



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Address inquiries to the Contracting Authority at
wayne.cook@pwgsc-tpsgc.gc.ca

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada Supply and
Services Operation
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3

Title - Sujet Mattawa Plains Snow and Ice Control	
Solicitation No. - N° de l'invitation W6889-200073/C	Date 2020-02-10
Client Reference No. - N° de référence du client W6889-200073	
GETS Reference No. - N° de référence de SEAG PW-\$PET-906-1616	
File No. - N° de dossier pet906.W6889-200073	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-04-28	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cook, Wayne	Buyer Id - Id de l'acheteur pet906
Telephone No. - N° de téléphone (613) 401-0623 ()	FAX No. - N° de FAX (613) 687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RP Ops Det Petawawa Bldg S-111 101 Menin Road Petawawa ON K8H 2X3	

Instructions: See Herein

Instructions: Voir aux présentes

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

THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS

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W6889-200073/C
Client Ref. No. - N° de réf. du client
W6889-200073

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-9-51006

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

1.2.1

Work under this requirement consists of the provision of all labour, supervision, materials, tools, equipment and fuel, to support winter parking lot maintenance by conducting Snow and Ice Control (SNIC) operations for up to 168,000 m2 of restricted and controlled areas within the Mattawa Plains on Garrison (Grn) Petawawa.

This is an annual service contract to be invoiced over six (6) months from November to April for each year of the contract.

The active SNIC operations season is from 15 October to 15 April each year.

Canada intends to award one contract.

1.2.2

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should

refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2.3

There is a mandatory bidders' site visit associated with this requirement where personnel security screening is required prior to gaining access to CLASSIFIED information, assets or sites. Consult Part 2 – Bidder Instructions.

1.2.4

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving Public Works and Government Services Canada
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa

Petawawa, Ontario, K8H 2X3

Email address for epost Connect service: TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

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

Facsimile number: (613) 687-6656.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 101 Menin Rd., Garrison Petawawa on 15 April, 2020. The site visit will begin at 10:00, in Building S-111, Room C-114.

Personnel security screening is required prior to gaining authorized access to sites.

Bidders must communicate with the Contracting Authority no later than 03 April, 2020 to confirm attendance and provide the Company name, name(s) and Driver's license number of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (one hard copy)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

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

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

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

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bid must comply with the mandatory technical criteria specified below. The Bidder must provide in their proposal the necessary documentation to support and demonstrate compliance with each and all Mandatory Technical Criterion (MTC).

Bids that do not meet each and every MTC will be declared non-responsive and will be disqualified. Each MTC must be addressed separately.

MTC 1: Bidders or their representative must attend the entire Mandatory Site Visit as specified in Part 2, Article 6 entitled "Mandatory Site Visit". The Contracting Authority will record the attendance at the Site Visit, and will use the record to confirm compliance with this particular MTC.

MTC 2: The Bidders must provide with their bid a completed Annex "H" that demonstrates that they have a minimum of two consecutive winter seasons (within the past 5 years from date of bid closing) of snow removal experience in which the total surface area from which the snow was removed was at least 150,000 m² per year. A winter season is defined as October to April. The bidder must demonstrate their experience includes work that is similar in scope to the requirement identified in the solicitation such as parking lots, sidewalks, ramps and loading docks. In this documentation the bidder must provide the name and address of the company and the total surface area from which the bidder removed the snow. The bidder must provide the name, email and phone number of a company official that can verify they were under contract to remove snow at the location stated in the bidder's experience*. The bidder may combine the area of multiple contracts to demonstrate this experience. Provincial, municipal, county, or private roadways cannot be used to demonstrate compliance with this experience requirement. The bidder must provide the required information in accordance with Annex "H" (attached).

*For reference checks, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders within a 48 hour period using the e-mail address provided in the bid. A Bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's e-mail was sent.

On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and e-mail address of an alternate contact person from the same customer. Bidder will only be provided this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the alternate contact to respond. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.

A Bidder will not meet the mandatory experience requirement (as applicable) if:

1. The referenced customer states he or she is unable or unwilling to provide the information requested, or

2. The customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself).

Nor will a mandatory be met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Any bid which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration:

- a) Pricing must be provided for all items as listed in the Pricing Bases in Annex "B". If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- b) Bids must not contain any alteration to the Pricing Bases other than the addition of the Bidder's prices.
- c) Bids must not contain any condition or qualification placed upon the bid.
- d) Pricing must be firm in Canadian currency, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.2.2 Financial Evaluation Criteria

For evaluation purposes only, to calculate the bidder's evaluated price for all two years, the following formula will apply:

Pricing Basis (aggregate of Firm Price x estimated usage for all 2 years) = evaluated price.

The extended price is the firm price for each year multiplied by the estimated usage.

The evaluated price is the sum of all extended prices for all years for all items.

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

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

2. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

3. By the start of the SNIC season, the following conditions must be met:

- (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

PART 7 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award.

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

7.1 Statement of Work

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

7.1.1 Task Authorization

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

7.1.2.1 Task Authorization Process

Task Authorization:

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

Task Authorization Process:

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

7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$ 50,000.00, Applicable Taxes included, inclusive of any revisions.
Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a "quarterly basis" to the Contracting Authority.

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and a title or a brief description of each authorized task;
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

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).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from 15 October 2020 to 30 June 2022 inclusive.

7.4.2 Delivery Points

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Wayne Cook
Title: Supply Officer

Solicitation No. - N° de l'invitation
W6889-200073/C
Client Ref. No. - N° de réf. du client
W6889-200073

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-9-51006

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

Public Works and Government Services Canada
Acquisitions Branch
Petawawa Procurement
Bldg S-111, Garrison Petawawa, Petawawa, Ont. K8H 2X3

Telephone: 613-401-0623
Facsimile: 613-687-6656
E-mail address: wayne.cook@pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

7.5.3 Contractor's Representative

Name and telephone number of the person responsible for:

General Enquiries

Name: _____
Telephone No: _____
Facsimile No: _____
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 Payment

7.7.1 Basis of Payment – Pricing Basis “A” – Firm Requirement

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex “B” – Pricing Basis “A” – Firm Requirement, for a cost of \$_____ [Note to Bidders: Canada will insert information at time of Contract Award]. Customs duties are included 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.

7.7.2 Basis of Payment – Pricing Basis “B” – Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B – Pricing Basis “B”, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ [Note to Bidders: Canada will insert information at time of Contract Award]. 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 percent committed, or
 - b. four (4) 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.

7.7.4 Method of Payment

7.7.4.1 Pricing Basis "A" – Firm Requirement

SACC Manual clause H1008C (2008-05-12), Monthly Payment

7.7.4.2 Pricing Basis "B" – Task Authorizations & Material

SACC Manual clause H1000C (2008-05-12), Single Payment

7.7.5 SACC Manual Clauses

SACC Manual clause C0710C (2007-11-30) Time and Contract Price Verification

SACC Manual clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

7.7.6 Electronic Payment of Invoices – Contract

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)

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
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.
3. Invoices must be supported by:
 - a) Task Authorization Number (if applicable)
 - b) Bldg. Number and or location
 - c) Cost broken down as per pricing basis
 - d) Date on invoice plus date work was completed
 - e) Contract number; and
 - f) Copies of GPS reports as/when requested by the Technical Authority
 - g) Time sheets (if applicable)

The final invoice for each year will not be paid until completion of: all snow clearing operations, Technical Authority post season inspection, and restoration of damaged areas, in accordance with the Statement of work.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9.3 SACC Manual Clauses

SACC Manual clause [A3015C](#) (2014-06-26), Certifications - Contract

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List
- (f) Annex D, Insurance Requirement;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____.

7.12 Insurance – Specific Requirements

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

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

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

7.13 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within 10 calendar days after the date of contract award:
 - a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of 10 percent of the Contract Price; or
 - b. a performance bond form [PWGSC-TPSGC 505](#) and a labour and material payment bond form [PWGSC-TPSGC 506](#), each in the amount of 10 percent of the Contract Price; or
 - c. a labour and material payment bond form [PWGSC-TPSGC 506](#) in the amount of 10 percent of the Contract Price; or
 - d. a security deposit as defined in clause [E0008C](#) in the amount of 10 percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in [Treasury Board Contracting Policy, Appendix L](#), Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

7.13.1 SACC Manual clause [E0008C](#) (2018-06-21), Security Deposit Definition – Contract

7.14 Inspection and Acceptance

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

Solicitation No. - N° de l'invitation
W6889-200073/C
Client Ref. No. - N° de réf. du client
W6889-200073

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-9-51006

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

7.15 SACC Manual Clauses

SACC *Manual* clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations
SACC *Manual* clause [B6802C](#) (2007-11-30, Government Property

ANNEX "A"

STATEMENT OF WORK

Mattawa Plains Snow and Ice Control Operations

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1.0. Identification

- 1.1. Work under this requirement consists of the provision of all labour, supervision, materials, tools, equipment and fuel, to support winter parking lot maintenance by conducting Snow and Ice Control (SNIC) operations for up to 168,000 m² of restricted and controlled areas within the Mattawa Plains on Garrison (Grn) Petawawa.

2.0 Objective

- 2.1 The purpose of the Mattawa Plains Winter Parking Maintenance Program is to optimize the use of contractor supplied equipment, personnel and materials, to provide safe winter parking conditions, for vehicle and pedestrian traffic, in a timely manner as set out in this Statement of Work (SOW).

3.0 Standards

- 3.1 Ontario Regulation 239/02 Minimum maintenance for Municipal Highways
- 3.2 Minimum Maintenance Standards 2018 Amendments O.Reg 366/18
- 3.3 Code of Practice for the Environment Management of road salts under the Canadian Environmental Protection Act, 1999
- 3.4 Ministry of Transportation Ontario (MTO) Operators License
- 3.5 Vehicle Licences
- 3.6 Ontario Health and Safety Act (OHSA)

4.0 Safety Plan

- 4.1 The Contractor must develop a safety plan for this requirement.

5.0 Level of Service

- 5.1 The Level of Service (LOS) policy for the Mattawa Plains SNIC operations at Grn Petawawa exceeds the Minimum Maintenance Standards specified in the Ontario Regulation 239/02 for snow accumulation and icy roads.
- 5.2 Winter parking lot and sidewalk maintenance operations begin on October 15 and extend to 14 April of each year. Major activities are plowing, salt spreading, sand and salt spreading, and sweeping.
- 5.3 Service must be provided seven (7) days per week with most operations accomplished during the overnight period between 1800 hours and 0500 hours.
- 5.4 The Level of Service (LOS) and procedures included in this SOW incorporate a combination of action(s) and response required by the contractor in order to maintain these standards.
- 5.5 The Contractor must commence plowing/sanding and salting operations within one (1) hour after accumulated snow of 2" (5cm).
- 5.6 These procedures take in to consideration that winter control measures cannot be carried out on all areas at the same time, therefore, operations must follow the priorities as set out by the Project Authority (PA).
- 5.7 The contractor must monitor weather forecasts, patrol reports and other information as available, in order to ensure adequate preparations are planned and organized prior to the beginning of a weather event.
- 5.8 GPS tracking is required on all vehicles.

6.0 Snow Accumulation

- 6.1 Snow accumulation is defined as the natural accumulation of newly-fallen snow, wind-blown snow or slush.
- 6.2 For the purpose of this section, addressing snow accumulation on roads, parking lots includes plowing, sanding, salting, or any combination of these methods.
- 6.3 The standard for addressing snow accumulation is to commence plowing/sanding and salting operations within one (1) hour after accumulated snow of 2" (5) cm. Sanding/salting is to be completed during the same plowing event once the snow has been cleared, and not a return call.
- 6.4 Plowing, sanding and salting must continue as necessary with respect to ongoing weather and changing surface conditions.
- 6.5 Vehicle entry points must be kept clear from curb to curb with no encroachment due to snow bank heights or accumulations while ensuring that maximum site lines are maintained.
- 6.6 Hydrants located within the contractor's area of responsibility must be cleared on all sides and visible during vehicular approach from either direction.
- 6.7 The contractor may be required to remove stockpiles/snow banks in order to maintain capacity for subsequent snow events.

7.0 Ice Formation

- 7.1 Maintenance Standards as set out in Provincial regulations establish the Level of Service (LOS) required to prevent and treat Ice Formation on Roadway surfaces.
- 7.2 The standard for the prevention of ice formation on parking lots and sidewalks is by ensuring the following steps are carried out in the 24-hour period preceding an alleged/forecasted weather event with expected formation of ice;
 - 7.2.1 The contractor must monitor the weather;
 - 7.2.2 Patrol and assess areas of responsibility; and
 - 7.2.3 As a result of monitoring and patrolling, that there is a substantial probability of ice forming on parking lots and sidewalks, treat all areas in priority within four (4) hours;
- 7.3 Treatment of areas means applying sand and salt materials to the parking lot surfaces.
- 7.4 In the event conditions occur which temporarily prevent achieving the LOS as detailed in this SOW, all attempts must be made to keep contracted areas clear utilizing all maintenance equipment at maximum efficiency.
- 7.5 Operations must follow the priorities as set out by the (PA).

8.0 Significant Weather Events

- 8.1 The contractor must monitor significant weather events, and plan and deploy resources in order to prevent or treat icy surfaces, in advance of a forecasted weather event that is predicted with a high probability of occurring.
- 8.2 At the end of a significant weather event, the contractor must continue to maintain the standards in accordance with this SOW.

9.0 Weather Monitoring

- 9.1 Weather monitoring is an essential component required under the Ontario Regulation 239/02 Section 3.1; and when accomplished properly, aids in determining the appropriate winter maintenance procedures to meet the conditions.
- 9.2 Weather is defined as air temperature, wind and precipitation.
- 9.3 During the active SNIC season, the contractor must monitor the weather, both current and forecast to occur in the next 24 hours, once each eight (8) hour period up to three (3) times per day.

- 9.4 The contractor must monitor conditions and record the depth of snow accumulation and/or ice by conducting a route patrol.
- 9.5 A significant weather event means approaching or occurring weather hazard with potential to pose a significant danger to users of the parking lots and sidewalks.
- 9.6 Weather hazard includes those determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program.

10.0 Areas to be Serviced

- 10.1 Area 1 Consists of 450 Tactical Helicopter Squadron (THS) and the Aviation Pol (AvPol) facilities.
 - 10.1.1 Includes all administrative and controlled access zones located outside of the airfield general restricted area (GRA) to include all paved and hard surfaces surrounding buildings, structures, compounds, gates, loading bays, and other permanent or temporary obstacles.
 - 10.1.2 Includes building CC-095 access control building and parking.
 - 10.1.3 Building CC-129 AvPol includes all vehicle entry points, paved and hard surfaces, administrative parking, in and out routes for bulk and commercial refuelling. There is no SNIC operations permitted inside of the fenced AvPol compounds.
 - 10.1.4 Building CC-128 450 THS includes hand or mechanical snow removal of the complete entrance and sidewalk raised concrete areas up to and including the main building entrance.
 - 10.1.5 Include plowed access to all facilities and structures.
 - 10.1.6 Include all designated parking and handicap spaces.
 - 10.1.7 Clear up to within 1 metre of all doors and building access points.
 - 10.1.8 Clear snow in and around all moving gates to permit full swing or travel in all directions.
 - 10.1.9 Stock piling of snow may be permitted only as directed by the PA. Locations within areas, compounds and facilities may change from time to time.
 - 10.1.10 The total combined spaces for Area 1 is approximately 103,000 m2.
- 10.2 Area 2 Consists of 427 Special Operations Aviation Squadron (SOAS), CC-124 Crash Hall and CC-116 Meteorological facilities parking.
 - 10.2.1 All paved and hard surfaces associated with the 427 SOAS gated and controlled access areas, surrounding buildings, structures, compounds, gates, loading bays, and other permanent or temporary obstacles.
 - 10.2.2 Includes the paved overflow parking at the intersection of Passchendaele Rd and Forcemen's Way.
 - 10.2.3 Building CC-124 Crash Hall administrative parking adjacent to Passchendaele Rd.
 - 10.2.4 Building CC-116 and CC-119 Meteorological area and parking adjacent to Passchendaele Rd.
 - 10.2.5 Include all designated parking and handicap spaces.
 - 10.2.6 Clear up to within 1 metre of all doors and building access points.
 - 10.2.7 Clear snow in and around all moving gates to permit full swing or travel in all directions.
 - 10.2.8 Stock piling of snow may be permitted only as directed by the PA. Locations within areas, compounds and facilities may change from time to time.
 - 10.2.9 The total combined spaces for Area 2 is approximately 33,000 m2.
- 10.3 Area 3 Consists of Canadian Special Operations Regiment (CSOR). Area 3 is considered "As and When" requested service and will only be completed upon receipt of an approved Task Authorization.

- 10.3.1 CSOR buildings and facilities, inside and outside of the fenced compounds, include but are not limited to CS-100, CS-101, CS-102, CS-111, CS-114, CS-117, CS-120, CS-121, CS-128, CS-133, CS-134, CS-135, and CS-136.
- 10.3.2 The CSOR complex includes all vehicle entry and exit routes, paved and hard surfaces, ring roads, connector roads, parking lots, and sidewalks.
- 10.3.3 Includes controlled access buildings, structures, barriers and gates, hydrants and other permanent or temporary obstacles.
- 10.3.4 The total combined spaces for Area 3 is approximately 102,000 m2.
- 10.4** Area 4 Consists of Canadian Special Operations Training Centre (CSOTC).
 - 10.4.1 CSOTC facilities, inside and outside of the fenced compounds, include but are not limited to building CC-125, associated security, classrooms, storage and ablution buildings.
 - 10.4.2 Includes all vehicle entry and exit routes, paved and hard surfaces, building service entrances, ramps, and CC-125 main entrance sidewalk.
 - 10.4.3 Includes all paved and compacted surface parking areas outside of the fenced compound adjacent to Forcemen's Way.
 - 10.4.4 Includes barriers and gates, hydrants and other permanent or temporary obstacles. Ensure moving gates permit full swing or travel in all directions.
 - 10.4.5 Stock piling of snow may be permitted only as directed by the PA. Locations within areas, compounds and facilities may change from time to time.
 - 10.4.6 The total combined spaces for Area 4 is approximately 26,000 m2.
- 10.5** Area 5 Consists of vehicle parking areas for construction and commissionaire trailers
 - 10.5.1** Trailer sites located along Passchendaele Road include construction trailers SC-634 and SC-662, and commissionaire pass control trailer SC-603.
 - 10.5.2** The total combined spaces for Area 5 is approximately 6,000 m2.
- 10.6** Area 6 Access Roads
 - 10.6.1 Access roads located within the Mattawa Plains include sections of Passchendaele Road, Battle Road, and Forcemen's Way.
 - 10.6.2 Passchendaele Road boundaries begin at the intersection of Brindle Road complete through to Forcemen's Way.
 - 10.6.3 Battle Road boundaries begin at Brindle Road complete through to 450 THS.
 - 10.6.4 Forcemen's Way boundaries begin at Passchendaele Road complete through to CSOTC.

11.0 Priority of Work

- 11.1 Priority One areas must be the first areas serviced and completed as follows;
 - 11.1.1 Complete all Area 6 access roads including control gates and barriers.
 - 11.1.2 Complete approximately thirty (30) percent of main administrative parking, and all designated and handicap parking, for Areas 1, 2 and 4.
 - 11.1.3 The PA will identify priority one areas at the beginning of each SNIC season.
 - 11.1.4 Priority areas may change from time to time as directed by the PA.
- 11.2 Priority Two areas must be started at or near completion of the areas identified under priority one with continuous and uninterrupted services as follows.
 - 11.2.1 Complete all Area 5 vehicle parking.
 - 11.2.2 Complete all remaining work identified in Areas 1, 2 and 4.
 - 11.2.3 Provide ongoing maintenance as necessary based on weather conditions and in accordance with the SOW.
- 11.3 Area 3 "As and when requested" work will be prioritized at the time of Task Authorization.

12.0 Special Attention Areas

- 12.1 All designated handicap parking spaces and access ramps must receive extra attention to ensure safe and passable bare pavement and exhibiting the entire painted decal is visible to all vehicle and foot traffic.
- 12.2 Identified walkways, stairs, ramps, loading docks, walking entrances and accesses must be cleared bare of snow and ice and receive treated salt abrasives only to provide grit and traction to pedestrian traffic.

13.0 Cycle Times

- 13.1 Cycle time for completion of plowing, sanding and salting of all areas is six (6) hours.
- 13.2 Work must be continuous until all plowing, sanding and salting have been completed.

14.0 Pre-Season Site Inspection

- 14.1 The contractor must meet annually with the PA prior to the snow season to discuss contract performance and expectations.
- 14.2 The contractor must inspect all areas to be serviced prior to the snow season and no later than 15 October each year to ensure all snow paths are clear of debris, stored equipment or materials.
- 14.3 Damages to areas or presence of obstacles must be noted and recorded during the pre-season site inspections.

15.0 Communication

- 15.1 The contractor must maintain the capability to respond to service calls 24hr/7day per week through cell phone communication with the PA.
- 15.2 The Contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized person(s) shall be done at the contractors risk with regard to non-payment.

16.0 Equipment

- 16.1 The contractor must supply, operate and maintain an appropriate type and amount of SNIC equipment such as loaders, plow trucks, sanders, blowers, and hand-operated blowers, to carry out parking lot and sidewalk SNIC operations within the prescribed timelines.
- 16.2 Equipment must be licensed, road worthy, mechanically fit, and meet Ontario Ministry of Transportation requirements.
- 16.3 Equipment must be operated with appropriate lighting assemblies, strobes and warning flashers, and audible devices.
- 16.4 Vehicles must be equipped with operating GPS tracking capabilities.
- 16.5 DND will not be held responsible for any contractor equipment in use or unattended at Grn Petawawa.

17.0 Damages

- 17.1 The contractor must take care to prevent damage to buildings, equipment, signs, light standards, curbs, walkways, catch basins, vegetation and other obstacles.
- 17.2 The contractor is responsible to report damage(s) to the PA.
- 17.3 The contractor is financially liable for any reported damage and must comply with the instruction of the PA in returning crown property to its pre-season condition.
- 17.4 The PA and the contractor will conduct a post season inspection of areas after each SNIC season.

- 17.5 Restoration of damaged areas must commence no later than 15 May each year and be completed by 15 June annually.
- 17.6 The contractor must carry a portable hazmat spill kit on all equipment capable of containing a (10) liter spill.
- 17.7 All spills must be reported immediately to the Grn Fire hall and to the PA.
- 17.8 Disposal of oily refuse must be transported by appropriate means and disposed of at an approved facility off DND property. There will be no onsite disposal of waste.
- 17.9 Contractor's equipment or actions resulting in a hazmat spill will be the financial responsibility of the contractor in regards to cleanup.

18.0 Sand and Treated Salt Requirements

- 18.1 There is a requirement for sand and treated salt applications after all plowing operations, and salt only applications as an anti-icing strategy to treat roads, parking lots and sidewalks in advance of a forecasted winter event that is predicted with a high probability of occurring.
- 18.2 The contractor must provide road sand and treated road salt mix for all areas to be serviced.
- 18.3 The contractor must provide treated salt only for sidewalks, entrances and handicap parking spaces.
- 18.4 Materials must be mixed and stored off-site.
- 18.5 Sand and salt mix is required at a mixed ratio of (5:1).
- 18.6 Commercial grade treated road salt products must meet the following requirements;
 - 18.6.1 The de-icing product must prevent snow and ice from bonding to the road surfaces;
 - 18.6.2 Must be proven to work to -14° C;
 - 18.6.3 Must contain a viscosity modifier for adherence to the roadway when being spread without the use of pre-wetting;
 - 18.6.4 Must be environmentally friendly and include a corrosion inhibitor in the formulation;
 - 18.6.5 Must not leach when stored or spread; and
 - 18.6.6 Must be coloured and not stain or discolour.

19.0 Hauling

- 19.1 Hauling from snow stockpiles will be accomplished on an "as and when required basis".
- 19.2 The PA may utilize DND equipment and personnel to remove snow at their discretion.
- 19.3 Hauling operations, when conducted by the contractor, are all-inclusive and must include loading, hauling and dumping.
- 19.4 The contractor must utilize tandem dump trucks only, equipped with snow boards as necessary to provide 20 cubic yard capacity per load.
- 19.5 Tracking of loads moved and dumped at the snow dump site will be captured utilizing contractor's on-board GPS units and a printout provided to the PA within one business day after completion of the work.
- 19.6 The snow dump area known as the A-A lines, is located along Kandahar Road at Garrison Petawawa.
- 19.7 Maintenance of the snow dump area will be the responsibility of the DND.

20.0 Sweeping

- 20.1 Sweeping is defined as the sweeping, cleaning and disposal of sand, gravel and debris.
- 20.2 The contractor must provide end of season sweeping services to all roadways and parking lots serviced under this contract.

- 20.3 The contractor must provide all equipment and water truck capabilities to sweep and remove all sand, salt and debris and dispose off-site.
- 20.4 The contractor must commence sweeping operations annually no later than 16 April or as agreed upon with the PA, and to be completed no later than 15 May.

21.0 GPS Reports

- 21.1 GPS reports are required for all of the contractor's on-site activity regardless of date or time.
- 21.2 GPS system utilized under this requirement must have at minimum the capabilities for asset tracking as follows;
 - 21.2.1 Customized reporting and real time information
 - 21.2.2 Asset number and type of equipment
 - 21.2.3 Minute by minute GPS location by date and time
 - 21.2.4 Capability to set-up landmarks or addresses
- 21.3 Reports must be electronically delivered to the PA within 24 hours of the request.

22.0 Invoicing

- 22.1 Invoices must be received at Real Property Operations Det Petawawa, Contracts Section, no later than 14 days from the end of each month.
- 22.2 Invoices must contain the following;
 - 22.2.1 Requirement Number and Task Authorization Number;
 - 22.2.2 Area and location of work;
 - 22.2.3 Breakdown in accordance with the pricing basis;
 - 22.2.4 Date work was completed; and
 - 22.2.5 GPS reports when requested by the PA
- 22.3 The final invoice for each SNIC season will not be paid until all sweeping operations and restoration of identified damages have been completed to the satisfaction of the PA.

ANNEX “B”

BASIS OF PAYMENT

Note to Bidders:

All information in Italics in Annex “B” will be removed from any resultant contract

Estimated Quantities: *The quantities as stated herein are an estimate of the requirement made in good faith. The Contract will be limited to the actual services ordered and performed.*

Pricing Instructions: *Prices must be quoted as per the unit of issue stated below. The Units of issue and the Pricing Basis, including FOB Destination pricing, as stated in this document are not to be altered in any way or your proposal will be considered non-compliant. Pricing provided must be all inclusive for the service listed. Pricing will include as a minimum: overhead, profit, direct and indirect labour, equipment, materials and all additional fees applicable to the service being provided. applicable taxes must not be included in the price and shall be shown as a separate item on invoices.*

Additions and Deletions: *Items 3 to 4 will be considered an additional (added) price or a deletion (subtraction) of price where applicable. You can indicate a change to this by adding +\$ or -\$ to indicate that you wish for an alteration.*

Pricing:

All prices are firm, all-inclusive, unit prices in Canadian dollars, FOB Destination, Canadian customs duties and excise taxes included, HST excluded. HST is not included in the unit prices but will be added as a separate item to any invoice issued.

Pricing Periods:

YEAR 1 – 15 October 2020 to 14 October 2021

YEAR 2 – 15 October 2021 to 30 June 2022

Estimated usage is the same for each year

Pricing Basis "A" – Firm Requirement

Serial	Task	Unit of measure	Usage figures	Firm Unit Price Year 1	Firm Unit Price Year 2
1	Conduct all-inclusive Mattawa Plains SNIC operations in accordance with the Statement of Work	Per Month	6		

Pricing Basis "B" As and When Requested Services through the use of Task Authorizations

Serial	Task	UNIT OF ISSUE	ESTIMATED USAGE	Firm Unit Price Year 1	Firm Unit Price Year 2
2	Hauling of snow to include load and haul from designated areas utilizing trucks with a maximum 20 cubic yard capacity to an approved snow dump site	Per 20 cu yd load	1,000		
3	Addition of plowed areas within the Mattawa Plains, in accordance with all terms and conditions of the contract and SOW	m2/month	500		
4	Deletion of plowed areas within the Mattawa Plains, in accordance with all terms and conditions of the contract and SOW	m2/month	500		
5	Provide Front End Loader capability with operator for as and when required service	Hourly	50		
6	Provide large industrial, heavy duty, front end loader mounted (or equivalent) 2 stage, side casting, hydraulic operated telescopic chute, with operator, for as and when requested service	Hourly	100		


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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat W6889-200073	
		Security Classification / Classification de sécurité Unclassified	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)			
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
DND		RPOU (ON) DET PET	
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 This work covers two year Snow and Ice Control (SNIC) contracts throughout Garrison Petawawa. There is a security requirement as some work falls within operational zones, thus the need for an SRCL.			
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)

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ 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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux:

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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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) J. E. Bye, Major		Title - Titre OC RP Ops Del Petawawa	Signature
Telephone No. - N° de téléphone 613 687-5511 Ext 5580	Facsimile No. - N° de télécopieur 613 687-6291	E-mail address - Adresse courriel Joshua.Bye@forces.gc.ca	Date 17 July 19
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic Senior Security Analyst Tel: 613-996-0286		Title - Titre DPSO - Industrial Security	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2019-07-19
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

GoodDavidson,
Vanessa

Digitally signed by GoodDavidson, Vanessa
Date: 2019.07.29 10:10:03 -04'00'

ANNEX "D"

INSURANCE REQUIREMENT

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the **Department of Justice Act**, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,*

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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:

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. 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.
 - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

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ANNEX “E”

DND 626 TASK AUTHORIZATION FORM

 National Défense		Défense nationale		TASK AUTHORIZATION AUTORISATION DES TÂCHES	
All Invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.				Contract no. - N° du contrat	
				Task no. - N° de la tâche	
Amendment no. - N° de la modification		Increase/Decrease - Augmentation/Réduction		Previous value - Valeur précédente	
To - À		TO THE CONTRACTOR: You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR: Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prêtez d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.			
Delivery location - Expédié à					
Delivery/Completion date - Date de livraison/d'achèvement					
Contract Item no. N° d'article du contrat		Services			Cost Prix
		GST/HST TPS/TVH			
		Total			
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU' AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.					
For the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux					

DND 626 (01-05)

Design: Forms Management 001-6307
Conception: Gestion des formulaires 001-6307

ANNEX "F" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR
- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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ANNEX G

Maps

To be distributed at site visit

ANNEX "H"

Snow Removal Experience

Snow Removal Experience Technical Evaluation							
Location and address of the service provided	Description of Area Snow Removal Services Performed	Client contact name and phone number	Winter Season of 2015 2016 m2 of area cleared	Winter Season of 2016 2017 m2 of area cleared	Winter Season of 2017 2018 m2 of area cleared	Winter Season of 2018 2019 m2 of area cleared	Winter Season of 2019 2020 m2 of area cleared

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ANNEX "I" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder 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)