

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

**Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067**

## 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 / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Disposal of Waste Water	
<b>Solicitation No. - N° de l'invitation</b> W6888-201802/A	<b>Date</b> 2019-11-27
<b>Client Reference No. - N° de référence du client</b> W6888-20-1802	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-625-7962
<b>File No. - N° de dossier</b> KIN-9-52011 (625)	<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 2020-01-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cook, Pauline	<b>Buyer Id - Id de l'acheteur</b> kin625
<b>Telephone No. - N° de téléphone</b> (613)536-4602 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE RPOU (Ontario) Trenton CFB Trenton, 8 Wing Bldg 155, 14 Alert Blvd ASTRA Ontario K0K3W0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas 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>

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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Solicitation No. - N° de l'invitation  
W6888-201802/A  
Client Ref. No. - N° de réf. du client  
W6888-201802

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-9-52011

Buyer ID - Id de l'acheteur  
kin625  
CCC No/N° CCC - FMS No/N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven 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:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>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, the Electronic Payment Instruments, Certification and any other annexes

### **1.2 Summary**

#### **A REGIONAL INDIVIDUAL STANDING OFFER**

On behalf of the Department of National Defence (DND), 8 Wing Trenton, located in Trenton, Ontario requires the furnishing of all labour, materials and equipment required for the transfer, removal and or disposal of raw or partially treated wastewater (i.e. septic holding tanks, sewage lift stations), grease interceptors, and other similar materials from various area's through Canadian Forces Base (CFB) Trenton and its satellite locations (as listed in Annex "A" 1. Scope of Work, a General) on an as and when requested basis.

The requirement is subject to a preference for Canadian services.

This Request for Standing Offer (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

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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 7.15 Transition to an e-Procurement Solution (EPS).

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

## 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: 120 days

### 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 in the RFSO.

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the Ontario Region (OR) the email address is:

[TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@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 Instructions [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

### 2.3 Former Public Servant - Offer

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](#).

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

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

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) 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 Ontario.

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.



## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submit 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 (1 hard copy)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)

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

- If the 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.

Offerors should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the offer solicitation is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the 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 "F", Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F", 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.

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

## **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.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### **4.1.1 Technical Evaluation**

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

Offers must comply with each and every mandatory technical criteria (MTC) specified below. Failure to do so will render the offer non-compliant. If an offer is determined to be non-compliant, it will be given no further consideration. Deviations from or issues concerning MTC's are not to be raised in the Offer's proposal as they will not be considered or accepted after the closing date and time of this RFSO.

Mandatory Technical Criteria are indicated **in this section 4.1.1.1 only**, by the use of the words “must or will.”

This below table of MTCs contain all of the required elements that must be complied with and or submitted with the Offerors Proposal.

MTC No.	Description
1	<p>The Offeror must demonstrate that the legal entity which is submitting the bid has a minimum of one (1) year of experience in the past five (5) years in administering a contract for removal, transferal and or disposal of raw or partially treated wastewater (i.e. septic holding tanks, sewage lift stations )as described in the Statement of Work. To demonstrate their experience, the Offeror must indicate, as a minimum:</p> <ul style="list-style-type: none"><li>➤ Description of services provided under the contract;</li><li>➤ Duration of contract; and</li><li>➤ Name, title, telephone number and e-mail address (unless the individual does not have an e-mail address) for a customer reference that can confirm the information provided by the Offeror. If there is a conflict between the information provided by the customer reference and the offer, the information provided by the customer reference will be evaluated instead of the information in the offer. If the individual is unavailable when required during the evaluation period the offeror may provide the name and contact information of an alternative contact from same customer. Canada will attempt to contact each reference provided by the offeror a maximum of three (3) times. If there is no reply after three (3) attempts, Canada will not evaluate the contract that was provided by the Offeror.</li></ul>
2	<p>The Offeror must provide proof of their Certificate of Approvals for the hauling of the following materials in the Province of Ontario:</p> <ul style="list-style-type: none"><li>A. Septage; and</li><li>B. Non-Hazardous Liquid Industrial Waste</li></ul>

#### **4.1.2 Financial Evaluation**

**4.1.2.1** Offerors must provide pricing for all of the blank unit pricing in Annex “B”, Basis of Payment or the offer will be considered non-compliant by Canada and will not be further evaluated.

**4.1.2.2** The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP, Canadian customs duties and excise taxes included.

**4.1.2.3** The Offerors unit pricing will be evaluated by the Contracting Authority.

**4.1.2.4** To calculate the Offeror's Aggregate Price, the Offeror's unit pricing for each pricing period will be multiplied by the estimated usage's for Pricing “A” and “B”. The Offeror's Aggregate Prices for all four (4) pricing periods will be added together to calculate the Offeror's Evaluated Price.

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## 4.2 Basis of Selection

- 4.2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.
- 4.2.2 Only one (1) SOA will be issued for this requirement.
- 4.2.3 If two (2) compliant offerors achieve the same lowest aggregate cost to the Crown, the offeror offering the lowest Aggregate Price for the first year will be recommended for issuance of a SOA. If there is still a tie, a coin toss will be used to select the winning offeror.
- 4.2.4 Should there be no compliant offers after evaluation, the requirement will be re-tendered with a reduced bidding period using a source list.

## 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.

#### 5.1.2 Additional Certifications Required with the Offer

##### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the goods and services offered are a Canadian goods and Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the goods and services offered being treated as a non-Canadian goods and non-Canadian services.

The Offeror certifies that:

( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

**5.1.2.1.1** SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition

## **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 property agreement of the [Ineligibility and Suspension Policy](#) (<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](#) 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.

## **5.3 Additional Certifications Precedent to Issuance of a Standing Offer**

### **5.3.1 Agreements, Permits or Approvals**

Prior to award the Project Authority must be briefed and provided with copies of all necessary Certificates, Agreement, Permits, etc., that are required by Federal, Provincial and Municipal Environmental Legislation, Regulations or By-Laws. Some examples of these documents are listed below:

1. Ontario Ministry of Environment and Energy, Certificate of Approval for a Waste Management Service.

- 
2. Agreement with third party, if the waste collected is to be transferred to a final destination through a third party transfer station and Ontario Ministry of Environment and Energy Certificate of Approval, for the transfer station.
  3. Certificate of Approval for a transfer station, from Ontario Ministry of Environment and Energy, when waste collected will be transferred to the final destination through a Contractor owned transfer station.
  4. Agreement with the final waste destination site owner verifying the Contractor has permission from the final waste destination owner to dispose of waste.
  5. Permits or Approvals from all Federal, Provincial and Local Government authorities having jurisdiction over, and/or an interest in, the operation of the final destination site for wastes.
  6. Written certification from the owner of the final destination site for wastes, that under no circumstances will the Crown be held responsible for the consequences of legally placing waste from 8 Wing Trenton at the final destination.

### **5.3.2 Vehicle Licensing and Safety Certificates:**

All vehicles and operators must meet Ministry of Transportation standards for safety and licensing for the Province of Ontario and other applicable jurisdictions if vehicles will be leaving the Province. The intent is to have vehicles and operators fully compliant with all legislation as it applies throughout the Contract. The Contractor must produce evidence to show compliance to the Technical authority.

## **PART 6 - SECURITY & INSURANCE REQUIREMENTS**

### **6.1 Security Requirement**

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 - Proof of Availability - Prior to issuance of a Standing Offer**

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" Insurance – Specific Requirement.

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.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W6888-201802

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 and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.



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

- first quarter: May 1 to July 31
- second quarter: August 1 to October 31
- third quarter: November 1 to January 31
- fourth quarter: February 1 to April 30

The data must be submitted to the Standing Offer Authority no later than 14 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 against the Standing Offer is from 01 May 2020 to 30 April, 2024 inclusive.

### **7.4.2 Delivery Points**

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

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Pauline Cook  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch Kingston  
Address: 86 Clarence Street, Kingston, ON  
Telephone: 613-536-4602  
Facsimile: 613-545-8067  
E-mail address: [Pauline.Cook@pwgsc-tpsgc.gc.ca](mailto:Pauline.Cook@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**

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

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 *(to be completed by Offeror)*

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

### 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: 8 Wing Trenton, Trenton, Ontario.

### 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 2 and 3 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 \$25,000.00 (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 Check List;
- h) Annex "D", Insurance Requirements;
- i) Annex "E", Standing Offer Reporting Form;
- j) 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 \_\_\_\_\_.

## 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.

## **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 - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2018-06-21) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

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

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

#### **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 a firm lot price as specified in contract. 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 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.

### 7.5.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

### 7.5.4 Electronic Payment of Invoices – Call-up

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

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

## 7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;
  - b) a copy of the release document and any other documents as specified in the Contract;
  - c) a copy of the invoices, receipts, vouchers for all direct expenses;
  - d) a copy of the monthly progress report.
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 Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.7 Insurance – Specific Requirement

1. 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.
2. 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.
3. 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.

## 7.8 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department  
C0705C (2010-01-11), Discretionary Audit  
A0285C (2007-05-25) Workers Compensation  
A9039C (2008-05-12), Salvage  
A9062C (2011-05-16), Canadian Forces Site Regulations  
B9028C (2007-15-25), Access to Facilities and Equipment

## **7.9 Canadian Content Certification**

1. The Offeror warrants that the certification of Canadian Content submitted by the Offeror is accurate and complete, and that the goods, services or both to be provided under any call-ups against the Standing Offer are in accordance with the definition contained in clause [A3050T](#).
2. The Offeror must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Offeror must not, without obtaining before the written consent of the Standing Offer Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under any contract resulting from the Standing Offer, or until settlement of all outstanding claims and disputes under the Standing Offer, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Offeror must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant any contract resulting from the Standing Offer.

## **ANNEX "A" - STATEMENT OF WORK**

### **SECTION A - GENERAL SCOPE OF WORK**

#### **1. SCOPE OF WORK**

##### **a. General**

The work under this Regional Individual Standing Offer (RISO) comprises the furnishing of all labour, materials and equipment required for the removal, transferal and or disposal of raw or partially treated wastewater (i.e. septic holding tanks, sewage lift stations), and grease interceptors, from various areas through CFB Trenton and its satellite locations which include:

- Canadian Forces Detachment Mountain View – 3179 Hwy 62, Ameliasburgh, ON
- Belleville Armoury – 187 Pinnacle St., Belleville, ON
- Peterborough Armoury – 220 Murray St., Peterborough, ON
- Carrying Place – 21124 Loyalist Pkwy, Carrying Place, ON
- Point Petre – 275 Point Petre Rd., Athol, ON

##### **b. Work Included**

Work includes the pumping or removal, transfer and disposal of raw or partially treated wastewater, septage, grease interceptors, or other similar materials as specified in the call-up document.

#### **2. SITE ACCESS**

Access to the site is subject to restriction such as troop movement or other security regulations as laid out by the respective Unit(s). All possible steps will be taken to provide the Contractor with access to delivery areas at all times; however, Department of National Defence (DND) activity may require some closure of the areas at times.

Two working days of advance notice to the Project Authority (PA) is required before delivery to mitigate issues that can arise from DND activity. The authorized contact for delivery purposes is the PA specified in this Standing Offer Agreement (SOA).

All personnel must be prepared to show their government issued photo identification (such as a driver's license or other piece of identification which the PA deems acceptable) while on DND property. Canada will not be responsible for costs incurred by the Contractor if the contractor's personnel are refused entry to the Canadian Forces Base unless it is a direct result of DND operational activities.

#### **3. STANDARDS**

Throughout the various sections and subsections of this specification reference is made to domestic, national and international standards, Federal Provincial and Municipal Acts, Regulations and Bylaws. These standards must be considered an integral part thereof and must be read in conjunction with the specification as if they were reproduced herein.



The Contractor must comply with the latest edition of all standards unless a specifically dated edition is referenced.

4. SCHEDULE OF WORK

- a. The Contractor must arrange their work in such a manner as to cause the least inconvenience to the building occupants.
- b. Work on job site must be carried out between the hours of 0700 and 1500, Monday to Friday (excluding Statutory holidays), unless authorized otherwise by the TA.

5. USE OF PREMISES

At all times, the Contractor must confine their equipment, storage of materials, and operations of their workmen to limits indicated by law, ordinance or the direction of the Project Authority, and must not unreasonably encumber the site.

6. RESPONSIBILITY

- a. The responsibility for the requirement and work included in these documents rests solely with the Contractor.
- b. The responsibility for measurements and quantities rests solely with the Contractor.

7. DAMAGE TO EXISTING FACILITIES

The Contractor must take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused will be made good without undue delay and at no expense to DND.

8. CLEAN UP

The Contractor must perform a daily clean-up of the debris resulting from their work, and all hazardous impediments must be removed from the site at the end of each day's work, subject to the satisfaction of the Project Authority.

9. SAFETY AND SECURITY OF WORK SITE

All work completed must be in compliance with:

- i. The province of Ontario Occupational Health and Safety Act and Regulations for Construction Projects;  
<https://www.ontario.ca/laws/statute/90o01>
- ii. Workplace Safety and Insurance Act and associated Regulations; and  
<https://www.ontario.ca/laws/statute/97w16>
- iii. Municipal authority provided that in any case of conflict or discrepancy, the more stringent will apply.

10. WHMIS

- a. Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Health Canada.
- b. Deliver copies of WHMIS data sheets to the Project Authority on delivery of materials.
- c. Keep copies of Material Safety Data sheets for all hazardous materials on site and make available to anyone "working with" and/or "in proximity to" the hazardous material.

11. FORSEEABLE SAFETY HAZARDS

- a. Ontario Occupational Health and Safety Act R.S.O. (latest version) Part III articles 29 and 30 identifies legislated compliance requirements for DND (the Owner or Project Owner) dealing directly and indirectly with person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the Ontario Occupational Health and Safety Act R.S.O. (latest version).
- b. Though it is not Canada's responsibility to enforce the Ontario Occupational Health and Safety Act R.S.O. (latest version), Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement of work, Canada will require the Contractor to provide a task and site specific safety plan regardless of the service provider's obligation under the Ontario Health and Safety Act. Contractors who are not required Provincially to complete an annual Health and Safety Program will be required to provide one as part of this requirement.
- c. Canada will identify the common medium to high risk tasks, and will provide the Contractor with a copy of their designated substances survey when applicable. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Contractor's review and subsequent safety plan must be communicated to Canada, and their employees should not be relegated to a simple "one size fits all" format. Each situation must be tailored specifically in writing to the project at hand.
- d. Canada's due diligence will be exercised by the Project Authority by verifying that the Contractor:
  - i. Has an established and current safety program in force for all employees provided for this requirement;
  - ii. Has complied with all applicable WSIB legislation;
  - iii. Has completed task or requirement specific safety plans and that all Contractor's employees that will be on site have been briefed; and
  - iv. Is providing their own supervision for safety aspects of the project.

## **SECTION B - TRANSFER AND OR DISPOSAL OF WASTEWATER AND GREASE INTECEPTORS**

### **1. SITE OF WORK**

The work will take place in various areas throughout CFB Trenton and its satellite locations as listed above in section 1. Scope of Work, a. General.

### **2. WORK INCLUDED**

- a. The work includes the furnishing of all labour, material and equipment required to remove and transfer, or remove and dispose of raw or partially treated sewage or wastewater (i.e. septic holding tanks, sewage lift stations), grease interceptors, and other similar materials as specified, indicated or required.
- b. Disposal materials to be transferred or disposed are typically as follows:
  - i. Wastewater, Septic / Grey water tank contents;
  - ii. Bio-solids;
  - iii. Food Grade Grease Interceptor Contents
  - iv. Grit / Sand;
  - v. Mechanical room sump contents; and
  - vi. Manhole contents.
- c. All material must be disposed into the area defined by the Water Fuel Environmental (WFE) Duty Operator or WFE Management of the Water, Fuel and Environmental Section, located at 8 Wing Trenton. All materials that cannot be treated at the 8 Wing Water Pollution Control Plant (WPCP) must be disposed of at a certified and approved disposal site. The Contractor must provide a copy of their agreement with the dumping site. The Contractor must NOT dispose or discharge any waste at the 8 Wing WPCP or into any system connected to the WPCP without **prior consent** from the WFE Section. This includes all waste from other sections or flights within CFB Trenton boundaries (i.e. Golf Course, Yacht Club).
- d. For Routine Service Calls, work must be performed within 48 hours of receipt of call-up from the Project Authority (PA) or authorized designate in the WFE section.
- e. There is a requirement for the Contractor to provide urgent response service on an as and when required basis. For the purpose of this Standing Offer Agreement, an urgent response is considered to be within four (4) hours of receipt of call-up. Urgent service call-ups will not be combined with regular service call-ups, unless the contractor advised that they are capable of supporting this request at that time. Request may be initiated by telephone but will be followed up by submission of a call-up document.
- f. The Contractor must NOT dispose of grease, refuse or other deleterious materials within the confines of CFB Trenton or its satellite locations.
- g. Care and Control of Waste

The Contractor must handle and transport all waste in such a manner as to ensure that none are spilled, dropped or allowed to blow around, especially in areas where this material could be ingested by an aircraft engine causing Foreign Object Damage (FOD).

The Contractor must promptly clean up all waste and hazardous material spillage from its vehicles, containers and equipment. The Contractor must immediately report it by telephoning 911, and asking for the 8 Wing Trenton Fire Department. The Contractor must advise the Project Authority immediately and assist with the completion of the Spill Report. All costs associated with the cleanup of material spilled from the Contractors Vehicles or equipment must be paid by the Contractor.

Before entering the ramp area of the airport runways at 8 Wing Trenton, operators of all vehicles must turn off the vehicle and conduct a FOD CHECK. This consists of inspecting and removing any Foreign Objects embedded in the tire treads or loosely attached to the vehicle. Once the vehicle has been cleared of all FOD generating material, the driver may then operate this vehicle on the flight line.

### 3. BY-LAWS AND REGULATION

- a. Transfer and removal or transfer and disposal of all materials must be carried out in accordance with all current Federal, Provincial and Municipal Acts, Regulations, Guidelines and By-laws.
- b. The Contractor must be responsible for any inspections required or any changes imposed by regulations and by-laws.
- c. Copies of all applicable certifications and licenses must be submitted upon request by the PA.
- d. Revocation of any certification or field orders that have any relevance to work at or for 8 Wing Trenton issued by the governing authority (currently the Ontario Ministry of the Environment) must be reported to 8 Wing WFE Management immediately.

### 4. MOST FREQUENTLY SERVICED SITES FOR SEWAGE:

LOCATION	ADDRESS	HOLDING TANK
QRA (QUICK REACTION AREA) SITE	BLDG 438 – 56D NORTH PERIMETER RD, CFB TRENTON	X
ENGINE TEST CELL	BLDG 379 – 60 NORTH PERIMETER RD, CFB TRENTON	X
REFUELLING TENDER GARAGE	BLDG 354 – 9 BOXCAR RD, CFB TRENTON	X
MOUNTAINVIEW TEME TRAILER	TIGER MOTH RD., TEME HEAVY EQUIPMENT COMPOUND	X

5. OTHER SITES THAT OCCASSIONALLY REQUIRE SEWAGE PUMP OUT:

LOCATION	ADDRESS	LIFT STATION	HOLDING TANK	SEPTIC SYSTEM
LAWRENCE DRIVE SEWAGE LIFT STN.	BLDG 117 - 7 LAWRENCE DR., CFB TRENTON	X		
YUKON SEWAGE LIFT STN.	BLDG 361 – 18 YUKON ST., CFB TRENTON	X		
YUKON GALLEY SEWAGE LIFT STN IN BLDG	BLDG 120 – 75 YUKON ST., CFB TRENTON	X		
CFB TRENTON YACHT CLUB BOAT PUMP OUT	LOCATED ADJACENT TO ALBATROSS RD		X	
AMMUNITION DUMP	BLDG 243 – 100 ARROW RD., CFB TRENTON		X	
BAKER'S ISLAND COMMUNITY CENTER	BLDG 210 – 47 ISLAND PARK DR.			X
CFB TRENTON YACHT CLUB	BLDG 121 – 60 ALBATROSS RD, CFB TRENTON			X
GOLF COURSE (ROUNDEL GLEN)	BLDG 424 – 50 GOLF CLUB RD, CFB TRENTON			X
AUTO HOBBY CLUB	BLDG 163 A – 4 CHIMO RD, CFB TRENTON			X
CONTROL TOWER	BLDG 478 – 80 NORTH PERIMETER RD, CFB TRENTON			X
OLD CONTROL TOWER AREA	BLDG 241 – 2 TOWER RD, CFB TRENTON			X
POL (PETROLEUM, OILS, LUBRICANTS) OFFICE BUILDING	BLDG 211 – 3 BOXCAR RD, CFB TRENTON			X
MOUNTAIN (MTN) VIEW GUARD SHACK	BLDG 89 – GATE AT SILVER STAR DR, MOUNTAIN VIEW			X
MTN VIEW SEPTIC FIELD	SILVER STAR RD & TIGER MOTH RD, MOUNTAIN VIEW			X
MTN VIEW WASH TRAILER / SEPTIC FIELD	TRAINING AREA, MOUNTAIN VIEW			X
POINT PETRE	275 POINT PETRE RD, PRINCE EDWARD CTY			X
CARRYING PLACE	21124 LOYALIST PKWY, CARRYING PLACE			X

6. FOOD GRADE GREASE INTERCEPTORS THAT REQUIRE PUMP OUT SERVICES:

BUILDING	ADDRESS	INTECEPTOR LOCATION	APPROX. GREASE INTERCEPTOR SIZE (in Litres / Gallons)	APPROX. SERVICE FREQUENCY
YUKON GALLEY	BLDG 120 – 75 YUKON ST., CFB TRENTON	ROOM #001, MAIN MECHANICAL ROOM, BASEMENT	950 L / 250 gal	EVERY 3 MONTHS
		ROOM #007, TUNNEL ACCESS, BASEMENT	150 L / 40 gal	EVERY 3 MONTHS
		FLIGHT SERVICES AREA, MAIN FLOOR	100 L / 25 gal	EVERY 3 MONTHS
		ROOM #127, MOP SINK NEAR RECEIVING, MAIN FLOOR	30 L / 10 gal	EVERY 3 MONTHS
HANGAR 10	BLDG 52 – 52 NORTH STAR DR., CFB TRENTON	2 BAY, MAIN FLOOR	30 L / 10 gal	EVERY 6 MONTHS
OFFICERS MESS	BLDG 38 – 182 YUKON ST., CFB TRENTON	EXTERIOR TANK, S/E CORNER OF BLDG	1,200 L / 330 gal	ONCE ANNUALLY

## ANNEX 'B' – BASIS OF PAYMENT

### **PERIOD OF STANDING OFFER:**

Year 1 – May 1, 2020 to April 30, 2021

Year 2 – May 1, 2021 to April 30, 2022

Year 3 – May 1, 2022 to April 30, 2023

Year 4 – May 1, 2023 to April 30, 2024

### **PRICING INSTRUCTIONS FOR PRICING BASIS 'A' Service and Urgent Calls Utilizing a Vacuum Truck for Sewage Service**

Service Call pricing is an all-inclusive price that includes travel expenses, movement of equipment, profit, overhead, direct labour, tools and equipment required to and from the work site, **plus** one hour of onsite productive labour for all the Contractor's personnel. Service call pricing will **not be** applied if personnel are already on site at CFB Trenton or the applicable satellite location.

**Area 1:** Includes CFB Trenton, CFD Mountain View, Belleville Armouries, and Carrying Place.

**Area 2:** Includes Peterborough Armoury (Note: Estimated usage is 1 call in 4 years for this location).

**Area 3:** Includes Point Petre (Note: Estimated usage is 1 call in 4 years for this location).

Service Call pricing applies to each day the service crew is on site.

The "All-Inclusive per Hour Rate" will commence after the first of hour of on-site productive labour for all of the Contractor's personnel, if additional time is required to complete the requested service.

Harmonized Sales Tax (HST) is not included in the pricing, and is to be shown as a separate item on all invoices.

### **Pricing Basis A1 - Service Calls - Firm lot price per call**

Year	Description	Estimated Annual Usage for all areas	Unit of Issue	Firm Lot Price Per Call Area 1	Firm Lot Price Per Call Area 2	Firm Lot Price Per Call Area 3
1	Regular Hours	25	Per Call	\$_____	\$_____	\$_____
	Outside Regular Hours	2	Per Call	\$_____	\$_____	\$_____
	Weekends & Stat Holidays	1	Per Call	\$_____	\$_____	\$_____
	Urgent Call-Out	5	Per Call	\$_____	\$_____	\$_____

Year	Description	Estimated Annual Usage for all areas	Unit of Issue	Firm Lot Price Per Call Area 1	Firm Lot Price Per Call Area 2	Firm Lot Price Per Call Area 3
2	Regular Hours	25	Per Call	\$_____	\$_____	\$_____
	Outside Regular Hours	2	Per Call	\$_____	\$_____	\$_____
	Weekends & Stat Holidays	1	Per Call	\$_____	\$_____	\$_____
	Urgent Call-Out	5	Per Call	\$_____	\$_____	\$_____
3	Regular Hours	25	Per Call	\$_____	\$_____	\$_____
	Outside Regular Hours	2	Per Call	\$_____	\$_____	\$_____
	Weekends & Stat Holidays	1	Per Call	\$_____	\$_____	\$_____
	Urgent Call-Out	5	Per Call	\$_____	\$_____	\$_____
4	Regular Hours	25	Per Call	\$_____	\$_____	\$_____
	Outside Regular Hours	2	Per Call	\$_____	\$_____	\$_____
	Weekends & Stat Holidays	1	Per Call	\$_____	\$_____	\$_____
	Urgent Call-Out	5	Per Call	\$_____	\$_____	\$_____

**Pricing Basis A2 - Service - Firm Hourly Price**

Year	Description	Estimated Annual Usage for all areas	Unit of Issue	Firm Hourly Price Area 1	Firm Hourly Price Area 2	Firm Hourly Price Area 3
1	Regular Hours	40	Per Hour	\$_____	\$_____	\$_____
	Outside Regular Hours	2	Per Hour	\$_____	\$_____	\$_____
	Weekends & Stat Holidays	1	Per Hour	\$_____	\$_____	\$_____
	Urgent Call-Out	5	Per Hour	\$_____	\$_____	\$_____
2	Regular Hours	40	Per Hour	\$_____	\$_____	\$_____
	Outside Regular Hours	2	Per Hour	\$_____	\$_____	\$_____
	Weekends & Stat Holidays	1	Per Hour	\$_____	\$_____	\$_____
	Urgent Call-Out	5	Per Hour	\$_____	\$_____	\$_____



3	Regular Hours	40	Per Hour	\$ _____	\$ _____	\$ _____
	Outside Regular Hours	2	Per Hour	\$ _____	\$ _____	\$ _____
	Weekends & Stat Holidays	1	Per Hour	\$ _____	\$ _____	\$ _____
	Urgent Call-Out	5	Per Hour	\$ _____	\$ _____	\$ _____
4	Regular Hours	40	Per Hour	\$ _____	\$ _____	\$ _____
	Outside Regular Hours	2	Per Hour	\$ _____	\$ _____	\$ _____
	Weekends & Stat Holidays	1	Per Hour	\$ _____	\$ _____	\$ _____
	Urgent Call-Out	5	Per Hour	\$ _____	\$ _____	\$ _____

**Pricing Basis A3 – Septic Disposal Fees (if required)** (Estimated usage = \$400.00 / Year)

When wastewater materials from septic and grey water tanks cannot be disposed of through the 8 Wing Water Pollution Control Plant, wastewater will be disposed of at a certified and approved disposal site at cost, plus a mark-up of \_\_\_\_\_. All claims for reimbursement of such fees must be supported by an invoice from the disposal site.

## **PRICING BASIS 'B' - FOOD GRADE GREASE INTERCEPTOR SERVICE**

Pricing is an all-inclusive price that includes all labour, tools, equipment, materials, disposal costs, travel expenses, profit and overhead required to and from the work site for each visit.

Note: All food grade grease interceptor locations are within Area 1, CFB Trenton.


<b>Year 1</b>				
<b>Building</b>	<b>Address</b>	<b>Interceptor Location</b>	<b>Estimated Annual Usage</b>	<b>Unit Pricing/Hour (Regular Hours)</b>
YUKON GALLEY	BLDG 120 – 75 YUKON ST., CFB TRENTON	ROOM #001, MAIN MECHANICAL ROOM, BASEMENT	4	\$ _____
		ROOM #007, TUNNEL ACCESS, BASEMENT	4	\$ _____
		FLIGHT SERVICES AREA, MAIN FLOOR	4	\$ _____
		ROOM #127, MOP SINK NEAR RECEIVING, MAIN FLOOR	4	\$ _____
HANGAR 10	BLDG 52 – 52 NORTH STAR DR., CFB TRENTON	2 BAY, MAIN FLOOR	2	\$ _____
OFFICERS MESS	BLDG 38 – 182 YUKON ST., CFB TRENTON	EXTERIOR TANK, S/E CORNER OF BLDG	1	\$ _____

<b>Year 2</b>				
<b>Building</b>	<b>Address</b>	<b>Interceptor Location</b>	<b>Estimated Annual Usage</b>	<b>Unit Pricing/Hour (Regular Hours)</b>
YUKON GALLEY	BLDG 120 – 75 YUKON ST., CFB TRENTON	ROOM #001, MAIN MECHANICAL ROOM, BASEMENT	4	\$ _____
		ROOM #007, TUNNEL ACCESS, BASEMENT	4	\$ _____
		FLIGHT SERVICES AREA, MAIN FLOOR	4	\$ _____
		ROOM #127, MOP SINK NEAR RECEIVING, MAIN FLOOR	4	\$ _____
HANGAR 10	BLDG 52 – 52 NORTH STAR DR., CFB TRENTON	2 BAY, MAIN FLOOR	2	\$ _____
OFFICERS MESS	BLDG 38 – 182 YUKON ST., CFB TRENTON	EXTERIOR TANK, S/E CORNER OF BLDG	1	\$ _____

Year 3				
Building	Address	Interceptor Location	Estimated Annual Usage	Unit Pricing/Hour (Regular Hours)
YUKON GALLEY	BLDG 120 – 75 YUKON ST., CFB TRENTON	ROOM #001, MAIN MECHANICAL ROOM, BASEMENT	4	\$ _____
		ROOM #007, TUNNEL ACCESS, BASEMENT	4	\$ _____
		FLIGHT SERVICES AREA, MAIN FLOOR	4	\$ _____
		ROOM #127, MOP SINK NEAR RECEIVING, MAIN FLOOR	4	\$ _____
HANGAR 10	BLDG 52 – 52 NORTH STAR DR., CFB TRENTON	2 BAY, MAIN FLOOR	2	\$ _____
OFFICERS MESS	BLDG 38 – 182 YUKON ST., CFB TRENTON	EXTERIOR TANK, S/E CORNER OF BLDG	1	\$ _____

Year 4				
Building	Address	Interceptor Location	Estimated Annual Usage	Unit Pricing/Hour (Regular Hours)
YUKON GALLEY	BLDG 120 – 75 YUKON ST., CFB TRENTON	ROOM #001, MAIN MECHANICAL ROOM, BASEMENT	4	\$ _____
		ROOM #007, TUNNEL ACCESS, BASEMENT	4	\$ _____
		FLIGHT SERVICES AREA, MAIN FLOOR	4	\$ _____
		ROOM #127, MOP SINK NEAR RECEIVING, MAIN FLOOR	4	\$ _____
HANGAR 10	BLDG 52 – 52 NORTH STAR DR., CFB TRENTON	2 BAY, MAIN FLOOR	2	\$ _____
OFFICERS MESS	BLDG 38 – 182 YUKON ST., CFB TRENTON	EXTERIOR TANK, S/E CORNER OF BLDG	1	\$ _____

## ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat W6888-201802	
		Security Classification / Classification de sécurité UNCLASSIFIED	
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>			
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND & WING TRENTON		2. Branch or Directorate / Direction générale ou Direction DND / RP OP's DET. TRENTON	
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 DISPOSAL OF WASTEWATER SERVICES / SEPTIC PUMPING CFB TRENTON AND SATELLITE LOCATIONS OPI: TCM BILDEAU			
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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
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 B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W6888-201802

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

Special comments:

Commentaires spéciaux : On DND premises, unscreened personnel may only access public / reception zones.

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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UNCLASSIFIED

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET 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).

Solicitation No. - N° de l'invitation  
W6888-201802/A  
Client Ref. No. - N° de réf. du client  
W6888-201802

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-9-52011

Buyer ID - Id de l'acheteur  
kin625  
CCC No/N° CCC - FMS No/N° VME



Government of Canada  
Gouvernement du Canada

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Maj N. Bolduc		Title - Titre OC, RP Op's Del. Trenton	Signature 
Telephone No. - N° de téléphone 613-382-2811 EXT 3321	Facsimile No. - N° de télécopieur 613-965-2788	E-mail address - Adresse courriel natasha.bolduc@forces.gc.ca	Date 10 Apr 19
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Christine Charrette		Title - Titre A / Security Analyst	Signature 
Telephone No. - N° de téléphone 613-996-0268	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Christine.Charrette@forces.gc.ca	Date 12 April - 19
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

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## ANNEX "D" - INSURANCE REQUIREMENTS

### 1. Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.

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.

## 2. **Automobile Liability Insurance**

The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

The policy must include the following:

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b. Accident Benefits - all jurisdictional statutes
- c. Uninsured Motorist Protection
- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

## 3. **Environmental Impairment Liability Insurance**

1. Environmental Impairment Liability insurance must be effected by the Contractor and maintained in force throughout the duration of the Contract in an amount usual for a contract of this nature, but, in any case, for a limit of liability **NOT LESS THAN \$2,000,000.00** per accident or occurrence and in the aggregate.

2. If this is a claims made policy and the duration of the Contract exceeds the policy term; in the event of cancellation or non-renewal of the policy, an Extended Claims Reporting Endorsement, minimum twelve (12) months, must be secured by the Contractor.

3. The policy must include the following endorsements:

- (a) Additional Insured: Canada is included as an additional insured, but only with respect to liabilities that may arise from the Contractor's own negligence in the performance of the Contract.
- (b) Notice of Cancellation: The Insurer agrees to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (c) Cross Liability: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (d) Contractual Liability: The policy must, on a blanket basis or by specific reference to this Contract, extend to assumed liabilities with respect to contractual insurance provisions.
- (e) Employees and Volunteers as Additional Insured: All employees and volunteers, on behalf of the Contractor, must be included as additional insured.
- (f) Voluntary Medical Payments, \$5,000.00 per person, \$25,000.00 per accident: To provide for expenses incurred in instances of minor accidental bodily injuries.
- (g) Incidental Transit Extension: To provide coverage for incidents arising in the transport of waste material.

**4. All Risk in Transit Insurance**

2. The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$2M per shipment. Government Property must be insured on agreed value basis.

3. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

4. The All Risk Property in Transit insurance must include the following:

- a. Notice of Cancellation: The Contractor will provide the Contracting Authority at least thirty (30) days prior written notice of any policy cancellation or any changes to the insurance policy.
- b. Loss Payee: Canada as its interest appears or as it may direct.
- c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by The Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

### ANNEX "E" - STANDING OFFER REPORTING FORM

Please send to the Standing Offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer		(Insert Standing Offer #)	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Date of Reporting Period (DD/MM/YYYY)	End Date of Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description Item Quantity	Date of Order	Date of Delivery	Value of Order (not including HST)

NIL REPORT [ ]

PREPARED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## **ANNEX "F" - 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)