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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### **1.2 Summary**

Work under this standing offer comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required for bush clearing, cutting, and trimming of trees, and stump removal at various locations of CFB Halifax Nova Scotia in accordance with Annex A-Statement of work (specification Job No. W010C-200199).

"There are security requirements associated with this requirement. For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, Suppliers 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."

"This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method."

### **1.3 Security Requirements**

1. Before issuance of a supply arrangement, the following conditions must be met:

- (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
  - (b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6A - Supply Arrangement;
  - (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful Supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.
3. For additional information on security requirements, Suppliers 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.

#### 1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

#### 1.5 Use of an e-Procurement Solution (EPS)

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

The Government of Canada's press release provides additional information.

#### 1.6 Key Terms

"Supplier" (RFSA stage)

the person or entity (or, in the case of a joint venture, the persons or entities) submitting an arrangement. It does not include the parent, subsidiaries or other affiliates of the Supplier, or its subcontractors.

"Supplier"(SA stage)

means the person or entity whose name appears on the Supply Arrangement and who has become a pre-qualified supplier and been issued a Supply Arrangement;

"Supply Arrangement"

means the written arrangement between Canada and the Supplier, these general conditions, any referenced clauses and conditions, and any other document specified or referred to as forming part of the Supply Arrangement;

"Supply Arrangement Authority"

means the person designated as such in the Supply Arrangement, or by notice to the Supplier, to act as the representative of Canada in the management of the Supply Arrangement.

**"Request for Supply Arrangement"**

a procurement tool established by PWGSC for use by clients that allows buyers to solicit bids from a pool of pre-qualified suppliers for specific requirements. The intent is to establish a framework to permit expeditious processing of individual bid solicitations which result in legally binding contracts for the goods and services described in those bid solicitations

**Supply Arrangement**

**"Bid Solicitation"**

an invitation, verbal or written, to suppliers to submit a bid, quotation or offer.

**"Responsive bid"**

A bid, tender, proposal or quotation that meets all the mandatory requirements stipulated in the solicitation document.

## **PART 2 - SUPPLIER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days

Insert: 90 days

### **2.2 Submission of Arrangements**

"Arrangements 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 RFSA:

**RETURN BIDS TO:**

**Bid Receiving**

**Public Works and Government Services Canada**

**1713 Bedford Row,**

**Halifax, N.S.**

**B3J 1T3**

[TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** Arrangements 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 2008, or to send arrangements through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: (902-496-5016).

## 2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

## 2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on Employment and Social Development Canada (ESDC) - Labour's website.

## 2.5 Enquiries - Request for Supply Arrangements

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

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

## 2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

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

# PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

## 3.1 Arrangement Preparation Instructions

- If the Supplier chooses to submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The arrangement must be gathered per section and separated as follows:

Section I: Technical Arrangement

Section II: Financial Arrangement

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### Section III: Certifications

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

Section I: Technical Arrangement ( One hard copy)  
Section II: Financial Arrangement (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 Supplier is simultaneously providing copies of its arrangement 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 Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Arrangement**

Suppliers must submit the financial arrangement in accordance with the "Annex B, Basis of Payment".

#### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

**AN ARRANGMENT MUST MEET ALL OF THE MANDATORY REQUIREMENTS STATED BELOW TO BE CONSIDERED COMPLIANT. ARRANGEMENTS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS BELOW WILL BE DEEMED NON- RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.**

##### **MTC1-**

##### **MANDATORY requirement at Request for Supply Arrangement closing date**

The contractor must have at least five years of experience in tree cutting and related tree care work, including the use of chainsaws, wood chippers, stump removal and other tree felling equipment.

**Suppliers MUST use the tables below to list major projects/ contracts (one for each project). The suppliers' start and completion date for all referenced projects or contracts must total five (5) years. The start and completion dates for each project must be completed by each supplier. For evaluation purposes, projects on or after January 01, 2015 constitutes past five (5) years.**



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Suppliers can provide more projects and contracts to demonstrate five (5) years. Please provide the information in the format shown below and submit a separate table for each Project.

\*Major project/contract is defined as a project with a value of at least \$5,000.00.

<b>PROJECT/CONTRACT NO. 1</b>	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Brief Description of Project or Contract: _____ _____ _____ _____ _____ _____	
<b>PROJECT/CONTRACT NO. 2</b>	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Brief Description of Project or Contract: _____ _____ _____ _____ _____ _____	
<b>PROJECT/CONTRACT NO. 3</b>	
Name of client organization or Company	

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<b>Name:</b> _____	
<b>Name and title of client contact</b>	<b>Name:</b> _____ <b>Title:</b> _____
<b>Telephone and facsimile number of client contact</b>	<b>Phone No.:</b> _____ <b>Fax No.:</b> _____
<b>Start date of Project/Contract</b>	<b>Month</b> _____ <b>Year</b> _____
<b>Completion date of Project/Contract</b>	<b>Month</b> _____ <b>Year</b> _____
<b>Brief Description of Project or Contract:</b> _____ _____ _____ _____ _____ _____	

MTC2-  
**GEOGRAPHICAL LOCATION**  
(SEE ANNEX A for various location of work)

*Suppliers must indicate below which location(s) the supplier intends to perform flooring repairs in accordance with Annex A- Statement of Work Section 01 11 00 .*

	Yes	No
Halifax Regional Municipality (HRM)		

	Yes	No
Truro and Surrounding Areas.		

	Yes	No
Cape Breton Area		

	Yes	No
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Newport Corner (Municipality of West Hants)		
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	Yes	No
Mill Cove (Municipality of Chester)		

## 4.2 Basis of Selection

### 4.2.1 SACC Manual Clause (S1001T) (2008-12-12),(Basis of Selection - Mandatory Technical and Financial Evaluation Criteria)

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

### 5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

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

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

### 5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not

completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the arrangement non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement**

#### **5.2.3. Workers Compensation Certification- Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) working days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive.

### **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

#### **A. SUPPLY ARRANGEMENT**

##### **6.1 Arrangement**

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

##### **6.2 Security Requirements**

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

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No W010C-200199**

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), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, 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).

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

2020 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

#### 6.3.2 Supply Arrangement Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Supply Arrangement Authority no later than 14 calendar days after the end of the reporting period.

### 6.4 Term of Supply Arrangement

#### 6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from \_\_\_\_\_ to \_\_\_\_\_ ( 5 years from Issuance of Arrangement)

### 6.5 Authorities

#### 6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Chukwudi Chinye  
Title: Supply Specialist

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hal122  
CCC No./N° CCC - FMS No./N° VME

Address: Public Works and Government Services Canada  
Acquisitions Branch  
Atlantic Region  
1713 Bedford Row  
Halifax, Nova Scotia  
B3J 1T3  
Telephone: 902- 496- 5476  
Facsimile: 902- 496- 5016

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

#### 6.5.2 Supplier's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_

#### 6.6 Identified Users

The Identified User is: \_\_\_\_\_.

#### 6.7 On-going Opportunity for Qualification

A Notice will be posted "once a year" on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

#### 6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2020-07-01), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Work
- (d) Annex B, Security Requirement Checklists
- (e) the Supplier's arrangement dated \_\_\_\_\_ (*insert date of arrangement*)

#### 6.9 Certifications and Additional Information

##### 6.9.1 Compliance

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

## **6.9.2 SACC Manual Clauses**

Workers Compensation-A0285C-2007-05-25

### **6.10 Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

### **6.11 Transition to an e-Procurement Solution (EPS)**

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

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

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

## **B. BID SOLICITATION**

### **6.1 Bid Solicitation Documents**

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements;
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;

"Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors.”
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (h) certifications;
- **Federal Contractors Program (FCP) for Employment Equity - Notification**
  - **Integrity Provisions - Declaration of Convicted Offences;**
- (i) conditions of the resulting contract.

## 6.2 Bid Solicitation Process

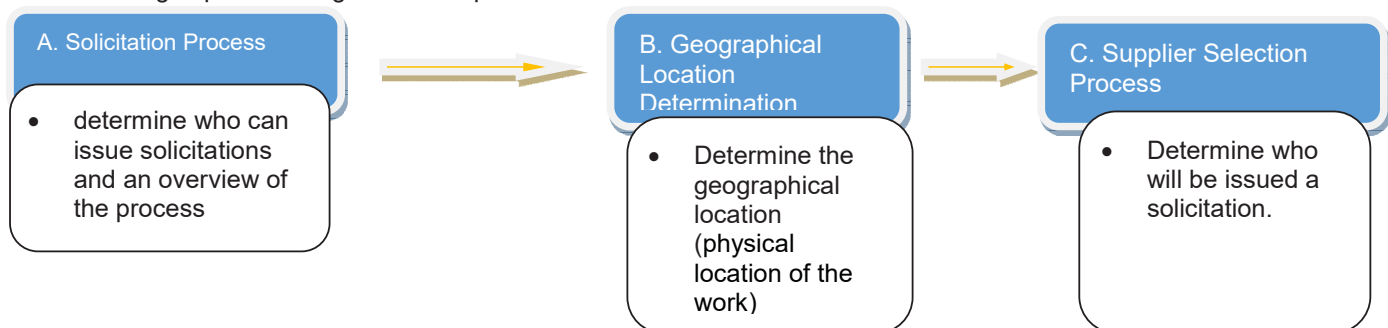
- 6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

*The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the Electronic Forms Catalogue ([http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html)) website.*

PWGSC-TPSGC 9400-3, Bid Solicitation  
PWGSC-TPSGC 9400-4, Contract

### 6.2.2 Selection Process:

The following explains how government personnel will utilize this SA.



#### A. Solicitation Process

- Proposals will be solicited for specific requirements within the scope of the Supply Arrangement from suppliers who have been issued a SA.
- The responsibility for the bid solicitation process and award of contracts will depend on the estimated fees of the proposed service.



- For requirements less than 10KHST included, the solicitation will be issued by DND.
- For requirements greater than 10K HST included but <200KHSTI the solicitation will be issued by DND.
- For requirements greater than 20K HST included, but less than \$60K HST included, the solicitation will be issued by DND.
- For requirements greater than 60K HST included, the requirement will not be procured by this Supply arrangement.
- Specific Security Requirements will be identified at the time of solicitation and will be mandatory upon bid closing.
- The evaluation procedures and basis of selection for each requirement will be unique to each bid solicitation issued.
- Treasury Board Approval will be required in the event the recommended contractor for award is a Former Public Servant (FPS) as identified under the policy and the contract value is \$25,000 and over (applicable taxes included) for non-competitive requirements and \$100,000 and over (applicable taxes included) for competitive requirements.

Identified User (DND)  
(Part 6, 6.6- Identified Users)  
Less than \$10,000.00HST  
included

- These requirements will be sent to all suppliers in the geographical location at the discretion of the technical authority
- Invited suppliers will be requested via e-mail for a request of proposal. Suppliers will be provided with a minimum of **ten (10) calendar days** in which to respond to the Request for Proposal for requirements less than 10KHST included.

Identified User (DND)  
(Part 6, 6.6- Identified Users)  
**Greater than  
\$10,000.00HST included  
but less than \$20,000.00**

- These requirements will be sent to all suppliers in the geographical location.
- Invited suppliers will be requested via e-mail for a request of proposal. Suppliers will be provided with a minimum of **fifteen (15) calendar days** in which to respond to the Request for Proposal for requirements greater than 10KHST included but less than 20KHSTI.

Identified User (PWGSC)  
(Part 6, 6.6- Identified Users)  
**Greater than \$20,000.00  
HST Included but less  
than \$60,000.00 HST  
Included**

- These requirements will be sent to all suppliers in the geographical location.
- Invited suppliers will be requested via e-mail for a request of proposal. Suppliers will be provided with a minimum of **twenty one (21) calendar days** in which to respond to the Request for Proposal for requirements greater than 20KHST included but less than 60KHSTI.

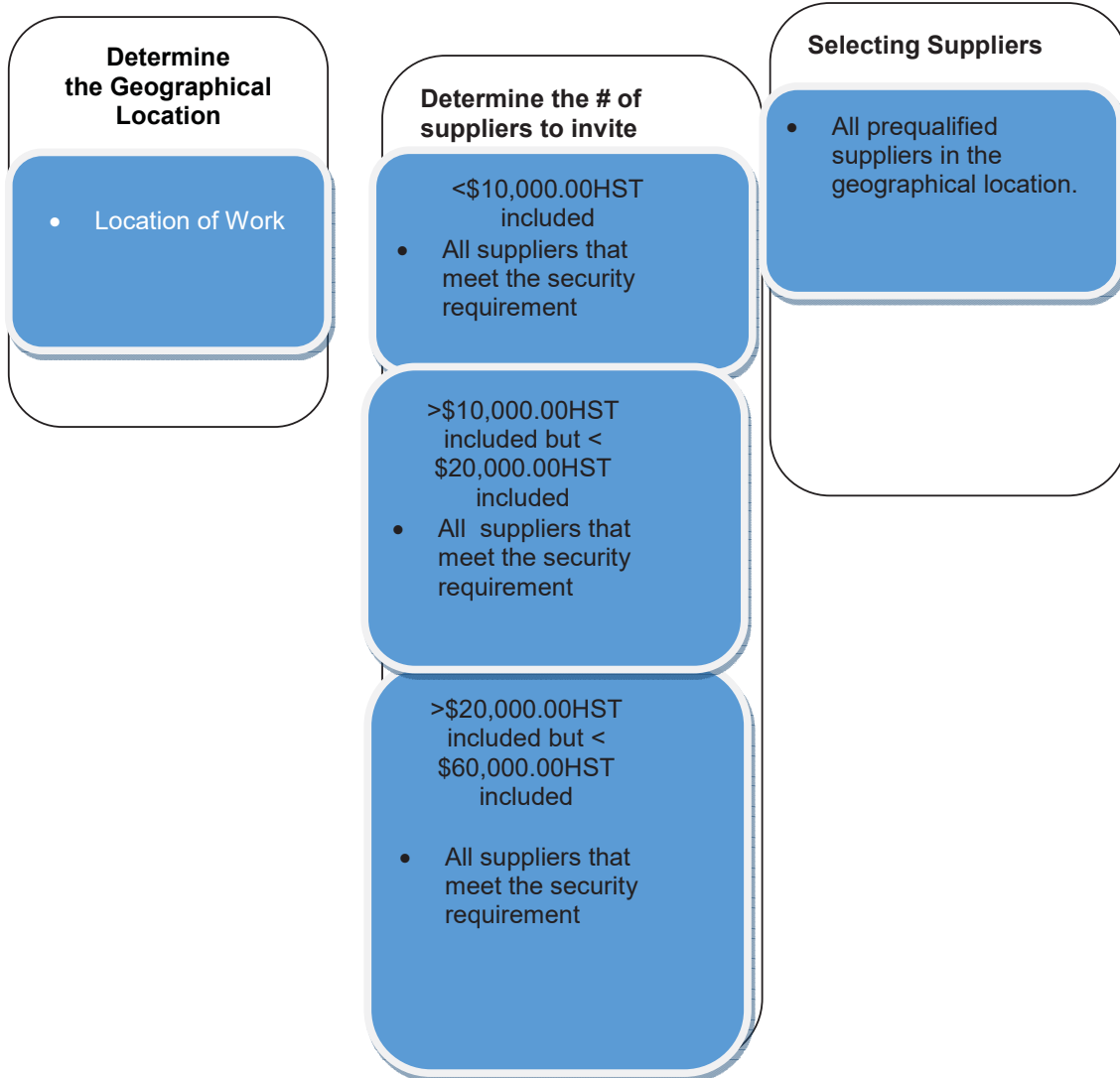
#### B. Geographical Location Determination

- The identified User will determine the geographical location of the work.
- This will be the first step in determining the rotational list to use in Annex C.

#### C. Supplier Selection Process.

- The geographical location of the project will be determined by the physical location of the work, not the location of the government department or PWGSC office requesting the services.
- The estimated funding by the identified user (HST included) will determine the supplier selection process to be used.

- Should there not be enough suppliers to meet the minimum selection criteria the selection process will be expanded to include all geographical areas



## C. RESULTING CONTRACT CLAUSES

### 6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **MC** (for medium complexity requirements), general conditions (2010C- General conditions: Services (medium complexity- 2020-05-28) will apply to the resulting contract;

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation (**see Annex F below**).

### Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex E. 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.

Solicitation No. - N° de l'invitation  
W010C-200199/A  
Client Ref. No. - N° de réf. du client  
W010C-20019

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-9-83243

Buyer ID - Id de l'acheteur  
ha1122  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "A"**

## **STATEMENT OF WORK**

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## ANNEX "B"

### ROTATIONAL LIST (To be completed by the contracting authority after evaluation of all arrangements received)

The Annex provides the qualified Suppliers for each location in (Annex B). The order of the suppliers presented will be used in Part 6B, Selection Process when determining invited suppliers on a rotational basis. The order of the suppliers will be randomly generated. The number of names selected is based on the selection process detailed in Part 6B. The name at the top of the list would be selected first. If a supplier is selected they move to the bottom of the list even if they choose to not participate in the RFP or they do not receive a contract as a result of an RFP process. Suppliers may be added to the list after the annual refresh. New suppliers would be added to bottom of the list and the selection process would continue as per Part 6B.

HRM	Truro	Cape Breton	Newport Corner (Municipality of West Hants)	Mill Cove (Municipality of Chester)

Solicitation No. - N° de l'invitation  
W010C-200199/A  
Client Ref. No. - N° de réf. du client  
W010C-20019

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-9-83243

Buyer ID - Id de l'acheteur  
hal122  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

**(Attached)**



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## ANNEX E

### 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 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.



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- I. 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.

**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.

## Annex F

### SAMPLE BID SOLICITATION (Suppliers should not complete this section)

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## PART 1 - GENERAL INFORMATION

### 1.1 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 6 - 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 6 - 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. 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.

### 1.2 Statement of Work

The Work to be performed is detailed under Article 6.4 of the resulting contract clauses.

### 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

The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

"Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions ( 2003 ) incorporated by reference above is deleted in its entirety and replaced with the following:

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

Bids must be submitted only to the Department of National Defence by the date and time indicated on page 1 of the bid solicitation:

### 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 (3) 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 Nova Scotia.

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

---

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- 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.

"Canada requests that bidders provide their 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."

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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Bid**

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

### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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

### **3.1.2 Exchange Rate Fluctuation**

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

## **Section III: Certifications**

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 Financial Evaluation**

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection**

**4.2.1** *SACC Manual* Clause (A0069T) (2007-05-25), (Basis of Selection)

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

---

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), 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.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

(To be incorporated at bid solicitation)

### 6.2 Statement of Work

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



### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

2010C (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive **(To be determined at issuance of a contract).**

### 6.5 Authorities (To be determined at Issuance of an RFP)

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Public Works and Government Services Canada

Acquisitions Branch

Directorate: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

#### 6.5.2 Project Authority

The Project Authority for the Contract is: (To be determined at award of a contract)

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.

### 6.5.3 Contractor's Representative (To be provided by Supplier)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

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

### 6.7 Payment

#### 6.7.1 Basis of Payment.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a insert "firm price" **OR** "firm unit price(s) **OR** "firm lot price(s)", in Annex B. 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.

#### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (To be determined at 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% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

#### **6.7.3 SACC Manual clause**

Single Payment-H1000C-2008-05-12

#### **6.7.4 SACC Manual Clauses**

T1204 - Direct Request by Customer Department-A9117C-2007-11-30  
Discretionary Audit-C0705C-2010-01-11

#### **6.7.5 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)

#### **6.8 Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - . The original and one (1) copy must be forwarded to the following address for certification and payment.  
\_\_\_\_\_  
\_\_\_\_\_  
*(Insert the name of the organization)*  
*(Insert the address of the organization)*
    - a. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

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

### **6.10 Applicable Laws**

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

### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions (2010C-2020-05-28, Services medium complexity);
- (c) Annex A, Statement of Work;
- (d) Annex C, Security Requirements Check List ;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

### **6.12 SACC Manual Clauses**

Canadian Forces Site Regulations-A9062C-2011-05-16  
Time Verification-C0711C-2008-05-12

Solicitation No. - N° de l'invitation  
W010C-200199/A  
Client Ref. No. - N° de réf. du client  
W010C-20019

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-9-83243

Buyer ID - Id de l'acheteur  
ha1122  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "A"**

### **STATEMENT OF WORK**

(To be attached prior to solicitation issuance)

Solicitation No. - N° de l'invitation  
W010C-200199/A  
Client Ref. No. - N° de réf. du client  
W010C-20019

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-9-83243

Buyer ID - Id de l'acheteur  
ha1122  
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## **Annex B**

### **Basis of Payment**

**(To be inserted at Issuance of RFP).**

Solicitation No. - N° de l'invitation  
W010C-200199/A  
Client Ref. No. - N° de réf. du client  
W010C-20019

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-9-83243

Buyer ID - Id de l'acheteur  
ha1122  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

(To be inserted at Issuance of RFP)

Solicitation No. - N° de l'invitation  
W010C-200199/A  
Client Ref. No. - N° de réf. du client  
W010C-20019

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-9-83243

Buyer ID - Id de l'acheteur  
ha1122  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX “D” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts 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)



Department of National Defence



Statement of Work

Supply Arrangement

## **Brush Clearing**

CFB Halifax, NS

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	6
01 35 30	Health and Safety Requirements	9
01 35 35	DND Fire Safety Requirements	5
01 35 36	Security, Safety and Fire Regulations CFAD Bedford	7
01 35 37	Access to DRDC Atlantic Complex	1
01 35 43	Environmental Procedures	6
01 74 11	Cleaning	1
<u>Division 31 - Earthwork</u>		
31 11 00	Brush Clearing	9

PART 1 - GENERAL

- |  |    |   |
|--|----|---|
| <u>1.1 RELATED SECTIONS</u>            | .1 | Section 31 11 00 Brush Clearing.  |
|  |    |   |
| <u>1.2 DESCRIPTION OF WORK</u>         | .1 | Work under this Statement of Work comprises the furnishing of all labour, material, tools, equipment, transportation, and supervision required to perform brush clearing, cutting and trimming of trees and stump removal at various locations of CFB Halifax, as specified herein. |
|  |    |   |
| <u>1.3 DEPARTMENTAL REPRESENTATIVE</u> | .1 | All reference to the Departmental Representative in this Statement of Work, who is the Contract Inspector which is representing the Real Property Operations Section - Halifax (RPOS(H)).   |
|  |    |   |
| <u>1.4 WORK INCLUDED</u>               | .1 | Work included in this Statement of Work includes but will not be limited to the following:  |
|  | .1 | Conduct brush clearing under and adjacent to buildings, antennas, guy wires, fencing and other physical obstructions. Brush clearing to include cutting down various types of:  |
|  | .1 | trees;  |
|  | .2 | shrubs;   |
|  | .3 | bushes;   |
|  | .4 | tall grass to height of 100-150 mm above the soil;  |
|  | .5 | underbrush lying on the soil; and   |
|  | .6 | previously cut and uprooted trees or shrubbery.   |
|  | .2 | Dispose of all trees, shrubs and tall grass by chipping and spreading of chips in accordance with Section 31 11 00 - Brush Clearing.  |

1.4 WORK INCLUDED  
(Cont'd)

- .1 (Cont'd)
- .3 Cut off or trim isolated trees as requested by the Departmental Representative.
- .4 Perform grubbing out or removal of tree stumps as requested by the Departmental Representative.
- .5 Conduct clean up.

1.5 LOCATIONS OF JOB  
SITES

- .1 Areas covered under this specification include but not limited to the following locations:
- .1 Halifax Regional Municipality (HRM) area:
- .1 Stadacona - Halifax, NS;
- .2 Windsor Park - Halifax, NS;
- .3 Willow Park - Halifax, NS;
- .4 Halifax Armoury - Halifax, NS;
- .5 HMC Dockyard - Halifax, NS;
- .6 Royal Artillery (RA) Park - Halifax, NS;
- .7 Damage Control School - Herring Cove, NS;
- .8 Ferguson's Cove - Ferguson's Cove, NS;
- .9 12 Wing Shearwater - Eastern Passage, NS;
- .10 Hartlen Point Tacan Site - Cow Bay, NS;
- .11 Osbourne Head Gunnery Range - Cow Bay, NS;
- .12 Naval Armament Depot (NAD) - Dartmouth, NS;
- .13 DRDC Atlantic - Dartmouth, NS;
- .14 Wright's Cove Degaussing Range - Dartmouth, NS;

1.5 LOCATIONS OF JOB SITES

(Cont'd)

.1

(Cont'd)

.1 (Cont'd)

.15 CFAD Bedford - Bedford, NS;

.16 Bedford Armoury - Bedford, NS; and

.17 Bedford Rifle Range - Bedford, NS.

.2 Outlying areas:

.1 NRS Mill Cove - Mill Cove, NS;

.2 NRS Newport Corner - Newport Corner, NS;

.3 Windsor Armoury - Windsor, NS;

.4 Debert Rifle Range - Debert, NS;

.5 Masstown Rx site - Masstown, NS; and

.6 Great Village Tx site - Great Village, NS.

.3 Cape Breton areas:

.1 Victoria Park - Sydney, NS;

.2 Canadian Coastal Radar site - Sydney, NS; and

.3 Sydney Rifle Range - Sydney, NS.

1.6 SITE ACCESS

.1

Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.

.2

While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base/Unit Authorities.

1.7 PRE-JOB MEETING

.1

Immediately upon receipt of award of Contract, the successful Contractor will contact the Departmental Representative to arrange a pre-job meeting prior to commencement of any work.

- 
- |  |    |  |
|--|----|--|
| <u>1.7 PRE-JOB MEETING<br/>(Cont'd)</u>  | .2 | The Departmental Representative will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting.  |
| <br>                                     |    |  |
| <u>1.8 WORKMANSHIP</u>                   | .1 | Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.   |
|  | .2 | Do not employ any unfit person or anyone unskilled in their required duties. The Departmental Representative reserves the right to require the dismissal from the site, workers deemed incompetent, careless or insubordinate. |
|  | .3 | Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Departmental Representative whose decision is final.  |
|  | .4 | The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.   |
|  | .5 | Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements.   |
| <br>                                     |    |  |
| <u>1.9 NORMAL WORKING<br/>HOURS</u>      | .1 | Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Departmental Representative.   |
| <br>                                     |    |  |
| <u>1.10 CONTRACTOR'S USE<br/>OF SITE</u> | .1 | Contractor will be briefed on use of site by the Departmental Representative.  |
|  | .2 | Do not unreasonably encumber site with materials or equipment.   |
|  | .3 | Move stored products or equipment which interferes with operations of Departmental Representative or other Contractors.  |
|  | .4 | The Departmental Representative will brief the Contractor on access to restricted areas.   |
-

1.11 PARKING

- .1 In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. Maintain and administer this space as directed.
- .2 The Contractor may have to pay for parking at the following locations:
  - .1 Stadacona - Halifax, NS;
  - .2 Windsor Park - Halifax, NS;
  - .3 Willow Park - Halifax, NS;
  - .4 Royal Artillery (RA) Park - Halifax, NS;
  - .5 Halifax Armoury - Halifax, NS; and
  - .6 HMC Dockyard - Halifax, NS.

1.12 CODES AND STANDARDS

- .1 Perform work in accordance with the latest edition of the National Building Code of Canada (NBC), Canadian Electrical Code Part I, National Plumbing Code of Canada (NPC), Canada Labour Code Part II, National Fire Code of Canada, NS Fall Protection and Scaffold Regulations, DND/CF Asbestos management directives, and any other applicable federal, provincial and municipal regulations and by-laws. In any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 Meet or exceed requirements of Contract documents, specified standards, codes and referenced documents.

1.13 PROTECTION OF EXISTING FACILITIES

- .1 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractors operations must be repaired or replaced by the Contractor at his/her own expense, as soon as is reasonably possible.
- .2 Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.

<u>1.13 PROTECTION OF EXISTING FACILITIES (Cont'd)</u>	.3	The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of this requirement.
	.4	Where the Departmental Representative considers it necessary, provide and erect warning signs and barriers.
<u>1.14 INSPECTION</u>	.1	All work and materials covered by this specification will be subject to inspection at any time by the Departmental Representative or his/her representative.
<u>1.15 ADDITIONAL DRAWINGS</u>	.1	Departmental Representative may provide additional drawings for clarification. These additional drawings have same meaning and intent as if they were included with plans referred to in Contract documents.
<u>1.16 REPORTING IRREGULARITIES</u>	.1	The Contractor must notify immediately the Departmental Representative of irregularities in the work area, such as accidents, spills, structural defects, mechanical and/or electrical problems and/or any beyond the scope of work.
<u>PART 2 - PRODUCTS</u>		
<u>2.1 NOT USED</u>	.1	Not used.
<u>PART 3 - EXECUTION</u>		
<u>3.1 NOT USED</u>	.1	Not used.



PART 1 - GENERAL

1.1 WORK SAFETY  
MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
  - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations;
  - .2 Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time;
  - .3 most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada;
  - .4 Health Canada/Workplace Hazardous Materials Information System (WHMIS).
- .2 Refer to Section 01 35 35 DND Fire Safety Requirements.
- .3 Departmental Representative will provide a copy of any relevant special written instructions to be followed.
- .4 Before Work Begins
  - .1 Bidder/Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the requirements.
- .5 The following disciplinary measures will be taken for any violations of safety under this requirement:
  - .1 First Violation:
    - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Supply Arrangement file, copy to Contractor and PSPC.).
  - .2 Second Violation:

1.1 WORK SAFETY  
MEASURES  
(Cont'd)

- .5 (Cont'd)
- .2 (Cont'd)
  - .1 Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Supply Arrangement file, copy to Contractor and PSPC.).
- .3 Third Violation:
  - .1 A third violation of a safety regulation may result in the termination of the Contractor in the Supply Arrangement.
- .4 Serious Violation:
  - .1 For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer (Violation documented on Supply Arrangement file, copy to Contractor and PSPC.).

1.2 HAZARD ASSESSMENTS

- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
  - .1 Initial Hazard Assessment:
    - .1 Carried out upon notification of Contract award and/or prior to commencement of Work.
  - .2 On-going Hazard Assessments:
    - .1 Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
      - .1 new sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work;

1.2 HAZARD ASSESSMENTS  
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
  - .2 the scope of Work has been changed;
  - .3 Work conducted in confined spaces; and/or
  - .4 potential hazard or weakness in current health and safety practices are identified by the Departmental Representative.
- .2 Hazard assessments will be project and site specific, based on review of documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Departmental Representative.
- .4 The Contractor must notify the Departmental Representative of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Departmental Representative. The Departmental Representative will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS PRODUCT &  
ASBESTOS ACTIVITY

- .1 Within the confines of the Base/Unit, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed until written instructions have been received from Departmental Representative.

1.4 HAZARDOUS MATERIAL  
SPILL

- .1 The Contractor or sub-contractors must report to the DND Fire Department and the Departmental Representative for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:

1.4 HAZARDOUS MATERIAL  
SPILL

(Cont'd)

.2

(Cont'd)

- .1 ensure safety of all personnel;
- .2 assess spill hazards and risks;
- .3 ventilate area if release is indoors and remove all sources of ignition;
- .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).
- .5 no matter the volume is, contact the DND Fire Department and provide the following information:
  - .1 time of the spill;
  - .2 location;
  - .3 special considerations:
    - .1 personal safety;
    - .2 environmental.
  - .4 type and amount of spill;
  - .5 person reporting the spill:
    - .1 name;
    - .2 company; and
    - .3 telephone number.
  - .6 contain the spill;
  - .7 isolate the area as required;
  - .8 provide Material Safety Data Sheets (MSDS) to DND Fire Department and Departmental Representative;
  - .9 contact the Departmental Representative; and

1.4 HAZARDOUS MATERIAL SPILL <u>(Cont'd)</u>	.2	(Cont'd)
	.5	(Cont'd)
	.10	clean up minor spills using appropriate protective equipment and supplies.
1.5 FASTENING DEVICES <u>EXPLOSIVE ACTUATED</u>	.1	Explosive actuated devices must not be used without the approval of the Departmental Representative.
	.2	Operator must have the appropriate training before using the explosive actuated device.
	.3	Follow the manufacturer's safety guidelines and ensure the applicable personal protective equipment is used.
1.6 HOT WORK <u></u>	.1	All hot work activity is to take place with Departmental Representative's approval and written permission from the DND Fire Department (hot work permit). Hot work permits and fire watch requirements will be provided by the DND Fire Department.
	.2	The ventilation system in the area of any hot work is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
	.3	Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.
1.7 CONFINED SPACES <u></u>	.1	All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
	.2	The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
	.3	The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.

1.7 CONFINED SPACES  
(Cont'd)

- .3 (Cont'd)
- .1 The personnel entering and working in confined spaces must have at all times valid certifications when working in confined spaces. The employees must provide proof of training and qualifications when requested by Departmental Representative or the Safety Officer.
  - .4 The Contractor to provide the Departmental Representative with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .5 The Contractor to have a hazard assessment of the confined space performed.
    - .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.
  - .6 The Contractor must have a written rescue plan posted on site.
  - .7 Contractor must inform DND Fire Department and Central Heating plant before entering any service tunnel.

1.8 FALL PROTECTION

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new and modified installations.
- .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
- .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.10 SAFETY

- .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
  - .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.

1.10 SAFETY  
(Cont'd)

- .3 (Cont'd)
- .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
- .3 All personnel are required to wear eye and face protection, in accordance with CSA Z94.3.1, Selection, Use, and Care of Protective Eyewear.
- .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
- .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4, Selection, Use, and Care of Respirators.
- .4 The Departmental Representative will coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Contract.

1.11 SECURITY INCIDENT  
RESPONSE

- .1 Security incident can be defined as any fact or event which could affect your personal or organizational security.
- .2 When performing Work on the premises of CFB Halifax, security incidents or threats could occur at any time such as bomb threats, active intruder, lockdowns etc.
- .3 When a security incident occurs, the Contractor shall:
  - .1 stop the work safely;
  - .2 account for all your personnel in a secure area;
  - .3 report to the building main office or facility manager for further directives; and
  - .4 call the Departmental Representative.



1.11 SECURITY INCIDENT  
RESPONSE  
(Cont'd)

.4 The above actions must be taken also during Base/Unit security training exercises.

1.12 SITE SIGNS AND  
NOTICES

.1 Safety and instruction signs and notices:

.1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to latest version of "Signs and Symbols for the Workplace".

PART 2 - PRODUCTS

2.1 NOT USED

.1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

.1 Not used.

PART 1 - GENERAL

- |                                    |    |  |
|------------------------------------|----|--|
| <u>1.1 EMERGENCY REPORTING</u>     | .1 | Telephone numbers for emergency reporting will be provided by the Departmental Representative at the fire safety briefing.   |
| <u>1.2 FIRE SAFETY ENFORCEMENT</u> | .1 | Within the confines the Base/Unit, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the DND Fire Department.  |
|                                    | .2 | Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada. |
| <u>1.3 FIRE SAFETY BRIEFING</u>    | .1 | Prior to commencement of work under this requirement, the Departmental Representative will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the DND Fire Department.   |
| <u>1.4 FIRE WATCH</u>              | .1 | For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the DND Fire Department at the time of issuance of the hot work permit.  |
| <u>1.5 FIRE EXTINGUISHERS</u>      | .1 | Supply fire extinguishers, as scaled by the DND Fire Department, necessary to protect work in progress and Contractor's physical plant on site.  |
| <u>1.6 SMOKING PRECAUTIONS</u>     | .1 | Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.   |
|                                    | .2 | In accordance with these fire safety requirements particular to the work area and site, the Departmental Representative and the DND Fire Department will designate hazardous areas as well as non-restricted areas where smoking may be permitted.   |

1.6 SMOKING  
PRECAUTIONS

(Cont'd)

- .3 Smoking is prohibited in all buildings.
- .4 In all other areas, exercise care and comply with written or oral directives of the Departmental Representative for the use of smoking materials.

1.7 REPORTING FIRES

- .1 Report immediately all fire incidents as follows:
  - .1 activate nearest fire alarm box; or
  - .2 dial 9-1-1 or designated number given at the time of briefing; and
  - .3 telephone the Departmental Representative.
- .2 Person activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.

1.8 INTERIOR AND  
EXTERIOR FIRE  
PROTECTION AND ALARM  
SYSTEMS

- .1 Notify DND Fire Department at least 48 hours prior to scheduling any work that may require fire alarm and/or protection systems to be:
  - .1 obstructed in any way;
  - .2 shut-off; and/or
  - .3 left inactive at end of working day or shift without authorization from DND Fire Department.
- .2 Do not commence any such work until Departmental Representative confirms approval and direction by the DND Fire Department.
- .3 Fire hydrants, standpipes and hose systems will not be used for other than fire fighting purposes unless authorized by the Departmental Representative and the DND Fire Department.

1.9 BLOCKAGE OF ACCESS  
FOR FIRE APPARATUS

- .1 Advise DND Fire Department of work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the DND Fire Department, erecting of barricades and digging of trenches.

1.10 RUBBISH AND WASTE  
MATERIALS

- .1 Keep rubbish and waste materials at minimum quantities.
- .2 Storage:
  - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles approved by the DND Fire Department and removed as directed by the Departmental Representative.
- .3 Burning of rubbish is prohibited.
- .4 Removal:
  - .1 Remove rubbish from work site at end of work day or shift or as directed by the Departmental Representative.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the DND Fire Department.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 30 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of DND Fire Department.
- .3 The Departmental Representative reserves the right to require removal from the site any storage containers not acceptable to the DND Fire Department.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS  
(Cont'd)

- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat producing devices.
- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and DND Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS  
SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, in accordance with National Fire Code of Canada, and measures prescribed by the DND Fire Department.
- .2 Obtain from DND Fire Department a "hot work" permit for work involving welding, burning or use of blowtorches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for fire watch is at discretion of DND Fire Department. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with DND Fire Department at pre-work meeting.
- .4 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform DND Fire Department prior to and at cessation of such work.

1.13 FIRE INSPECTION

- .1 Co-ordinate site inspections by DND Fire Department through the Departmental Representative.
- .2 Allow DND Fire Department unrestricted access to work site.

1.13 FIRE INSPECTION  
(Cont'd)

- .3 Co-operate with DND Fire Department during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by DND Fire Department.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

## PART 1 - GENERAL

- |  |    |  |
|--|----|--|
| <u>1.1 GENERAL</u>                             | .1 | The Contractor must ensure that all their personnel are familiar with these regulations and requirements.  |
|  | .2 | The following is a summary the security, safety and fire regulations Canadian Forces Ammunition Depot (CFAD) Bedford, as promulgated by the Base Commander of CFB Halifax and administered by the Superintendent CFAD Bedford, NS.   |
|  | .3 | Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford.  |
| <u>1.2 PRE JOB SECURITY AND SAFETY MEETING</u> | .1 | Prior to commencement of Work, the Contractor must meet with the site security, safety and fire regulations officers. In accordance with direction of Departmental Representative and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an ammunition depot and that the regulations are fully complied with, at all times, by all Contractor personnel. |
| <u>1.3 SECURITY PASSES</u>                     | .1 | Contractors must report to the NCO I/C Commissionaires at building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the confines of the Depot.  |
| <u>1.4 CONDITIONS FOR ACCESS</u>               | .1 | All visitors will be issued a visitor's pass and will be required to sign acknowledgement that they are aware of and consent to the following conditions for access.   |
|  | .2 | Contractor will be escorted by a commissionnaire or CFAD employee in order to access the site.   |
|  | .3 | All persons to whom this pass is issued agrees to return the pass to the security guard at the gate when the Contract or employment at CFAD Bedford expires.   |
-

<u>1.4 CONDITIONS FOR ACCESS</u> (Cont'd)	.4	All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the ammunition depot.
<u>1.5 FIRE SERVICE CFAD BEDFORD</u>	.1	Fire service at CFAD Bedford is provided by the DND Fire Service from 0730 until 1600 hours, Monday to Friday. All Contract work will be ended by 1530 hours daily. Fire response at all other times is provided by HRM. Before any work is carried out during silent hours, the Dockyard Platoon Chief must be contacted at 427-0550, local 3500.
<u>1.6 SEARCHES</u>	.1	The Canadian Corps of Commissionaires may conduct a personal search of individuals at any time within the Ammunition Depot. Vehicles entering or leaving the Depot may be searched to ensure that contraband articles are not taken into the explosives area and that property is not taken out without authorization.
<u>1.7 ALARMS</u>	.1	Depot Alarms:
	.1	A siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A siren is also sounded to signify "All Clear".
	.2	Fire Emergency:
	.1	A series of "Hi-Lo" sounds on the Depot alarm system signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.
	.3	Thunder and Lightning:
	.1	A series of "Beeps" on the Depot alarm system signifies a thunder/lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.



1.7 ALARMS  
(Cont'd)

- .4 Evacuation:
  - .1 A series of "Slow Whoops" on the Depot alarm system signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.
- .5 All Clear:
  - .1 A continuous blast on the Depot alarm system signifies that the emergency situation is "All Clear".

1.8 REPORTING OF FIRES

- .1 All fires, regardless of whether they have been extinguished or not, must be reported immediately to the Base Fire Department.
- .2 All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.
- .3 Fires may be reported by ringing the nearest street alarm box or by telephoning 9-1-1. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct fire fighters to the scene of the fire.

1.9 PROHIBITED ARTICLES

- .1 The following articles are prohibited and/or controlled from being taken inside the explosive area. Permission by the Superintendent may be granted for certain articles:
  - .1 matches or other flame producing equipment (including vehicle lighters);
  - .2 pipes, smoking appliances, tobacco products, or smoking materials in any form;
  - .3 explosives or chemicals;
  - .4 lights, lamps or electrical devices/tools which are not explosion proof;
  - .5 cameras;

1.9 PROHIBITED ARTICLES  
(Cont'd)

- .1 (Cont'd)
- .6 food and drink; and
- .7 radio transmitting devices (i.e. mobile radios, cellular phone phones, remote car starters, and garage door openers, etc).
- .2 No persons will introduce, possess or consume alcoholic beverages, narcotics or any intoxicant within the confines of the Ammunition Depot.
- .3 The site security officers will seize and hold at the gate, any such materials found by search.

1.10 SAFETY AND FIRE  
REGULATIONS

- .1 Smoking:
  - .1 Is strictly prohibited in explosive areas.
- .2 Buildings:
  - .1 Smoking is prohibited in all buildings.
- .3 Safety Precautions Electrical/Electronic Equipment:
  - .1 All personnel operating or maintaining electrical/electronic equipment involving the use of voltage higher than 50 V must brief the site safety and fire safety officers concerning all safety rules in the operating and instructional manuals covering the equipment.
- .4 Flammables, Explosives or Chemicals:
  - .1 As required, may be allowed into the explosive area provided that the Depot Safety Officer and the Depot Fire Department are made aware of this and that approval by the Superintendent is given. These items after approval may be transported by the Contractors provided the transportation route is known by the Depot Fire Department and adequate fire extinguishers are available.
- .5 Open Flame or Welding:

1.10 SAFETY AND FIRE  
REGULATIONS

(Cont'd)

- .5 (Cont'd)
  - .1 Prior approval must be obtained before commencing any work involving cutting, welding or use of open flame appliances in or around buildings containing explosives. The Fire Safety Officer will check out the work area and ensure that adequate fire extinguishers and first aid appliances are available and that fire watchers have been posted.
- .6 Fuel Dispensing Containers:
  - .1 Contractors must ensure that all of their fuel dispensing containers meet or exceed the following standards:
    - .1 type II safety container, leakproof, Terne plate construction, UL listed and FM approved;
    - .2 container must have spring-operated spout cap which opens to allow vapours to escape and self closes on release of internal pressures;
    - .3 container must have flexible or rigid built-in metal dispensing nozzle to prevent static sparks;
    - .4 standard of Acceptance: Protectoseal, model nos. 247, 249, 8410 and 8420;
    - .5 other acceptable products: Safe-T-Way; and
    - .6 any other model must be approved by the DND Fire Department.
- .7 Violation of any of the above regulations will result in immediate cancellation of the offender's security pass and expulsion from the site.

1.11 TRAFFIC REGULATIONS

- .1 Vehicles:
  - .1 All operators must adhere strictly to the following rules while proceeding through the Ammunition Depot:

1.11 TRAFFIC REGULATIONS  
(Cont'd)

- .1 (Cont'd)
- .1 (Cont'd)
- .1 drivers must not leave the motors of their vehicles running or leave the vehicles unattended when parked between buildings or traverses;
  - .2 drivers must not drive vehicles in the direction opposite to that indicated by the "One-way" signs;
  - .3 no one will operate a vehicle within the Depot area at a speed greater than 25 kilometres per hour at any time;
  - .4 no one will operate a vehicle within the Depot area at a speed greater than 8 kilometres per hour at any time, while passing between blast walls and buildings;
  - .5 no one will leave a vehicle unattended within 10 metres of a fire hydrant or within 30 metres of a building containing explosives; and
  - .6 all vehicles must be equipped with a fire extinguisher of a suitable size and type so that it may be used to extinguish any fire originating in that vehicle.
- .2 Violation of any of the above regulations will result in immediate cancellation of the offender's vehicle pass and expulsion from the site.
- .2 Roadways:
- .1 In the event of a fire or emergency all roads and buildings within CFAD Bedford must be accessible at all times. Contractors required to disrupt roadways during the course of their work, must ensure that at least one lane of each roadway is passable, at all times. Vehicles not required to transport personnel to the nearest exit gate must be parked on the side of the road and away from the nearest building.
- .3 Fueling:

1.11 TRAFFIC REGULATIONS .3  
(Cont'd)

(Cont'd)

.1 Fueling of vehicles within the explosive areas is prohibited. Small equipment (lawn mowers, chainsaws, etc.) may be re-fueled, but only at sites designated by the Safety Officer and Fire Safety Officer. Comply with all safety practices pertaining to re-fueling hot equipment. Provide adequate fire extinguishers of types prescribed by the Fire Safety Officer. Only approved safety dispensing containers, as specified at sub-paragraph 1.10.6, will be permitted within the confines of the Ammunition Depot.

.4 Violation of any of the above regulations will result in immediate cancellation of the vehicle pass and expulsion of the offender from the site.

PART 2 - PRODUCTS

2.1 NOT USED .1

Not used.

PART 3 - EXECUTION

3.1 NOT USED .1

Not used.

## PART 1 - GENERAL

- 1.1 SITE ACCESS .1 Contractor's personnel are required to report to the main desk each morning, sign the register and obtain an identification badge which must be displayed on their person at all times. Upon leaving the Complex at the end of the day, or at lunch time, the Contractor's personnel must report to the main desk, return the badge and be signed off the register.
- 1.2 PARKING .1 Contractor's vehicles will be allowed into the inner compound only under the following conditions; namely, for short periods of time, to load or unload equipment and supplies and then remove to the visitor's parking lot area or to the adjacent street. The site supervisor of the contracting firm will be allowed to park his/her vehicle, for short periods of time, in one of the visitor's parking slots or, if filled, he/she will be permitted to park in the inner compound while making periodic progress visits. It is emphasized that contractors' vehicles entering the inner compound can be subject to search by the Commissionaire on duty upon their departure. DRDC Atlantic reserves the right to limit the above-mentioned parking privileges if they are being abused.

## PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

## PART 3 - EXECUTION

- 3.1 NOT USED .1 Not used.

## PART 1 - GENERAL

### 1.1 REFERENCES

- .1 Impact Assessment Act (IAA).
- .2 Fisheries Act (FA).
- .3 Migratory Bird Convention Act (MBCA).
- .4 Canadian Environmental Protection Act (CEPA).
- .5 Environmental Impact Assessment Act (EIA) Manual, DND September 2017.
- .6 Federal Policy on Wetland Conservation.
- .7 Canada Wildlife Act (CWA).
- .8 Species at Risk Act.

### 1.2 DEFINITIONS

- .1 Environmental Pollution and Damage:
  - .1 Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
- .2 Environmental Protection:
  - .1 Prevention/control of pollution and habitat or environment disruption during work. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics, noise, solid, chemical, gaseous, and liquid waste, radiant energy and radioactive material as well as other pollutants.
- .3 Environmental Effects Determination (EED);

1.2 DEFINITIONS  
(Cont'd)

- .3 (Cont'd)
- .1 Departmental process for determining the likelihood of significant adverse environmental effects of an activity as a requirement of the IAA or as an exercise of due diligence.
- .4 Mitigation Measures:
- .1 The elimination, reduction, or control of adverse environmental effects, including restitution for any damage to the environment through replacement, restoration, compensation, or any other means.
- .5 Environmental Sensitive Area:
- .1 Means an area protected for environmental reasons in regional or local land use plans, or by the Department or a local, regional, provincial, federal or international government body.
- .6 Abbreviated Environmental Effects Determination (AEED):
- .1 A Departmental process to be completed when physical activities associated with the project are listed in the Abbreviated Report Criteria (ARC) but do not have high potential to impact threshold conditions.
- .7 Environment:
- .1 Means the components of the Earth and includes:
- .1 land, water and air, including all layers of the atmosphere;
- .2 all organic and inorganic matter and living organisms; and
- .3 the interacting natural systems that include components referred above.

1.3 ENVIRONMENTAL  
CONSIDERATIONS

- .1 RPOS(H) Unit Environmental Officer will determine IAA requirements in consultation with Departmental Environmental Office.



1.3 ENVIRONMENTAL  
CONSIDERATIONS

(Cont'd)

- .2 No brush clearing project will be conducted without written approval of the RPOS(H) Unit Environmental Officer and the Departmental Representative.
- .3 All brush clearing work will be conducted in accordance with the contract documents and as well as additional site-specific mitigation measures communicated to the Contractor.
- .4 Work will be conducted outside the migratory bird season (April to September) unless approved by the RPOS(H) Unit Environmental Officer. Information on nesting periods is described in the following website:  
<https://www.canada.ca/en/environment-climate-change/services/avoiding-harm-migratory-birds/general-nesting-periods/nesting-periods/nesting-periods.html>.
- .5 Cutting in wetlands will be done by hand.

1.4 FIRES

- .1 Fires and burning of rubbish on site is not permitted.

1.5 DISPOSAL OF WASTE

- .1 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner on DND property.
- .2 Do not bury rubbish and waste materials on site.
- .3 All spills must be reported immediately to the Departmental Representative and cleanup will be done at Contractor's expense.
- .4 Environmental incident:
  - .1 An environmental incident has occurred when there has been an uncontrolled or unintended release of a hazardous waste, hazardous liquid, hazardous gas and/or dangerous good. Take the following action when any of the above have occurred:
    - .1 control the release, if possible;
    - .2 contact DND Fire Department at 902-427-3333 or 911; and

<u>1.5 DISPOSAL OF WASTE (Cont'd)</u>	.4	(Cont'd)
	.1	(Cont'd)
	.3	contact the Departmental Representative.
	.5	Under the Migratory Birds Regulations no person shall deposit or permit to be deposited oil, oil wastes or any other substance harmful to migratory birds in any waters or any area frequented by migratory birds.
<u>1.6 SITE CLEARING AND PLANT PROTECTION</u>	.1	Minimize stripping of topsoil and vegetation.
	.2	Restrict tree removal to areas indicated or designated by Departmental Representative.
	.3	Vehicle movement will be restricted to the project work area in order to limit the impact to the surrounding soil and vegetation. Vehicles are not permitted in water bodies, wetlands or sensitive areas.
	.4	Tree and stump chipping:
	.1	Chipping of spruce trees, spruce tree limbs and spruce tree stumps and disposal of the wood must comply with CFIA Ministerial Order with respect to the Brown Spruce Longhorn Beetle infestation available at: <a href="http://www.inspection.gc.ca/english/plaveg/pestrava/tetfus/minorde.shtml">http://www.inspection.gc.ca/english/plaveg/pestrava/tetfus/minorde.shtml</a> .
<u>1.7 WORK ADJACENT TO WATERWAYS</u>	.1	Construction equipment to be operated on land only.
	.2	Waterways to be kept free of excavated fill, waste material and debris.
<u>1.8 POLLUTION CONTROL</u>	.1	Control emissions from equipment and plant in accordance with local authorities' emission requirements.
	.2	Any vehicles and equipment present in the project areas, not in use, are not to be left idling.

1.8 POLLUTION CONTROL  
(Cont'd)

- .3 Equipment will be in good working order to ensure minimal emissions and noise impacts to people and terrestrial animals.
- .4 Provide petroleum spill kits at the work sites to quickly cleanup and contain petroleum spills, should they occur. Ensure site personnel are familiar with and trained in the use of site petroleum spill kits.
- .5 Protect all downstream areas from any negative impact whatsoever from the work activities. The Contractor must protect all areas downstream from damage due to siltation and run-off related to site work.
- .6 Refueling:
  - .1 Refueling of equipment to be performed off-site or at on-site hard flat surfaces specified by the Departmental Representative.
  - .2 Do not refuel equipment within 30 metres of any watercourse, wetland or storm water catch basin unless protection against spills is in place and location is approved by the Departmental Representative.
  - .3 Drip pans to be used whenever leaving equipment on site or parking overnight when not in use.
  - .4 Parking of equipment on site to be in locations away from the watercourses/wetlands and as approved by the Departmental Representative.
  - .5 Equipment with leaks or poor mechanical repair to be removed from site.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by the Departmental Representative. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Store volatile waste in covered metal containers, and remove from premises at end of each working day.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .4 Sweep and wash clean paved areas.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

## PART 1 - GENERAL

### 1.1 DEFINITIONS

- .1 Clearing consists of cutting off trees and brush vegetative growth to not more than specified height above ground and disposing of felled trees, previously uprooted trees and stumps, and surface debris.
- .2 Close-cut clearing consists of cutting off standing trees, brush, scrub, roots, stumps and embedded logs, removing at, or close to, existing grade and disposing of fallen timber and surface debris.
- .3 Clearing isolated trees consists of cutting off to not more than specified height above ground of designated trees, and disposing of felled trees and debris.
- .4 Underbrush clearing consists of removal from treed areas of undergrowth, deadwood, and trees smaller than 50 mm trunk diameter and disposing of fallen timber and surface debris.
- .5 Grubbing consists of excavation and disposal of stumps and roots to not less than specified depth below existing ground surface.

### 1.2 STORAGE AND PROTECTION

- .1 Prevent damage to fencing, trees, shrubs, landscaping, natural features, bench marks, existing buildings, existing pavement, utility lines, site appurtenances, water courses and root systems of trees which are to remain.
  - .1 Repair damaged items to approval of Departmental Representative.
  - .2 Replace trees designated to remain, if damaged, as directed by Departmental Representative.
- .2 Do not cut off grounding mats/wires in the event of any mats/wires being cut, the supervisor must notify the Departmental Representative immediately.
- .3 Do not allow machinery to touch antennas or guy wires.
- .4 Do not allow machinery to create ruts in soiled areas.

1.2 STORAGE AND  
PROTECTION

(Cont'd)

- .5 Do not disturb water courses beds in accordance with environmental laws.

1.3 SPECIAL INSTRUCTIONS

- .1 Fence line areas:

- .1 A large portion of work involves clearing brushes and/or trees along perimeter fence lines. Contractor will be responsible for clearing on both sides of fence unless otherwise directed by the Departmental Representative.
- .2 Distance to be cleared along the fences for each area will be identified in the "Request for Quotation" as the distances can differ due to security or safety requirements or landscape limitations.

- .2 Antenna areas:

- .1 Various antenna areas contain wire grounding mats, complete with areas around anchors, wires and areas of rough terrain.
- .1 Hartlen Point Tacan site;
- .2 Osbourne Head Gunnery Range;
- .3 NRS Mill Cove;
- .4 NRS Newport Corner;
- .5 Great Village Tx site;
- .6 Masstown Rx site.
- .2 These areas will be 100% cut by hand. No vehicles allowed over mats. Debris to be carried to an area outside of the antenna footprint, chipped and spread to a depth not to exceed 50 mm.
- .3 Areas under and adjacent to antennas where no grounding mats exist can be cleared by one of the following means:

1.3 SPECIAL INSTRUCTIONS  
(Cont'd)

- .2 (Cont'd)
- .3 (Cont'd)
  - .1 hand cutting, chipping and spreading on site;
  - .2 by machine/Hydro-AX is pre-authorized.  
Cut/shred/mulch and spread by machine, no debris is to be over 200 mm (8") long; ensure an even spread over the soil/no piles of debris.
- .3 Radiation Hazards:
  - .1 Brush clearing and movement of all personnel and equipment at antenna sites will only be with the approval of the radar site maintenance supervisor.
  - .2 These arrangements will be made in advance by the Departmental Representative and should not hamper the Contractor's requested work.

1.4 SAFETY

- .1 Safety guards and other equipment required for the safe operation of mowers and saws must be in place at all times when the equipment is in operation.
- .2 All brush clearing equipment must be maintained in first class condition, with cutting edges sharpened frequently.
- .3 Extreme care must be taken when refueling machines to avoid spills. Drop sheets must be placed under containers to catch possible fuel dripping.

1.5 ENVIRONMENTAL  
CONSIDERATIONS

- .1 Environmental considerations must be in accordance with Section 01 35 43 - Environmental Procedures.
- .2 In certain areas, the Contractor must be able to perform brush clearing Work within a specific time period in order to protect wildlife, migratory birds and environment. AEED report will identify requirements and will be provided in the "Request for Quotation".

PART 2 - PRODUCTS

2.1 EQUIPMENT

- .1 Contractor Equipment Requirements:



2.1 EQUIPMENT  
(Cont'd)

- .1 (Cont'd)
- .1 Contractor must have sufficient and appropriate working equipment and staff to provide timely brush clearing services for the areas identified in Part 3 of this Section.
  - .2 Contractor must not rely on rental equipment or subcontractors to complete brush clearing in a timely manner.

PART 3 - EXECUTION

3.1 LOCATION AND  
ESTIMATED AREAS

- .1 The following locations and estimated brush clearing areas are for reference only as they do not infer they will be done annually or that the brush clearing work requested be less or exceeding the estimated acreage for each location.
- .2 The Work requirements will be identified in the "Request for Quotation" and site visit of the work request.
- .3 Halifax Regional Municipality (HRM) area:
- .1 Stadacona - Halifax, NS:
    - .1 1 acre.
  - .2 Windsor Park - Halifax, NS:
    - .1 1 acre.
  - .3 Willow Park - Halifax, NS:
    - .1 1 acre.
  - .4 Halifax Armoury - Halifax, NS:
    - .1 0.5 acre.
  - .5 HMC Dockyard - Halifax, NS:
    - .1 2 acres.

3.1 LOCATION AND  
ESTIMATED AREAS  
(Cont'd)

- .3 (Cont'd)
- .6 Royal Artillery (RA) Park - Halifax, NS:
- .1 0.5 acre.
- .7 Damage Control School - Herring Cove, NS:
- .1 5 acres.
- .8 Ferguson's Cove - Ferguson's Cove, NS:
- .1 1 acre.
- .9 12 Wing Shearwater - Eastern Passage, NS:
- .1 15 acres.
- .10 Osbourne Head Gunnery Range - Cow Bay, NS:
- .1 5 acres.
- .11 Naval Armament Depot (NAD) - Dartmouth, NS:
- .1 10 acres.
- .12 DRDC Atlantic - Dartmouth, NS:
- .1 1 acre.
- .13 Wright's Cove Degaussing Range - Dartmouth, NS:
- .1 0.5 acre.
- .14 CFAD Bedford - Bedford, NS:
- .1 30 acres.
- .15 Bedford Armoury - Bedford, NS:
- .1 0.5 acre.
- .16 Bedford Rifle Range - Bedford, NS:

3.1 LOCATION AND  
ESTIMATED AREAS  
(Cont'd)

- .3 (Cont'd)
  - .16 (Cont'd)
    - .1 12 acres.
- .4 Outlying areas:
  - .1 NRS Mill Cove - Mill Cove, NS:
    - .1 10 acres.
  - .2 NRS Newport Corner - Newport Corner, NS:
    - .1 25 acres.
  - .3 Windsor Armoury - Windsor, NS:
    - .1 3 acres.
  - .4 Debert Rifle Range - Debert, NS:
    - .1 30 acres.
  - .5 Masstown Rx site - Masstown, NS:
    - .1 29 acres.
  - .6 Great Village Tx site - Great Village, NS:
    - .1 25 acres.
- .5 Cape Breton areas:
  - .1 Victoria Park - Sydney, NS;
    - .1 0.5 acre.
  - .2 Canadian Coastal Radar site - Sydney, NS:
    - .1 5 acres.
  - .3 Sydney Rifle Range:
    - .1 10 acres.

### 3.2 PREPARATION

- .1 Inspect site and verify with Departmental Representative, items designated to remain.
- .2 Locate and protect utility lines: preserve in operating condition active utilities traversing site.
  - .1 Notify Departmental Representative immediately of damage to or when unknown existing utility line(s) are encountered.
  - .2 When utility lines which are to be removed are encountered within area of operations, notify Departmental Representative in ample time to minimize interruption of service.
- .3 Notify utility authorities before starting clearing and grubbing.
- .4 Keep roads and walks free of dirt and debris.

### 3.3 CLEARING

- .1 Clearing includes felling, trimming, and cutting of trees into sections and satisfactory disposal of trees and other vegetation designated for removal, including downed timber, snags, brush, and rubbish occurring within cleared areas.
- .2 Clear as directed by Departmental Representative, by cutting at height of not more than 300 mm above ground. In areas to be subsequently grubbed, height of stumps left from clearing operations to be not more than 300 mm above ground surface.
- .3 Cut off branches and cut down trees overhanging area cleared as directed by Departmental Representative.
- .4 Cut off unsound branches on trees designated to remain as directed by Departmental Representative.

### 3.4 CLOSE CUT CLEARING

- .1 Close cut clearing to ground level to within 100 mm of ground surface.
- .2 Perform close cut clearing by hand in designated areas to prevent damage.

<u>3.4 CLOSE CUT CLEARING (Cont'd)</u>	.3	Cut off branches, down trees overhanging area cleared as directed by Departmental Representative.
	.4	Cut off unsound branches on trees designated to remain as directed by Departmental Representative.
<u>3.5 ISOLATED TREES</u>	.1	Cut off isolated trees as directed by Departmental Representative at height of not more than 300 mm above ground surface.
	.2	Grub out isolated tree stumps as directed by the Departmental Representative.
	.3	Prune individual trees as directed by the Departmental Representative.
<u>3.6 UNDERBRUSH CLEARING</u>	.1	Clear underbrush from areas as indicated to within 100 mm of ground surface.
<u>3.7 GRUBBING</u>	.1	Remove and dispose of roots larger than 7.5 cm in diameter, matted roots, and designated stumps from indicated grubbing areas.
	.2	Grub out stumps and roots to not less than 200 mm below ground surface.
	.3	Fill depressions made by grubbing with suitable material and to make new surface conform with existing adjacent surface of ground.
<u>3.8 REMOVAL AND DISPOSAL</u>	.1	Remove cleared and grubbed materials as indicated by Departmental Representative.
	.2	Chip or mulch and spread cleared and grubbed vegetative materials on site as directed by Departmental Representative. Not to exceed depth of 50 mm.
	.3	In areas where machinery is authorized, shred, mulch and spread by machine.

3.9 FINISHED SURFACE

.1

Leave ground surface in condition suitable to approval of  
Departmental Representative.



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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	
NATIONAL DEFENCE		MARLANT/FCE	
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 Brush clearing under and adjacent to buildings, antennas, guy wires, fencing and other physical obstructions, to include cutting down various types of trees. Shrubs and bushes.			
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: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET – SIGINT<br>TRÈS SECRET – SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux : ESCORT WILL BE PROVIDED IF NECESSARY

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? **ON DND PREMISES, UNSCREENED PERSONNEL MAY ONLY** ☐ No ☒ Yes  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? **ACCESS PUBLIC/RECEPTION ZONES** 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 A 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  TRES SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRES SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRES SECRET	A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 indiquer 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)

WO Brian Standing

Title - Titre

Contracts O

Signature

*WO STANDING BH*  
*CONTRACTS OFFICER*  
*22-1811*

Telephone No. - N° de téléphone

902-722-1811

Facsimile No. - N° de télécopieur

902-722-1847

E-mail address - Adresse courriel

brian.standing@forces.gc.ca

Date

FEB 13 2020

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)

DAWN MURRAY

Title - Titre

DGDS, DPM SEC, NDHQ Ottawa

Signature

Telephone No. - N° de téléphone

613 996-0274

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

SRCL-LVERS@forces.gc.ca

Date

**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?

☐

No  
Non

☐

Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Title - Titre

PWPS Team Leader - Halifax

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

902-496-5016

E-mail address - Adresse courriel

Susan.collier@pspc-tpsgc.gc.ca

Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

C. Jason Quade

Contract Security Officer

Jason.Quade@pwgsc-tpsgc.gc.ca

- N° de télécopieur

E-mail address - Adresse courriel

Date