service if determined to be unsafe, unsuitable or defective. Provide suitable replacement equipment until repairs are completed. Real Property Operations have all authorities in this regard.
- **All mobile equipment must have flashing beacons. Beacons to be mounted for greatest visibility by vehicular and pedestrian traffic.**
- Supply miscellaneous tools as required to perform the work.
- **Minimum Equipment to be commercial Rotary and Mott mowers capable of cutting grass in large areas.**

#### 10. OPERATORS

- All mobile equipment operators to be qualified and experienced on the equipment being operated.

#### 11. WORKING HOURS

- Work will be carried out 7: 30 to 16:00 hours 5 days per week and is the preferred timing and will be coordinated by Real Property Operations Section Representative;
- If the contractor would like to conduct the grass cutting service on the weekend to avoid conflicts it will be at the standard Regular work week rates in accordance with Annex B, Basis of Payment and will be coordinated by Real Property Operations Section Representative;
- If the contractor is asked to work on the weekend it will be at the weekend rates in accordance with Annex B, Basis of Payment and will be coordinated by Real Property Operations Section Representative.

#### 12. EXECUTION

- All work shall be carried out using machinery to properly execute work and be completed to the satisfaction of the Real Property Operations Section Representative. All equipment is to be in good operating condition and shall comply with all Provincial Occupational Health and Safety Regulations and the Traffic Safety Act.
- Contact the Real Property Operations Section Representative when parked vehicles or other obstacles impede Grass Cutting operations.

## ANNEX "B"

### BASIS OF PAYMENT

- Offerors must complete the below table and submit it with their offer.
- Rates quoted must include ALL relative costs associated with providing the service as outlined in Annex A - Statement of Work, and remain firm for the period of the Standing Offer.
- Firm Unit/Lot Price do not include Applicable taxes. Applicable taxes will be added as a separate line item to any invoice issued as a result of a Call -up.
- All Firm Unit/Lot Prices are in Canadian Dollars (CAD)
- **Approximate areas for designated grass cutting zones can vary by (+ - 15%) Offerors must be willing to accept variations in designated grass cutting zone areas if it falls within the (+ - 15%) range. Firm unit price will not be effected by this variation.**
- All line items must be filled out in order for the offer to be deemed responsive.
- Estimated usages are for evaluation purposes only; actual usage may vary from amounts shown.

### YEAR ONE

Item	Description	Estimated Annual Usage (A)	Unit of Issue	Firm Unit Price (B)	Extended Price (AXB)
	Regular work week rates: (Monday to Friday 7: 30 to 16:00 hours).				
1	Four Zones in CFB Edmonton				
1.1	Zone 1 in CFB Edmonton. Approximately 526,253.00 square meters	12	cut	\$_____/cut	\$_____
1.2	Zone 2 in CFB Edmonton. Approximately 157,034.00 square meters	12	cut	\$_____/cut	\$_____
1.3	Zone 3 in CFB Edmonton. Approximately 810,669.00 square meters	12	cut	\$_____/cut	\$_____
1.4	Zone 4 in CFB Edmonton. Approximately 284,545.00 square meters	12	cut	\$_____/cut	\$_____
2.	Cardiff Transmitter Site. Approximately 65,667.00 square meters	12	cut	\$_____/cut	\$_____
3.	Riverbend Receiver Site. Approximately 38,895.00 square meters	12	cut	\$_____/cut	\$_____
4.	Grass cutting services per square meter for all areas outside the designated zones	10,000.00 m2	Square meter	\$_____/m2	\$_____
5.	Grass trimming services per meter	100,000.00 meters	meter	\$_____/m	\$_____
6.	Weed Control services per square meter	10,000.00 m2	Square meter	\$_____/m2	\$_____
	Weekend rates: (Saturday to Sunday 7: 30 to 16:00 hours).				
7	Four Zones in CFB Edmonton				
7.1	Zone 1 in CFB Edmonton. Approximately 526,253.00 square meters	12	cut	\$_____/cut	\$_____

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EDM-9-42014

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

7.2	Zone 2 in CFB Edmonton. Approximately 157,034.00 square meters	12	cut	\$_____/cut	\$_____
7.3	Zone 3 in CFB Edmonton. Approximately 810,669.00 square meters	12	cut	\$_____/cut	\$_____
7.4	Zone 4 in CFB Edmonton. Approximately 284,545.00 square meters	12	cut	\$_____/cut	\$_____
8.	Cardiff Transmitter Site. Approximately 65,667.00 square meters	12	cut	\$_____/cut	\$_____
9.	Riverbend Receiver Site. Approximately 38,895.00 square meters	12	cut	\$_____/cut	\$_____
10.	Grass cutting services per square meter for all areas outside the designated zones	10,000.00 m2	Square meter	\$_____/m2	\$_____
11.	Grass trimming services per meter	100,000.00 meters	meter	\$_____/m	\$_____
12.	Weed Control services per square meter	10,000.00 m2	Square meter	\$_____/m2	\$_____
<b>TOTAL EXTENDED PRICE FOR YEAR 1</b>					\$_____

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## YEAR TWO

Item	Description	Estimated Annual Usage (A)	Unit of Issue	Firm Unit Price (B)	Extended Price (AXB)
	Regular work week rates: (Monday to Friday 7: 30 to 16:00 hours).				
1.	Four Zones in CFB Edmonton				
1.1	Zone 1 in CFB Edmonton. Approximately 526,253.00 square meters	12	cut	\$_____/cut	\$_____
1.2	Zone 2 in CFB Edmonton. Approximately 157,034.00 square meters	12	cut	\$_____/cut	\$_____
1.3	Zone 3 in CFB Edmonton. Approximately 810,669.00 square meters	12	cut	\$_____/cut	\$_____
1.4	Zone 4 in CFB Edmonton. Approximately 284,545.00 square meters	12	cut	\$_____/cut	\$_____
2.	Cardiff Transmitter Site. Approximately 65,667.00 square meters	12	cut	\$_____/cut	\$_____
3.	Riverbend Receiver Site. Approximately 38,895.00 square meters	12	cut	\$_____/cut	\$_____
4.	Grass cutting services per square meter for all areas outside the designated zones	10,000.00 m2	Square meter	\$_____/m2	\$_____
5.	Grass trimming services per meter	100,000.00 meters	meter	\$_____/m	\$_____
6.	Weed Control services per square meter	10,000.00 m2	Square meter	\$_____/m2	\$_____
	Weekend rates: (Saturday to Sunday) 7: 30 to 16:00 hours).				
7.	Four Zones in CFB Edmonton				
7.1	Zone 1 in CFB Edmonton. Approximately 526,253.00 square meters	12	cut	\$_____/cut	\$_____

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7.2	Zone 2 in CFB Edmonton. Approximately 157,034.00 square meters	12	cut	\$_____/cut	\$_____
7.3	Zone 3 in CFB Edmonton. Approximately 810,669.00 square meters	12	cut	\$_____/cut	\$_____
7.4	Zone 4 in CFB Edmonton. Approximately 284,545.00 square meters	12	cut	\$_____/cut	\$_____
8.	Cardiff Transmitter Site. Approximately 65,667.00 square meters	12	cut	\$_____/cut	\$_____
9.	Riverbend Receiver Site. Approximately 38,895.00 square meters	12	cut	\$_____/cut	\$_____
10.	Grass cutting services per square meter for all areas outside the designated zones	10,000.00 m2	Square meter	\$_____/m2	\$_____
11.	Grass trimming services per meter	100,000.00 meters	meter	\$_____/m	\$_____
12.	Weed Control services per square meter	10,000.00 m2	Square meter	\$_____/m2	\$_____
<b>TOTAL EXTENDED PRICE FOR YEAR 2</b>					\$_____

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EDM034  
CCC No./N° CCC - FMS No./N° VME

### YEAR THREE

Item	Description	Estimated Annual Usage (A)	Unit of Issue	Firm Unit Price (B)	Extended Price (AXB)
	Regular work week rates: (Monday to Friday 7: 30 to 16:00 hours).				
1.	Four Zones in CFB Edmonton				
1.1	Zone 1 in CFB Edmonton. Approximately 526,253.00 square meters	12	cut	\$_____/cut	\$_____
1.2	Zone 2 in CFB Edmonton. Approximately 157,034.00 square meters	12	cut	\$_____/cut	\$_____
1.3	Zone 3 in CFB Edmonton. Approximately 810,669.00 square meters	12	cut	\$_____/cut	\$_____
1.4	Zone 4 in CFB Edmonton. Approximately 284,545.00 square meters	12	cut	\$_____/cut	\$_____
2.	Cardiff Transmitter Site. Approximately 65,667.00 square meters	12	cut	\$_____/cut	\$_____
3.	Riverbend Receiver Site. Approximately 38,895.00 square meters	12	cut	\$_____/cut	\$_____
4.	Grass cutting services per square meter for all areas outside the designated zones	10,000.00 m2	Square meter	\$_____/m2	\$_____
5.	Grass trimming services per meter	100,000.00 meters	meter	\$_____/m	\$_____
6.	Weed Control services per square meter	10,000.00 m2	Square meter	\$_____/m2	\$_____
	Weekend rates: (Saturday to Sunday) 7: 30 to 16:00 hours).				
7.	Four Zones in CFB Edmonton				
7.1	Zone 1 in CFB Edmonton. Approximately 526,253.00 square meters	12	cut	\$_____/cut	\$_____

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7.2	Zone 2 in CFB Edmonton. Approximately 157,034.00 square meters	12	cut	\$_____/cut	\$_____
7.3	Zone 3 in CFB Edmonton. Approximately 810,669.00 square meters	12	cut	\$_____/cut	\$_____
7.4	Zone 4 in CFB Edmonton. Approximately 284,545.00 square meters	12	cut	\$_____/cut	\$_____
8.	Cardiff Transmitter Site. Approximately 65,667.00 square meters	12	cut	\$_____/cut	\$_____
9.	Riverbend Receiver Site. Approximately 38,895.00 square meters	12	cut	\$_____/cut	\$_____
10.	Grass cutting services per square meter for all areas outside the designated zones	10,000.00 m2	Square meter	\$_____/m2	\$_____
11.	Grass trimming services per meter	100,000.00 meters	meter	\$_____/m	\$_____
12.	Weed Control services per square meter	10,000.00 m2	Square meter	\$_____/m2	\$_____
<b>TOTAL EXTENDED PRICE FOR YEAR 3</b>					\$_____
<b>TOTAL ASSESED OFFER PRICE</b> (TOTAL EXTENDED PRICE FOR YEAR 1 + TOTAL EXTENDED PRICE FOR YEAR 2 + TOTAL EXTENDED PRICE FOR YEAR 3 )					\$_____



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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

**Please see attached.**

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**ANNEXE « D »**

**INSURANCE REQUIREMENT**

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.
  - 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. 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.

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**ANNEX "E"**  
**STANDING OFFER USAGE REPORT**

**Quarterly Usage Report Schedule:**

<b>Period:</b>	<b>Report Due:</b>
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

<b>Supplier Name</b>		<b>Standing Offer Name</b>	
<b>Standing Offer Number</b>		<b>Reporting Period</b>	
<b>Standing Offer Authority</b>	Nidhi Nigam		

<b>Call-up Number</b>	<b>Dollar Value (Taxes included)</b>
<b>(A) Total Dollar Value Call-ups for this reporting period:</b>	
<b>(B) Accumulated Call-up totals to date:</b>	
<b>(A+B) Total Accumulated Call-ups</b>	

**NIL REPORT:** During the above reporting period there have been no call-ups issued against this Standing Offer ( ).

<b>PREPARED BY:</b>	
<b>NAME</b>	
<b>TELEPHONE NUMBER</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

Send Report to: [TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca)  
or fax to: (780) 497-3510.

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## **ANNEX "F" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W684E-19ES69

UNCLASSIFIED Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



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

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

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

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

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

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

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui





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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).