



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

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Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**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

This document contains a security document.

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Infrastructure Maintenance and Solution Services Division
(FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

Title - Sujet Pest Management		
Solicitation No. - N° de l'invitation EJ196-200357/C	Date 2020-03-17	
Client Reference No. - N° de référence du client 20200357		
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-305-78596		
File No. - N° de dossier fk305.EJ196-200357	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-04-14		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Rosso, Francois		Buyer Id - Id de l'acheteur fk305
Telephone No. - N° de téléphone (613) 297-1315 ()		FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST National Capital Area (Ottawa) Gatineau Quebec K1A0S5 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	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 bid solicitation cancels and supersedes previous bid solicitation number EJ196-200357/B dated 2020-02-03 with a closing date of 2020-03-16 at 2:00 pm EST.

All documentation from the Request for Proposal (RFP) EJ196-200357/B are no longer valid, therefore bidders must ensure to use documentation under EJ196-200357/C with their bid.

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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 Insurance Requirements, and any other annexes.

1.2 Summary

- 1.2.1 To provide all labour, materials, and equipment necessary to provide Pest Management Services in accordance with the Statement of Work attached at Annex "A".
 - This requirement is for Pest Management Services for the Department of Public Works and Government Services Canada;
 - The period of any resulting Contract will be for one year with the option of an additional 4 one year periods for a total of 5 years;
 - The delivery points are located in the National Capital region of Canada.
- 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 "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: 180 days

2.2 Submission of Bids

"Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessaoumissions-abbidreceiving.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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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 **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.

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 (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

If the 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.

"Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted."

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. "

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

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

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

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

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

Section I: Technical 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 "F" Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.3 Exchange Rate Fluctuation

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

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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

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

4.1.1 Technical Evaluation

4.1.1 Technical Evaluation

Submission of Evidence

Submission of Evidence as described in **4.1.1.1 to 4.1.1.3** should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, 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.

The evidence provided by the bidder may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where any of the information cannot be confirmed by the client contact named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the Bidder.

4.1.1.1 Mandatory Company Licencing

Pesticide Vendors and Exterminators are required to meet certain certification requirements. The Contractor **must** be licenced to practice in the Province of Ontario and in the Province of Québec. **The Bidder must provide a valid copy of company's Pesticide Operator licence for the Province of Ontario and the Province of Québec with the proposal.**

4.1.1.2 Mandatory Card Licencing and Certification

*****Provide current valid copies*****

Technician Licencing

In order to carry out the work, the Contractor must have a **minimum of three (3) technicians** that **must** be trained and possess a valid Structural Exterminator licence for the Province of Ontario and/or the Province of Québec. There must be at least one technician in each province. The bidder may submit additional technicians if they wish. **Bidders must provide a valid copy of the Structural Exterminator licence**

The Bidder must list all personnel who may provide the services under any resulting contract in the table below.

TITLE	Name of employees
Technician # 1	
Technician # 2	
Technician # 3	

4.1.1.3 Mandatory Contractor's Experience and Past Performance

The bidder must provide reference of its experience and past performance by referencing one (1) project or contract satisfactorily rendered for at least twelve (12) consecutive months within the past three (3) years, wherein the range and scope of the Integrated Pest Management Services (IPM) provided are comparable to those described in this Request for Proposal (RFP).

The reference information provided by the bidder may be verified for completeness and accuracy and to confirm reference satisfaction with the services provided.

Failure by the bidder to provide the required reference, or in the event that the reference cannot be verified or the services found to be unsatisfactory, will result in the bidder being disqualified and no further consideration will be given to the bid.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

PROJECT/CONTRACT REFERENCE NO. 1	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____	

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

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

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical 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 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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

5.2.3.1.1. SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

5.2.3.4 Education and Experience

5.2.3.4.1 SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) 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;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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

3. 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.

6.2 Employee Information for Security

The Bidder should specify the following information regarding employees proposed in Part 4, (Technical Evaluation) to provide services against any resulting contract:

LEGAL NAME (First and Last)	DATE OF BIRTH OR CISD SECURITY ID #	CURRENT CLEARANCE HELD

PART 7 - RESULTING CONTRACT CLAUSES

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 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

Names of qualified employees

The contractor must provide the names of the qualified Technicians who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 4 & part 6 of the proposal.

Technician # 1 (first & last name)	Technician # 2 (first & last name)	Technician # 3 (first & last name)

Add additional boxes if required.

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 Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP/ISS/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/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 _____ to _____ inclusive.

7.4.3 Option to Extend the Contract

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

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: François Rosso

Title: Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Real Property Contracting Directorate

Telephone: 613-297-1315

E-mail address: Francois.Rosso@tpsgc-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: *(to be completed prior to contract award)*

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

(delete prior to contract award if not applicable)

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 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Applicable Taxes included) of which \$ **(to be determined)** (Applicable Taxes included) is for goods and/or services enumerated or described in **Pricing Schedule 1**, and \$ **(to be determined)** (Applicable Taxes) included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in **Pricing Schedule 2**.

7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2016-04-04) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in twelve (12) equal monthly payments.
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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

Canada 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.

7.7.3 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 along with the monthly maintenance report described in "the Statement of Work" of the Contract. (Refer in Statement of Work items 8. and 9.2)

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

The original invoice and monthly maintenance reports must be email to the following address for certification and payment

To be inserted at Contract Award

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.

7.10 Applicable Laws

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

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 (2018-06-21, General Conditions - Higher Complexity – Services);
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. Annex C, Security Requirements Check List;
- f. Annex D, Insurance Requirements;
- g. Annex E, Site Plans
- h. the Contractor's bid dated _____, *(insert date of bid)*

7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

(delete prior to contract award if not applicable)

SACC Manual clause A2000C 2006-06-16 Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause A2001C 2006-06-16 Foreign Nationals (Foreign Contractor)

7.13 Insurance Requirements

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

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

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

1.0 GENERAL REQUIREMENTS

1.1 Location of Service

This contract is for pest management services in the following locations: Algoma Food Production Facility, 1700 Algoma Road, Ottawa; Major Holland Armory, 2100 Walkley, Ottawa; 20 Airbus Private, Ottawa; 200 Comet Private, Ottawa; 1600 Tom Roberts Rd., Ottawa; 1901 Research Rd., Ottawa; CFB Uplands, Ottawa, Connaught Primary Rifle Training Range, Ottawa, Shirley's Bay Complex, 3701 Carling Avenue, Ottawa; Sir Leonard Tilley, 719 Heron Road, Ottawa; Sir Edward Drake, 1500 Bronson, Ottawa; PBX/Insurance, 770 Heron Road, Ottawa; L'Esplanade Laurier, 300 Laurier Street, Ottawa; and Salaberry Armory, 188 Boulevard Alexandre-Taché, Gatineau, Québec.

Connaught:

Buildings included in the scope of this contract for bait station management and wasp treatments are indicated in the attached site plan.

CFB Uplands:

Buildings included in the scope of this contract for bait station management and wasp treatments are #16, 337, 347, 465, 469, 471, 475, 512, 555 and 559 as indicated in the attached site plan.

Shirley's Bay Complex:

Buildings included in the scope of this contract for bait station management and wasp treatments are indicated in the attached site plan. *Services at Shirley's Bay complex will not commence until after April of 2021. Date to be determined.*

Other Locations:

For some of the other locations, bait stations are located around the main buildings.

1.2 Work Plan

The Contractor shall develop and submit a Plan of Operation within one week of being awarded the contract. No pesticide application work may start until the plan is approved by the Technical Authority. The plan is to include the following elements.

- Proposed materials and equipment for service (e.g., actual container labels and Material Safety Data Sheets (MSDS's) for all chemical pesticides used, and the brand names of pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment) that might be used to meet the requirements of this contract.
- Description of methods and procedures to be used for identifying sites of pest harborage and access, and for making the objective assessments of pest populations.
- Complete service schedules for each location that include frequency of Contractor visits, specific days of the week of the Contractor visits, and duration of each visit.
- The Contractor will advise the Technical Authority of any issues on site which may impact service delivery or which require action from the Technical Authority.

1.3 Time Frames

The Contractor shall perform pest control interventions within the following time frames:

- Emergency work: 30 minutes to return a trouble call, 1 hour to arrive on-site. Emergency work includes any wasp / bee nest removal and releasing trapped animals.
- Routine work: 1 working day.

The Technical Authority or any identified agent or representative of the Technical Authority, including the National Service Call Centre (NSCC), may make a request for work. A list of authorized agents will be provided by Public Service and Procurement Canada (PSPC).

1.4 Site Access

Enhanced security clearance is required for access to all the sites.

Connaught:

The Contractor's personnel must sign in at PWGSC Connaught, 31 Shirley, immediately upon arrival on site and must sign out at PSPC Connaught, 31 Shirley, at the completion of all work. The employees signing in will be verified by PSPC Connaught.

Site access to the Range and related military areas will be coordinated with Range Control by PSPC. Range Controls is the Department of National Defence (DND) Site Authority and as such all operational requirements supersede all maintenance program timing. Flexibility in scheduling is required. All movements on the site are controlled by DND due to troop movements, live shooting range activities and a grenade and small explosives area. Some activities are classified and/or restricted further affecting access.

Shirley's Bay Complex:

An escort is required while working on site.

1.5 Identification of Workers

Contractor personnel shall carry or display company identification at all times while working on-site, and wear a distinctive uniform.

1.6 Notification of Treatment

Notification of pesticide application must be made in accordance with the Ontario Pesticides Act. Appropriate signage shall be posted and removed by Contractor personnel.

1.7 Applications of Pesticides

- All pesticides used for fulfilling the terms of this contract shall be registered under the Pest Control Products Act and Regulations.
- Pesticides must be approved by National Defense Preventive Medicine Technicians prior to application at any of the DND sites.
- Transport, handling, and use of pesticides shall be in strict accordance with the label instructions and applicable federal, provincial, and local laws and regulations.
- The Contractor shall not apply any pesticide that has not been approved by the National Defense Preventive Medicine Technicians.
- The Contractor shall not store any pesticide on the premises.
- The Contractor shall remove all pesticide related litter and debris from the premises and disposed of as per the manufacturer's directions.
- Pesticides shall be applied according to need and not by schedule. As a rule, pesticide application in any area shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area. Preventive pesticide treatments where surveillance indicates the potential for infestation may be performed on a case-by-case basis and as approved by the Technical Authority.

- When pesticide use is necessary, the Contractor shall employ the least hazardous material, most precise application method, and the least amount of pesticide necessary to achieve control.

1.8 Documentation

The Contractor must complete, in its entirety, the PestRec form and any/all other required documentation immediately following the implementation of any pest control measures and the PestRec form must be emailed to the Technical Authority by the following business day at the latest. Invoices will not be processed for payment until the completed forms have been received.

2.0 SPECIFIC REQUIREMENTS - INTEGRATED PEST MANAGEMENT PROGRAM

The Contractor must have written approval from the Technical Authority, in the form of a call up against a contract, in advance of performance of any As and When operations such as trap and release of animals, fumigating groundhogs and treatments for wasps/bees/hornets/yellow jackets. Only actual hours and materials used are to be billed. If additional approval is required beyond what was awarded on the call up, the Contractor must have approval prior to undertaking any additional work.

2.1 As/When Wasps/Bees/Hornets/Yellow Jackets

Spray, the National Defense Preventive Medicine Technician approved Knockdown, Wasp and Hornet Spray and remove nest. Requests for treatment will be made by the Technical Authority or his/her representative or through the NSCC as and when required, and should be regarded as emergency work. Treatment areas include buildings, sprung shelters, target sheds, fire sheds, cadet/officer tents and other structures on site as identified by the Technical Authority. Other chemical insecticides may be considered, however submission of MSDS and approval by National Defense Preventive Medicine Technicians for the DND sites will be required prior to treatment.

2.2 Mice & Rats

Provide monthly service on existing bait traps from April 1 to December 31 in the areas as per approved plan of operation and site plans. New bait stations will be supplied and installed around L'Esplanade Laurier upon contract commencement.

2.2.1 Connaught Cadet Tent Area

The cadet area bait stations are to be installed, as per the site plan, starting April 1 and removed from the cadet area, cleaned and stored on site on June 1. Provide monthly service on existing bait traps from April 1 to May 31 in the cadet tent area as per approved plan of operation.

2.2.2 Connaught Officer Tent Area

The Officer Cadet Tent area bait stations as per the site plan are to be maintained starting April 1 to August 31 as per approved plan of operation and site plan.

2.3 As/When Groundhogs

The Technical Authority or the NSCC will advise the Contractor in an email, when and where a ground hog needs to be either trapped or fumigated.

Treatment of groundhogs will be made in one of two ways; in areas away from buildings groundhog holes are to be fumigated and backfilled to grade, whereas a trap-and-remove program is to be used around buildings to avoid possible harmful effects of fumigants.

2.3.1 As/When Fumigation Program

Fully expose the opening of the burrow and any secondary entrances. Using a flexible hose, place a fumigant tablet into the burrow. Fill in all openings to the burrow with soil, and tamp the dirt down firmly. Place a flagged stake or paint a mark on the ground beside the entrance of the burrow to mark treatment locations. It is mandatory that yellow flags be used for marking fumigations on the base and that paints are used to mark all fumigations on the ranges. No flags or stakes can be used on the Connaught ranges. In two weeks, return to determine effectiveness of fumigation in each treated burrow. Treat again where necessary (as a component of warranted work), marking with stakes / paint as per previous.

Following completion of treatment, ensure that all holes are properly backfilled and compacted to grade.

2.3.2 As/When Trap-and-Release Program

Traps are to be set in areas identified by the Technical Authority. Any groundhog found caught in a trap shall be removed off-site within 24 hours at a distance no greater than one (1) kilometer away from the trapping location. Non-target animals found trapped must be immediately released at the trapping location.

Report forms for the trap-and-remove program must be completed in full, each day there is a ground hog trapped and released, and returned to the Technical Authority.

Following completion of entrapment, ensure that all holes are properly backfilled and compacted to grade.

2.4 As/When Exterior Residual Treatment Applications to control insects

An external residual treatment such as Prelude is to be applied to the exterior doorways and windows as requested if a call up is issued.

2.5 As/When Replacement Live Traps and Bait Stations

In the event, that a Contractor's live trap or bait station is destroyed or stolen while it is located at any of the sites, the Contractor must advise the PSPC Site Authority and the Technical Authority. Either the PSPC Site Authority or Technical Authority must see the damaged trap or bait station. Once verified that the trap or bait station is damaged or has been stolen, the Technical Authority will issue a call up for the replacement.

3.0 DEVIATION FROM SCOPE OF WORK

No deviations shall be made from this scope of work. Should the Contractor find at any time during the progress of the work, that in his/her judgment conditions make desirable or necessary modifications in the requirements covering any particular item or items, (s)he shall report such matters promptly to the Technical Authority for his/her decision and instructions.

4.0 HEALTH AND SAFETY

Adequate planning should be made in advance of the site work to ensure the health and safety of the Contractor's staff. Prior to undertaking any work that has the potential to cause injury to personnel; the Contractor must establish and review a Safety Policy and Program, a Safety Communication Plan and an Emergency Preparedness Plan with all staff. Copies of Company Health and Safety Plan and the Site Specific Safety Plan must be sent to the Technical Authority within three days upon award of contract. Staff certificates for Workplace Hazardous Materials

Information System (WHMIS), and Health and Safety Awareness Training for Workers and Supervisors, must be attached to the plan in order for the staff to be eligible to work on this contract. Staff certificates for First aid must also be attached to the plan.

Contractor personnel shall wear appropriate protective equipment, as required. The Contractor shall observe all safety precautions throughout the performance of this contract. All work will conform to the Ontario Occupational Health and Safety Act and the Canada Labour Code. In the case of overlap, the stricter measure will be used.

Connaught:

All employees must undergo site specific Health and Safety Training and Range Training for as per operational requirements. The Technical Authority shall co-ordinate arrangements for the Contractor to be briefed by the Health and Safety Officer and the Range Control Officer. The Site Authority will arrange a mandatory health and safety meeting to be held on-site prior to the commencement of the contract. All Contractors staff assigned to the site will be required to be in attendance. The Contractor will be responsible to notify the Technical Authority of all staffing changes so that site specific health and safety training can be arranged.

Annex B – FINANCIAL BID:

Bidders must provide rates for each listed task. The rate for any given task cannot be \$0 or nil value. The bidder must propose firm all-inclusive prices for all line items listed below. The firm all-inclusive prices must include profit, overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, office supplies, other operating costs and the total cost of all travel and living expenses in Canadian funds. Firm All-inclusive prices will be used as the basis of payment. The Contractor will be paid firm prices as follows, for work performed in accordance with the Contract. Applicable Taxes are extra.

Pricing Schedules 1

1.1 YEAR ONE (1) - May 1, 2020 to March 31, 2021

A. FIRM - "ALL INCLUSIVE WORK" SERVICE BAIT STATIONS

LOCATION	SERVICE	UNIT	A. UNIT PRICE	B. NUMBER OF UNITS	EXTENDED PRICE (A*B)
Connaught Rifle Range and Primary Training Centre	Service bait stations around Base buildings	Per trap		27 traps x 8 months = 216 (May-Dec)	\$ -
	Service bait stations around DND Officers tents	Per trap		43 traps x 4 months = 172 (April-Aug)	\$ -
	Install /Service / Store bait stations around DND Cadets tents	Per trap		32 traps x 1 month = 32 (May)	\$ -
DND Base					
RCMP CQB	Service bait stations around Base buildings	Per trap		4 traps x 8 months = 32 (May-Dec)	\$ -
RCMP IFR	Service bait stations around Base buildings	Per trap		9 traps x 8 months = 72 (May-Dec)	\$ -
RCMP NTTC	Service bait stations around Base buildings	Per trap		6 traps x 8 months = 48 (May-Dec)	\$ -
RCMP SBT	Service bait stations around Base buildings	Per trap		4 traps x 8 months = 32 (May-Dec)	\$ -
Sub-Total Connaught					\$ -
Major Holland Armory	Service bait stations around building	Per trap		6 traps x 8 months = 48 (May-Dec)	\$ -
Esplanade Laurier	Supply and install bait stations around building	Per trap		10	\$ -
	Service bait stations around building	Per trap		10 traps x 8 months = 80 (May-Dec)	\$ -
Salaberry Armory	Service bait stations around	Per trap		6 traps x 8 months = 48	\$ -

	building			(May-Dec)	
Algoma Food Production Facility	Service bait stations around building	Per trap		4 traps x 8 months = 32 (May-Dec)	\$ -
CFB Uplands	Service bait stations around buildings	Per trap		42 traps x 8 months = 336 (May-Dec)	\$ -
Shirley's Bay Complex *Starts after April 2021, date TBD	Service bait stations around buildings	Per trap		91 traps x 8 months = 728 (May-Dec)	\$ -
TOTAL 1.1A FIRM					\$ -

1.2 OPTION YEAR ONE (1)- April 1, 2021 to March 31, 2022
A. FIRM - "ALL INCLUSIVE WORK" SERVICE BAIT STATIONS

LOCATION	SERVICE	UNIT	A. UNIT PRICE	B. NUMBER OF UNITS	EXTENDED PRICE (A*B)
Connaught Rifle Range and Primary Training Centre	Service bait stations around Base buildings	Per trap		27 traps x 9 months = 243 (April-Dec)	\$ -
DND Base	Service bait stations around DND Officers tents	Per trap		43 traps x 5 months = 215 (April-Aug)	\$ -
	Install /Service / Store bait stations around DND Cadets tents	Per trap		32 traps x 2 months = 64 (April-May)	\$ -
RCMP CQB	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
RCMP IFR	Service bait stations around Base buildings	Per trap		9 traps x 9 months = 81 (April-Dec)	\$ -
RCMP NTTC	Service bait stations around Base buildings	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
RCMP SBT	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
Sub-Total Connaught					
Major Holland Armory	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -

Esplanade Laurier	Supply and install bait stations around building	Per trap		10	\$ -
	Service bait stations around building	Per trap		10 traps x 9 months = 90 (April-Dec)	\$ -
Salaberry Armory	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
Algoma Food Production Facility	Service bait stations around building	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
CFB Uplands	Service bait stations around buildings	Per trap		42 traps x 9 months = 378 (April-Dec)	\$ -
Shirley's Bay Complex *Starts after April 2021, date TBD	Service bait stations around buildings	Per trap		91 traps x 9 months = 819 (April-Dec)	\$ -
TOTAL 1.2A FIRM					

1.3 OPTION YEAR TWO (2)- April 1, 2022 to March 31, 2023

A. FIRM - "ALL INCLUSIVE WORK" SERVICE BAIT STATIONS

LOCATION	SERVICE	UNIT	A. UNIT PRICE	B. NUMBER OF UNITS	EXTENDED PRICE (A*B)
Connaught Rifle Range and Primary Training Centre DND Base	Service bait stations around Base buildings	Per trap		27 traps x 9 months = 243 (April-Dec)	\$ -
	Service bait stations around DND Officers tents	Per trap		43 traps x 5 months = 215 (April-Aug)	\$ -
	Install /Service / Store bait stations around DND Cadets tents	Per trap		32 traps x 2 months = 64 (April-May)	\$ -
RCMP CQB	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
RCMP IFR	Service bait stations around Base buildings	Per trap		9 traps x 9 months = 81 (April-Dec)	\$ -
RCMP NTTC	Service bait stations around Base buildings	Per trap		6 traps x 9 months = 54	\$ -

				(April-Dec)	
RCMP SBT	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
Sub-Total Connaught					\$ -
Major Holland Armory	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
Esplanade Laurier	Supply and install bait stations around building	Per trap		10	\$ -
	Service bait stations around building	Per trap		10 traps x 9 months = 90 (April-Dec)	\$ -
Salaberry Armory	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
Algoma Food Production Facility	Service bait stations around building	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
CFB Uplands	Service bait stations around buildings	Per trap		42 traps x 9 months = 378 (April-Dec)	\$ -
Shirley's Bay Complex *Starts after April 2021, date TBD	Service bait stations around buildings	Per trap		91 traps x 9 months = 819 (April-Dec)	\$ -
TOTAL 1.3A FIRM					\$ -

1.4 OPTION YEAR THREE (3) - April 1, 2023 to March 31, 2024

A. FIRM - "ALL INCLUSIVE WORK" SERVICE BAIT STATIONS

LOCATION	SERVICE	UNIT	UNIT PRICE	NUMBER OF UNITS	EXTENDED PRICE
Connaught Rifle Range and Primary Training Centre	Service bait stations around Base buildings	Per trap		27 traps x 9 months = 243 (April-Dec)	\$ -
DND Base	Service bait stations around DND Officers tents	Per trap		43 traps x 5 months = 215 (April-Aug)	\$ -
	Install /Service / Store bait stations around DND Cadets tents	Per trap		32 traps x 2 months = 64 (April-May)	\$ -

RCMP CQB	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 units (April-Dec)	
RCMP IFR	Service bait stations around Base buildings	Per trap		9 traps x 9 months = 81 (April-Dec)	\$ -
RCMP NTTC	Service bait stations around Base buildings	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
RCMP SBT	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
Sub-Total Connaught					\$ -
Major Holland Armory	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
Esplanade Laurier	Supply and install bait stations around building	Per trap		10	\$ -
	Service bait stations around building	Per trap		10 traps x 9 months = 90 (April-Dec)	\$ -
Salaberry Armory	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
Algoma Food Production Facility	Service bait stations around building	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
CFB Uplands	Service bait stations around buildings	Per trap		42 traps x 9 months = 378 (April-Dec)	\$ -
Shirley's Bay Complex *Starts after April 2021, date TBD	Service bait stations around buildings	Per trap		91 traps x 9 months = 819 (April-Dec)	\$ -
TOTAL 1.4A FIRM					

1.5 OPTION YEAR FOUR (4) - April 1, 2024 to March 31, 2025
A. FIRM - "ALL INCLUSIVE WORK" SERVICE BAIT STATIONS

LOCATION	SERVICE	UNIT	UNIT PRICE	NUMBER OF UNITS	EXTENDED PRICE
Connaught Rifle Range and Primary Training Centre	Service bait stations around Base buildings	Per trap		27 traps x 9 months = 243	\$ -

DND Base				(April-Dec)	
	Service bait stations around DND Officers tents	Per trap		43 traps x 5 months = 215 (April-Aug)	\$ -
	Install /Service / Store bait stations around DND Cadets tents	Per trap		32 traps x 2 months = 64 (April-May)	\$ -
RCMP CQB	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
RCMP IFR	Service bait stations around Base buildings	Per trap		9 traps x 9 months = 81 (April-Dec)	\$ -
RCMP NTTC	Service bait stations around Base buildings	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
RCMP SBT	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
Sub-Total Connaught					\$ -
Major Holland Armory	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
Esplanade Laurier	Supply and install bait stations around building	Per trap		10	\$ -
	Service bait stations around building	Per trap		10 traps x 9 months = 90 (April-Dec)	\$ -
Salaberry Armory	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
Algoma Food Production Facility	Service bait stations around building	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
CFB Uplands	Service bait stations around buildings	Per trap		42 traps x 9 months = 378 (April-Dec)	\$ -
Shirley's Bay Complex *Starts after April 2021, date TBD	Service bait stations around buildings	Per trap		91 traps x 9 months = 819 (April-Dec)	\$ -
TOTAL 1.5A FIRM					\$ -

Sum of Basis of Pricing,

Pricing Schedule 1,

1.1A Sub-Total:	\$ -
1.2A Sub-Total:	\$ -
1.3A Sub-Total:	\$ -
1.4A Sub-Total:	\$ -
1.5A Sub-Total:	\$ -
Total Pricing Schedule 1 =	\$ -

Pricing Schedules 2

2. AS AND WHEN REQUESTED WORK FOR YEAR ONE AND FOUR OPTION YEARS

The quantity of one (1) (unit price) is for evaluation purposes only.

LOCATION	SERVICE	UNIT	A. UNIT PRICE	B. UNIT PRICE	C.UNIT PRICE	D. UNIT PRICE	E.UNIT PRICE	EXTENDED PRICE
			YEAR ONE (1) - May 1, 2020 to March 31, 2021	OPTION YEAR ONE (1)- April 1, 2021 to March 31, 2022	OPTION YEAR TWO (2)- April 1, 2022 to March 31, 2023	OPTION YEAR THREE (3) - April 1, 2023 to March 31, 2024	OPTION YEAR FOUR (4) - April 1, 2024 to March 31, 2025	Total of A+B+C+D+E
Connaught Rifle Range and Primary Training Centre - DND Base	Fumigate ground hogs	Per Hole						\$ -
	Trap/Release animals	Per Release						\$ -
	Wasps/bees/hor nets/ yellow jackets treatments	Per Treatment						\$ -
	Prelude Treatment around 4 Synder windows and doors	Per Treatment						\$ -
	Prelude Treatment around 1 Lewis Gun windows and doors	Per Treatment						\$ -
RCMP - CQB	Fumigate ground hogs	Per Hole						\$ -
	Trap/Release animals	Per Release						\$ -
	Wasps/bees/hor nets/ yellow jackets treatments	Per Treatment						\$ -
RCMP – IFR	Fumigate ground hogs	Per Hole						\$ -
	Trap/Release animals	Per Release						\$ -
	Wasps/bees/hor nets/ yellow jackets treatments	Per Treatment						\$ -

RCMP - NTTC	Fumigate ground hogs	Per Hole						\$ -
	Trap/Release animals	Per Release						\$ -
	Wasps/bees/hornets/ yellow jackets treatments	Per Treatment						\$ -
RCMP - SBT	Fumigate ground hogs	Per Hole						\$ -
	Trap/Release animals	Per Release						\$ -
	Wasps/bees/hornets/ yellow jackets treatments	Per Treatment						\$ -
Major Holland Armory	Fumigate ground hogs	Per Hole						\$ -
	Trap/Release animals	Per Release						\$ -
	Wasps/bees/hornets/ yellow jackets treatments	Per Treatment						\$ -
Salaberry Armory	Fumigate ground hogs	Per Hole						\$ -
	Trap/Release animals	Per Release						\$ -
	Wasps/bees/hornets/ yellow jackets treatments	Per Treatment						\$ -
Esplanade Laurier	Wasps/bees/hornets/ yellow jackets treatments	Per Treatment						\$ -
Sir Edward Drake	Trap/Release animals	Per Release						\$ -
Sir Leonard Tilley	Trap/Release animals	Per Release						\$ -
Insurance/ PBX	Trap/Release animals	Per Release						\$ -
								\$ -
Algoma Food Production Facility	Wasps/bees/hornets/ yellow jackets treatments	Per Treatment						\$ -
CFB Uplands	Fumigate ground hogs	Per Hole						\$ -
	Trap/Release animals	Per Release						\$ -
	Wasps/bees/hornets/ yellow jackets treatments	Per Treatment						\$ -
	Prelude Treatment around windows and doors at B471	Per Treatment						\$ -
All Locations	Supply & Install replacement bait station	Per Bait Station						\$ -
Shirley's Bay Complex *Starts after April 2021, date TBD	Fumigate ground hogs	Per Hole						\$ -
	Trap/Release animals	Per Release						\$ -
	Wasps/bees/hornets/ yellow jackets treatments	Per Treatment						\$ -
	Trap/Release animals	Per Release						\$ -

20 Airbus Private	Wasps/bees/hornets/ yellow jackets treatments	Per Treatment						\$ -
200 Comet Private	Trap/Release animals	Per Release						\$ -
	Wasps/bees/hornets/ yellow jackets treatments	Per Treatment						\$ -
1600 Tom Roberts Rd	Trap/Release animals	Per Release						\$ -
	Wasps/bees/hornets/ yellow jackets treatments	Per Treatment						\$ -
1901 Research Rd	Trap/Release animals	Per Release						\$ -
	Wasps/bees/hornets/ yellow jackets treatments	Per Treatment						\$ -
TOTAL 2 AS & WHEN (FOR EVALAUTION PUROPOSES ONLY)								\$ -

Total Pricing Schedule 1	\$ -
Total Pricing Schedule 2	\$ -
TOTAL ASSESSED PROPOSAL PRICE	\$ -



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		Public Works and Government Services Canada	
2. Branch or Directorate / Direction générale ou Direction		RPB-MOA	
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 Exterior Pest Mgt 2100 Walkley, Salaberry, Algoma FPF, Connaught Rifle Range, CFS Uplands			
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"/>			
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"/>	



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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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



No
Non



Yes
Oui

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

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

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

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



No
Non



Yes
Oui

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

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

Annex C

Insurance Requirements

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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

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

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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

Environmental Impairment Liability Insurance

1. The Contractor must obtain Type 2: "Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The Type 2: "Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
 - f. Storage Tank Third-Party Liability - The policy must extend to off-site third party bodily injury and property damage due to releases from storage tanks (above and below ground). Coverage must include corrective action and clean-up due to releases from storage tanks.
 - g. 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:

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Quebec Regional Office (Ottawa),
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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.



ANNEX “E” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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)