



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
Halifax  
Nova Scotia  
B3J 1T3  
Bid Fax: (902) 496-5016

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> Pest Control for Terminal & Vessels	
<b>Solicitation No. - N° de l'invitation</b> MA021-200040/A	<b>Date</b> 2020-09-17
<b>Client Reference No. - N° de référence du client</b> MA021-20-0040	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-219-11074	
<b>File No. - N° de dossier</b> HAL-0-85074 (219)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-10-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Richard, Linda K.	<b>Buyer Id - Id de l'acheteur</b> hal219
<b>Telephone No. - N° de téléphone</b> (902) 402-9059 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MARINE ATLANTIC INC. 65 Memorial Drive North Sydney Nova Scotia B2A0B9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
Halifax  
Nova Scot  
B3J 1T3

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

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION.....</b>	<b>2</b>
1.1 INTRODUCTION .....	2
1.2 SUMMARY .....	2
1.3 DEBRIEFINGS.....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS .....	3
2.3 FORMER PUBLIC SERVANT .....	3
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
2.6 BID CHALLENGE AND RECOURSE MECHANISMS .....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES .....	8
4.2 BASIS OF SELECTION .....	8
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	10
<b>PART 6 - RESULTING CONTRACT CLAUSES.....</b>	<b>11</b>
7.1 STATEMENT OF WORK .....	11
7.2 STANDARD CLAUSES AND CONDITIONS.....	14
7.3 SECURITY REQUIREMENTS .....	14
7.4 TERM OF CONTRACT .....	14
7.5 AUTHORITIES.....	14
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	16
7.7 PAYMENT .....	16
7.8 INVOICING INSTRUCTIONS .....	18
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	18
7.10 APPLICABLE LAWS.....	18
7.11 PRIORITY OF DOCUMENTS .....	18
7.13 DISPUTE RESOLUTION .....	19
<b>ANNEX “A” .....</b>	<b>20</b>
STATEMENT OF WORK .....	20
<b>ANNEX “C” .....</b>	<b>49</b>
INSURANCE REQUIREMENTS.....	49
<b>ANNEX “D” .....</b>	<b>53</b>
TASK AUTHORIZATION FORM.....	53

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572.

### **1.2 Summary**

- 1.2.1 Marine Atlantic requires the provision of Integrated Pest Management Services (IPM) and extermination services for the MAI Fleet of Vessels, terminal areas including docks and buildings, occupied units, non-occupied units, common/work areas and for a wide variety of pests but primarily for the eradication of cockroaches, bed bugs, bird control, and rodents such as mice and rats.
- 1.2.2 The requirement is subject to a preference for Canadian *services*.

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

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

**Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in Nova Scotia the email address is:**

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

**Facsimile: 902-496-5016**

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

### 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: 2019-01](#) 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.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 Newfoundland and Labrador.

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

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)

- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

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

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

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

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

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

## **Section I: Technical Bid**

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

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

## **Section II: Financial Bid**

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

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

#### **4.1.1 Technical Evaluation**

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

1. For Nova Scotia – bidders must provide a copy of the Province of Nova Scotia's Pesticide Operator License.
2. For Newfoundland and Labrador – bidders must provide a copy of the Province of Newfoundland and Labrador Department of Environment Pesticide Operator License.
3. Copies of training certificates and licenses for each technician must be provided.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

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

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria**

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

---

## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### **MANDATORY TECHNICAL CRITERIA**

The Bidder must include the following Mandatory Submission Requirement Table in their proposal, indicating that their proposal meets the mandatory technical criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion must be addressed separately.

<b>Item</b>	<b>Mandatory Submission Requirement Table</b>	<b>Compliant (Yes/No)</b>	<b>Reference to Offeror's Proposal</b>
M1	Copy of Province of Nova Scotia Department of Environment Pesticide Operator License	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
M2	Copy of Province of Newfoundland and Labrador Department of Environment Pesticide Operator License	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
M3	Copies of training certificates and licenses for each technician must be provided	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

##### 5.1.2.1.1 SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

## PART 6 – INSURANCE REQUIREMENTS

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

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.2 Task Authorization

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

### 7.1.2.1 Task Authorization Process

#### Task Authorization:

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

#### Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### 7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$(TBD), Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

### 7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,  
  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
  
"Minimum Contract Value" means 15% of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's

---

maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### 7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

#### Reporting Requirement- Details

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

#### For each authorized task:

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

**For all authorized tasks:**

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

**7.2 Standard Clauses and Conditions**

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

**7.2.1 General Conditions**

[2035 \(2020-05-28\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**7.3 Security Requirements**

**7.3.1** There is no security requirement applicable to the Contract.

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

The Work is to be performed from November 1, 2020 to October 31, 2022.

**7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional option periods –Period 1 for two years, November 1, 2022 to October 31, 2024; and Period 2 for one year from November 1, 2024 to October 31, 2025, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

---

Name: Linda Richard  
Title: Acting Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, Nova Scotia B3J 1T3  
Telephone: (902) 402-9059  
Facsimile: (902) 496-5016  
E-mail address: linda.k.richard@pwgsc-tpsgc.gc.ca

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

### 7.5.2 Project Authority

The Project Authority for the Contract is: (To be named upon award of 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.

### 7.5.3 Contractor's Representative (TO BE COMPLETED BY BIDDER)

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

---

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

## 7.7 Payment

### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex B , as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (TBD upon award of contract) . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### **7.7.4 Electronic Payment of Invoices – Contract**

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

- a. Direct Deposit (Domestic and International);

#### **7.7.5 Discretionary Audit**

SACC Manual Clause C0100C (2010-01-11) Discretionary Audit – Commercial Goods and/or Services

#### **7.7.6 Time Verification**

SACC Manual Clause C0711C (2008-05-12) Time Verification

## 7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original must be emailed to the following address:

**invoices@marine-atlantic.ca**

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

## 7.10 Applicable Laws

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

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (g) Annex C, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any)
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

## 7.12 Insurance – Specific Requirements

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

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

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

### **7.13 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## **ANNEX "A"**

### **STATEMENT OF WORK**

Supplier will be required to provide Integrated Pest Management Services (IPM) and extermination services for the MAI Fleet of Vessels, Terminal areas including docks and buildings, occupied units, non-occupied units, office buildings, common/work areas and for a wide variety of pests but primarily for the eradication of cockroaches, bed bugs, bird control, and rodents such as mice and rats.

Supplier will be required to provide both on-demand and preventative services. Supplier will be expected to provide innovative services and solutions in order to significantly mitigate the presence of pests in all areas.

The supplier will be required to conduct an initial service inspection of all facilities. The detailed inspection will be made in order to locate any infestations in any critical areas. Traps and/or deterrents will be installed and will be monitored on a monthly basis and baits replaced as required.

Requirements of the Pest Control Service Provider (PCSP) is to deliver services that provide for a diligence of treatment including:

- Pest elimination in all spaces on a case-by-case basis.
- Prevention, elimination and monitoring of pest activity in all common areas, including building interiors and exteriors and vessels.
- Reduction in the frequency of reactive pest control treatments. This does not imply a reduction in preventative and monitoring measures, nor a current infestation problem.
- Long term reduction in the use of pesticide products.
- Cost-effective and diligent inspection, service delivery and follow up program.
- Use of low-risk products, such as mechanical live-traps, is encouraged prior to the use of chemical applications.

Pest Management services are expected to reflect a high quality of service delivery and attention to IPM processes with emphasis on best practices with a parallel environmentally responsible goal of reducing the use of pesticides in the in the workplace. The goal of this program is to reduce overall costs over the life of the contract resulting from repetitive treatments through industry standard practices and collaboration of all stakeholders.

#### **Monthly Inspection:**

All duties performed during the monthly inspection will be billed at the monthly rate outlined in the Basis of Payment. These duties include:

1. All four vessels require monthly preventative maintenance which includes:
  - Rotating Bedbug Inspections - 10 cabins or 10% of cabins each visit
  - All interior traps must be checked monthly and dated on each service.
  - Outside bait stations will be placed around the exterior permitted and checked monthly
  - Inspection of high-risk areas, galley, bar, vehicle decks
  - Visual inspection of other areas for signs of infestation
  - Preparation and Debrief of Inspection Report
2. North Sydney Location – all monthly preventative maintenance

- a. All interior traps must be checked monthly and dated on each service.
- b. Outside bait stations will be placed around the exterior permitted and checked monthly
- c. Visual inspection of areas for signs of infestation
- d. Preparation and Debrief of Inspection Report

- North Sydney Terminal buildings and area
- Maintenance building,
- Stevedore Building
- 65 Memorial Drive:

3. Port Aux Basques – – all monthly preventative maintenance

- a. All interior traps must be checked monthly and dated on each service.
- b. Outside bait stations will be placed around the exterior permitted and checked monthly
- c. Visual inspection of areas for signs of infestation
- d. Preparation and Debrief of Inspection Report

- Port Aux Basques Terminal buildings and area
- Maintenance Building
- Stevedore Building
- 10 Marine Drive

4. Argentia Terminal (Seasonal June – September) - all monthly preventative maintenance

- a. All interior traps must be checked monthly and dated on each service.
- b. Outside bait stations will be placed around the exterior permitted and checked monthly
- c. Visual inspection of areas for signs of infestation
- d. Preparation and Debrief of Inspection Report

- Argentia Terminal buildings and area
- Maintenance /Stevedore Building

**Additional Services**

From time to time MAI may require Additional Services to be rendered, such as Bed Bug inspections, Live trapping of animals, and Bird control. Such Additional Services will require potential specialized equipment, chemicals, or supplies. The Supplier will provide all necessary equipment, chemicals or supplies.

MAI will pay a per incident fee to have such Additional Services provided upto completion of the service. MAI will not pay in addition to these fees the normal Emergency Call Out or Service Call fees for setup and rendering of these services.

### **Response for Call outs**

The supplier shall be available to supply Deliverables on a call-out basis twenty-four (24) hours a day, seven (7) days a week (including holidays). All call outs, emergency or non-emergency, will be billed at the hourly rates outlined in the basis of payment.

Marine Atlantic will require the supplier to respond and commence work within four (4) hours hour or less for what Marine Atlantic has deemed an Emergency Call Out. Emergency Call Outs may include inspection of cabins for bedbugs or any condition that Marine Atlantic considers unsafe or hazardous or that may cause property damage to the MAI Facility.

### **Access to MAI**

To aid in the effective delivery of the IPM program, scheduling access to various sites will be critical. It would be the expectation of the Supplier to access MAI vessels according to vessel scheduling. Vessel port times are typically between the hours of 7:00 am to 11:00 am and 6:00 pm to 11:00 pm daily. These times are subject to change, the Supplier should review our website, [www.marine-atlantic.ca](http://www.marine-atlantic.ca) to validate vessel arrival times.

Suppliers will be expected to provide advanced notification (24hrs minimum) to the MAI Point of Contact and or designate prior to servicing vessel and shore locations (Nova Scotia and Newfoundland). This will provide management time to organize the Supplier's arrival (security clearance, MAI employee availability) and to provide scheduling and safety information.

Suppliers boarding vessels will be required to notify the Sr. Chief Steward prior to boarding. Once on board the Sr. Chief Steward will review known hazards and will complete a Contractor familiarization form. All Contractor reports will be provided to the Sr. Chief Stewards prior to departure. If Suppliers are required to sail aboard a MAI vessel, servicing costs will be at the Contractor's expense.

### **Contractor Requirements**

1. All operators shall be qualified and experienced. Qualifications shall be verified before allowing contracted employees access to MAI property.
2. Contractor employees' must wear personal protective equipment meeting all applicable standards and codes when on MAI property.
3. Contractors must ensure that upon exiting of a vehicle on any of Marine Atlantic's properties or vessels that the minimum required PPE requirements are met. This would include:
  - a. CSA approved hard hat (Class E, Type II)
  - b. CSA approved protective footwear
  - c. CSA approved High Visibility Clothing
  - d. Approved hearing Protection during loading and off-loading operations
  - e. CSA Approved Safety Glasses,
4. All Contractor employees will receive the required site orientation by the Terminal Management which will be verified by HSE.

5. All Contractors will be required to meet and/or exceed the requirements set forth under MAI's Safety and Environmental Management Systems.
6. Contractors shall submit an HSE plan for review and approval by the HSE Department. Where a plan cannot be provided, Contractor will be required to review all applicable MAI policies and procedures and sign off having done so.
7. Any contracted employee shall have proof of orientation and familiarization of applicable MAI policies and procedures prior to gaining access to any of MAI facilities or vessels

### **Reporting**

Upon completion of all visits to MAI sites, the supplier must submit a record to the MAI Point of contact for review and verification of work completed. MAI will hold all records for a minimum of 12 months and/or as per MAI Guidelines.

The Supplier shall provide to each site representative a map of the trap locations and update any changes that are made on each visit.

## **Annex "B"**

### **BASIS OF PAYMENT**

**Regular Hours** are between 0800 to 1900 - Monday to Friday excluding Statutory Holidays.

### **Monthly Preventative Maintenance**

Duties for monthly preventative maintenance will be billed at the monthly rate.

### **Additional Services (to be initiated by way of a Task Authorization)**

#### **a) Emergency Call Out**

- On-site response must be within 4 hours of receiving the call-up and is billed at the overtime rate.
- Emergency Call pricing is an all-inclusive firm price for each Service Technician responding to a request for service and it includes but is not limited to all traveling expenses, profit, overhead, direct labor, tools and equipment required to perform the first hour of on-site productive labor for one service representative.

#### **Minimum Call-out Hours:**

- Emergency Call Out commences when the supplier arrives onsite: 3 hours

### **NOTE:**

***The estimated annual usage figures are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.***

**NORTH SYDNEY, NOVA SCOTIA**

**TABLE A1 – INITIAL TWO-YEAR CONTRACT – North Sydney, Nova Scotia**

**November 1, 2020 to October 31, 2022**

**MONTHLY PREVENTATIVE MAINTENANCE**

ITEM	DESCRIPTION	MONTHS (A)	RATE PER MONTH (B)	TOTAL (A) x (B) = (C)
1	Monthly Preventative Maintenance	12	\$	\$
<b>SUB-TOTAL (D)</b>				\$
<b>SUB-TOTAL X 2 YEARS (D) x 2= (E)</b>				\$

**ADDITIONAL SERVICES AS REQUIRED AND APPROVED BY MAI POC**

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS (F)	UNIT PRICE PER HOUR / YEAR 1 & 2 (G)	TOTAL (F) x (G) = (H)
1	Technician – Regular Hours	30	\$	\$
2	Technician – Overtime Hours	30	\$	\$
<b>SUB-TOTAL (H)</b>				\$
<b>SUB-TOTAL X 2 YEARS (H) x 2= (I)</b>				\$

Prices to include all required equipment, supplies and installation.

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED PER YEAR (J)	YEAR 1 & 2 RATE (K)	SUB-TOTAL (J) x (K) = (L)
1	Exterior Inspect Sprays	Linear Feet	3000		\$
2	Exterior Rodent Station	Per Station	6		\$

Solicitation No. - N° de l'invitation  
 MA021-200040  
 Client Ref. No. - N° de réf. du client  
 MA021-20-0040

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 HAL-0-85074

Buyer ID - Id de l'acheteur  
 HAL219  
 CCC No./N° CCC - FMS No./N° VME

3	Nuisance Wildlife Live Trapping	Per Incident	1		\$
4	Bird Deterrents	Per Incident	1		\$
SUB-TOTAL (M)					\$
SUBTOTAL X 2 YEARS = (M) x 2 = (N)					\$

Notes:  
 \*Visual inspections

**TOTAL NORTH SYDNEY**

SUB-TOTAL (E) \$ \_\_\_\_\_

SUB-TOTAL (I) \$ \_\_\_\_\_

SUBTOTAL (N) \$ \_\_\_\_\_

**TOTAL TABLE A-1** \$ \_\_\_\_\_

**TABLE A2 – OPTIONAL PERIOD 1: North Sydney, Nova Scotia**

**November 1, 2022 to October 31, 2024**

**MONTHLY PREVENTATIVE MAINTENANCE**

ITEM	DESCRIPTION	MONTHS (A)	RATE PER MONTH (B)	TOTAL (A) x (B) = (C)
1	Monthly Preventative Maintenance	12	\$	\$
<b>SUB-TOTAL (D)</b>				\$
<b>SUB-TOTAL X 2 YEARS (D) x 2= (E)</b>				\$

**ADDITIONAL SERVICES AS REQUIRED AND APPROVED BY MAI POC**

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS (F)	UNIT PRICE PER HOUR / OPTION PERIOD 1 (G)	TOTAL (F) x (G) = (H)
1	Technician – Regular Hours	30		
2	Technician – Overtime	30	\$	\$
<b>SUB-TOTAL (H)</b>				\$
<b>SUB-TOTAL X 2 YEARS (H) x 2= (I)</b>				\$

Prices to include all required equipment, supplies and installation.

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED PER YEAR (J)	OPTION PERIOD 1 RATE (K)	SUB-TOTAL (J) x (K) = (L)
1	Exterior Insect Sprays	Linear Feet	3000		\$
2	Exterior Rodent Station	Per Station	6		\$
3	Nuisance Wildlife Live Trapping	Per Incident	1		\$
4	Bird Deterrents	Per Incident	1		\$



**TABLE A3 – OPTIONAL PERIOD 2 – North Sydney, Nova Scotia**

**November 1 , 2024 to October 31, 2025**

**MONTHLY PREVENTATIVE MAINTENANCE**

ITEM	DESCRIPTION	MONTHS (A)	RATE PER MONTH (B)	TOTAL (A) x (B) = (C)
1	Monthly Preventative Maintenance	12	\$	\$
<b>SUB-TOTAL (D)</b>				\$

**ADDITIONAL SERVICES AS REQUIRED AND APPROVED BY MAI POC**

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS (F)	UNIT PRICE PER HOUR / OPTION PERIOD 2 (G)	TOTAL (F) x (G) = (H)
1	Technician – Normal Hours	30	\$	\$
2	Technician – Overtime	30	\$	\$
<b>SUB-TOTAL (H)</b>				\$

Prices to include all required equipment, supplies and installation.

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED PER YEAR (J)	OPTION PERIOD 2 RATE (K)	SUB-TOTAL (J) x (K) = (L)
1	Exterior Inspect Sprays	Linear Feet	3000	\$	\$
2	Exterior Rodent Station	Per Station	6	\$	\$
3	Nuisance Wildlife Live Trapping	Per Incident	1	\$	\$
4	Bird Deterrents	Per Incident	1	\$	\$
<b>SUB-TOTAL (M)</b>					\$
<b>SUBTOTAL X 2 YEARS = (M) x 2 = (N)</b>					\$

Notes:

\*Visual inspections

**TOTAL NORTH SYDNEY**

SUB-TOTAL (D) \$ \_\_\_\_\_

SUB-TOTAL (H) \$ \_\_\_\_\_

SUBTOTAL (M) \$ \_\_\_\_\_

**TOTAL TABLE A-3** \$ \_\_\_\_\_

**GRAND TOTAL NORTH SYDNEY (FOR EVALUATION PURPOSES)**

TOTAL TABLE A-1	\$ _____
TOTAL TABLE A-2	\$ _____
TOTAL TABLE A-3	\$ _____
<b>GRAND TOTAL</b>	\$ _____

**PORT AUX BASQUES, NEWFOUNDLAND & LABRADOR**

**TABLE B1 – INITIAL TWO-YEAR CONTRACT – Port aux Basques, Newfoundland & Labrador**

**November 1, 2020 to October 31, 2022**

**MONTHLY PREVENTATIVE MAINTENANCE**

ITEM	DESCRIPTION	MONTHS (A)	RATE PER MONTH (B)	TOTAL (A) x (B) = (C)
1	Monthly Preventative Maintenance	12	\$	\$
<b>SUB-TOTAL (D)</b>				\$
<b>SUB-TOTAL X 2 YEARS (D) x 2= (E)</b>				\$

**ADDITIONAL SERVICES AS REQUIRED AND APPROVED BY MAI POC**

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS (F)	UNIT PRICE PER HOUR / YEAR 1 & 2 (G)	TOTAL (F) x (G) = (H)
1	Technician – Normal Hours	30	\$	\$
2	Technician – Overtime	30	\$	\$
<b>SUB-TOTAL (H)</b>				\$
<b>SUB-TOTAL X 2 YEARS (H) x 2= (I)</b>				\$

Prices to include all required equipment, supplies and installation.

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED PER YEAR (J)	OPTION PERIOD 2 RATE (K)	SUB-TOTAL (J) x (K) = (L)
1	Exterior Inspect Sprays	Linear Feet	3000		\$
2	Exterior Rodent Station	Per Station	6		\$
3	Nuisance Wildlife Live Trapping	Per Incident	1		\$
4	Bird Deterrents	Per Incident	1		\$
<b>SUB-TOTAL (M)</b>					\$
<b>SUBTOTAL X 2 YEARS = (M) x 2 = (N)</b>					\$

Notes:

\*Visual inspections

**TOTAL PORT-AUX-BASQUES**

SUB-TOTAL (E) \$ \_\_\_\_\_

SUB-TOTAL (I) \$ \_\_\_\_\_

SUBTOTAL (N) \$ \_\_\_\_\_

**TOTAL TABLE B-1** \$ \_\_\_\_\_

**TABLE B2 – OPTION PERIOD 1 – Port aux Basques, Newfoundland & Labrador**

**November 1 , 2022 to October 31, 2024**

**MONTHLY PREVENTATIVE MAINTENANCE**

ITEM	DESCRIPTION	MONTHS (A)	RATE PER MONTH (B)	TOTAL (A) x (B) = (C)
1	Monthly Preventative Maintenance	12	\$	\$
<b>SUB-TOTAL (D)</b>				\$
<b>SUB-TOTAL X 2 YEARS (D) x 2= (E)</b>				\$

**ADDITIONAL SERVICES AS REQUIRED AND APPROVED BY MAI POC**

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS (F)	UNIT PRICE PER HOUR / YEAR 1 & 2 (G)	TOTAL (F) x (G) = (H)
1	Technician – Normal Hours	30	\$	\$
2	Technician – Overtime	30	\$	\$
<b>SUB-TOTAL (H)</b>				\$
<b>SUB-TOTAL X 2 YEARS (H) x 2= (I)</b>				\$

Prices to include all required equipment, supplies and installation.

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED PER YEAR (J)	OPTION PERIOD 2 RATE (K)	SUB-TOTAL (J) x (K) = (L)
1	Exterior Inspect Sprays	Linear Feet	3000		\$
2	Exterior Rodent Station	Per Station	6		\$
3	Nuisance Wildlife Live	Per Incident	1		\$

Solicitation No. - N° de l'invitation  
 MA021-200040  
 Client Ref. No. - N° de réf. du client  
 MA021-20-0040

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 HAL-0-85074

Buyer ID - Id de l'acheteur  
 HAL219  
 CCC No./N° CCC - FMS No./N° VME

	Trapping				
4	Bird Deterrents	Per Incident	1		\$
<b>SUB-TOTAL (M)</b>					\$
<b>SUBTOTAL X 2 YEARS = (M) x 2 = (N)</b>					\$

Notes:

\*Visual inspections

**TOTAL PORT AUX BASQUES**

SUB-TOTAL (E) \$ \_\_\_\_\_

SUB-TOTAL (I) \$ \_\_\_\_\_

SUBTOTAL (N) \$ \_\_\_\_\_

**TOTAL TABLE B-2** \$ \_\_\_\_\_

**TABLE B3 – OPTIONAL PERIOD 2 EXTENSION – Port aux Basques, Newfoundland & Labrador**

**November 1, 2024 to October 31, 2025**

**MONTHLY PREVENTATIVE MAINTENANCE**

ITEM	DESCRIPTION	MONTHS (A)	RATE PER MONTH (B)	TOTAL (A) x (B) = (C)
1	Monthly Preventative Maintenance	12	\$	\$
<b>SUB-TOTAL (D)</b>				\$

**ADDITIONAL SERVICES AS REQUIRED AND APPROVED BY MAI POC**

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS (F)	UNIT PRICE PER HOUR / YEAR 1 & 2 (G)	TOTAL (F) x (G) = (H)
1	Technician – Normal Hours	30	\$	\$
2	Technician – Overtime	30	\$	\$
<b>SUB-TOTAL (H)</b>				\$

Prices to include all required equipment, supplies and installation.

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED PER YEAR (J)	OPTION PERIOD 2 RATE (K)	SUB-TOTAL (J) x (K) = (L)
1	Exterior Inspect Sprays	Linear Feet	3000		\$
2	Exterior Rodent Station	Per Station	6		\$
3	Nuisance Wildlife Live Trapping	Per Incident	1		\$
4	Bird Deterrents	Per Incident	1		\$
<b>SUB-TOTAL (M)</b>					\$
<b>SUBTOTAL X 2 YEARS = (M) x 2 = (N)</b>					\$

Notes:

\*Visual inspections

**TOTAL PORT AUX BASQUES**

SUB-TOTAL (D) \$ \_\_\_\_\_

SUB-TOTAL (H) \$ \_\_\_\_\_

SUBTOTAL (N) \$ \_\_\_\_\_

**TOTAL TABLE B-3** \$ \_\_\_\_\_

**GRAND TOTAL PORT AUX BASQUES (FOR EVALUATION PURPOSES)**

TOTAL TABLE B-1	\$ _____
TOTAL TABLE B-2	\$ _____
TOTAL TABLE B-3	\$ _____
<b>GRAND TOTAL</b>	<b>\$ _____</b>

**ARGENTIA, NEWFOUNDLAND & LABRADOR**

**TABLE C1 – INITIAL TWO-YEAR CONTRACT – Argentia, Newfoundland & Labrador**

**November 1, 2020 to October 31, 2022**

**MONTHLY PREVENTATIVE MAINTENANCE**

ITEM	DESCRIPTION	MONTHS (A)	RATE PER MONTH (B)	TOTAL (A) x (B) = (C)
1	Monthly Preventative Maintenance	12	\$	\$
<b>SUB-TOTAL (D)</b>				\$
<b>SUB-TOTAL X 2 YEARS (D) x 2= (E)</b>				\$

**ADDITIONAL SERVICES AS REQUIRED AND APPROVED BY MAI POC**

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS (F)	UNIT PRICE PER HOUR / YEAR 1 & 2 (G)	TOTAL (F) x (G) = (H)
1	Technician – Normal Hours	30	\$	\$
2	Technician – Overtime	30	\$	\$
<b>SUB-TOTAL (H)</b>				\$
<b>SUB-TOTAL X 2 YEARS (H) x 2= (I)</b>				\$

Prices to include all required equipment, supplies and installation.

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED PER YEAR (J)	CONTRACT PERIOD RATE (K)	SUB-TOTAL (J) x (K) = (L)
1	Exterior Inspect Sprays	Linear Feet	3000		\$
2	Exterior Rodent Station	Per Station	6		\$
3	Nuisance Wildlife Live Trapping	Per Incident	1		\$
4	Bird Deterrents	Per Incident	1		\$
<b>SUB-TOTAL (M)</b>					\$
<b>SUBTOTAL X 2 YEARS = (M) x 2 = (N)</b>					\$

Notes:

\*Visual inspections

**TOTAL ARGENTIA**

SUB-TOTAL (E) \$ \_\_\_\_\_

SUB-TOTAL (I) \$ \_\_\_\_\_

SUBTOTAL (N) \$ \_\_\_\_\_

**TOTAL TABLE C-1** \$ \_\_\_\_\_

**TABLE C2 – OPTIONAL PERIOD 1 – Argentia, Newfoundland & Labrador**

**November 1, 2022 to October 31, 2024**

**MONTHLY PREVENTATIVE MAINTENANCE**

ITEM	DESCRIPTION	MONTHS (A)	RATE PER MONTH (B)	TOTAL (A) x (B) = (C)
1	Monthly Preventative Maintenance	12	\$	\$
<b>SUB-TOTAL (D)</b>				\$
<b>SUB-TOTAL X 2 YEARS (D) x 2= (E)</b>				\$

**ADDITIONAL SERVICES AS REQUIRED AND APPROVED BY MAI POC**

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS (F)	UNIT PRICE PER HOUR / OPTION PERIOD 1 (G)	TOTAL (F) x (G) = (H)
1	Technician – Regular Hours	30	\$	\$
2	Technician – Overtime	30	\$	\$
<b>SUB-TOTAL (H)</b>				\$
<b>SUB-TOTAL X 2 YEARS (H) x 2= (I)</b>				\$

Prices to include all required equipment, supplies and installation.

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED PER YEAR (J)	OPTION PERIOD 1 RATE (K)	SUB-TOTAL (J) x (K) = (L)
1	Exterior Inspect Sprays	Linear Feet	3000		\$
2	Exterior Rodent Station	Per Station	6		\$
3	Nuisance Wildlife Live Trapping	Per Incident	1		\$
4	Bird Deterrents	Per Incident	1		\$
<b>SUB-TOTAL (M)</b>					\$
<b>SUBTOTAL X 2 YEARS = (M) x 2 = (N)</b>					\$

Notes:

\*Visual inspections

**TOTAL ARGENTIA**

SUB-TOTAL (E) \$ \_\_\_\_\_

SUB-TOTAL (I) \$ \_\_\_\_\_

SUBTOTAL (N) \$ \_\_\_\_\_

**TOTAL TABLE C-2** \$ \_\_\_\_\_

**TABLE C-3 – OPTIONAL 1 YEAR EXTENSION – Argentia, Newfoundland & Labrador**

**November 1, 2024 to October 31, 2025**

**MONTHLY PREVENTATIVE MAINTENANCE**

ITEM	DESCRIPTION	MONTHS (A)	RATE PER MONTH (B)	TOTAL (A) x (B) = (C)
1	Monthly Preventative Maintenance	12	\$	\$
<b>SUB-TOTAL (D)</b>				\$

**ADDITIONAL SERVICES AS REQUIRED AND APPROVED BY MAI POC**

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS (F)	UNIT PRICE PER HOUR / OPTION PERIOD 2 (G)	TOTAL (F) x (G) = (H)
1	Technician – Normal Hours	30	\$	\$
2	Technician – Overtime	30	\$	\$
<b>SUB-TOTAL (H)</b>				\$

Prices to include all required equipment, supplies and installation.

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED PER YEAR (J)	OPTION PERIOD 1 RATE (K)	SUB-TOTAL (J) x (K) = (L)
1	Exterior Inspect Sprays	Linear Feet	3000		\$
2	Exterior Rodent Station	Per Station	6		\$
3	Nuisance Wildlife Live Trapping	Per Incident	1		\$
4	Bird Deterrents	Per Incident	1		\$
Sub-total					

Solicitation No. - N° de l'invitation  
MA021-200040  
Client Ref. No. - N° de réf. du client  
MA021-20-0040

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-0-85074

Buyer ID - Id de l'acheteur  
HAL219  
CCC No./N° CCC - FMS No./N° VME

Notes:

\*Visual inspections

**TOTAL ARGENTIA**

SUB-TOTAL (D) \$ \_\_\_\_\_  
SUB-TOTAL (H) \$ \_\_\_\_\_  
SUBTOTAL (M) \$ \_\_\_\_\_  
  
**TOTAL TABLE C-3** \$ \_\_\_\_\_

**GRAND TOTAL ARGENTIA (FOR EVALUATION PURPOSES)**

TOTAL TABLE C-1	\$
TOTAL TABLE C-2	\$
TOTAL TABLE C-3	\$
<b>GRAND TOTAL</b>	<b>\$</b>

**VESSELS**

**TABLE D1 – INITIAL TWO-YEAR CONTRACT – Vessels**

November 1, 2020 to October 31, 2022

**MONTHLY PREVENTATIVE MAINTENANCE**

ITEM	DESCRIPTION	MONTHS (A)	RATE PER MONTH (B)	TOTAL (A) x (B) = (C)
1	Monthly Preventative Maintenance	12	\$	\$
<b>SUB-TOTAL (D)</b>				\$
<b>SUB-TOTAL X 2 YEARS (D) x 2= (E)</b>				\$

**ADDITIONAL SERVICES AS REQUIRED AND APPROVED BY MAI POC**

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS (F)	UNIT PRICE PER HOUR / YEAR 1 & 2 (G)	TOTAL (F) x (G) = (H)
1	Technician – Regular Hours	30	\$	\$
2	Technician – Overtime Hours	30	\$	\$
<b>SUB-TOTAL (H)</b>				\$
<b>SUB-TOTAL X 2 YEARS (H) x 2= (I)</b>				\$

Prices to include all required equipment, supplies and installation.

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED PER YEAR (J)	CONTRACT PERIOD RATE (K)	SUB-TOTAL (J) * (K) = (L)
1	Exterior Inspect Sprays	Linear Feet	3000		\$
2	Bedbug Treatment Per Cabin (Chemical)	Per Treatment	2		\$

Solicitation No. - N° de l'invitation  
 MA021-200040  
 Client Ref. No. - N° de réf. du client  
 MA021-20-0040

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 HAL-0-85074

Buyer ID - Id de l'acheteur  
 HAL219  
 CCC No./N° CCC - FMS No./N° VME

3*	Bedbug Inspection Per Cabin (Non-chemical)	Per Treatment	12		\$
4	Dog bedbug treatment per Cabin	Per Treatment	2		\$
5	Exterior Rodent Station	Per Station	6		\$
6	Nuisance Wildlife Live Trapping	Per Incident	1		\$
7	Bird Deterrents	Per Incident	1		\$
<b>SUB-TOTAL (M)</b>					
<b>SUBTOTAL X 2 YEARS = (M) x 2 = (N)</b>					

Notes:

\*Visual inspections

**TOTAL VESSELS**

SUB-TOTAL (E)                   \$ \_\_\_\_\_

SUB-TOTAL (I)                   \$ \_\_\_\_\_

SUBTOTAL (N)                   \$ \_\_\_\_\_

**TOTAL TABLE D-1**           \$ \_\_\_\_\_

**TABLE D2 – OPTIONAL PERIOD 1 - VESSELS**

**November 1, 2022 to October 31, 2024**

**MONTHLY PREVENTATIVE MAINTENANCE**

ITEM	DESCRIPTION	MONTHS (A)	RATE PER MONTH (B)	TOTAL (A) x (B) = (C)
1	Monthly Preventative Maintenance	12	\$	\$
<b>SUB-TOTAL (D)</b>				\$
<b>SUB-TOTAL X 2 YEARS (D) x 2= (E)</b>				\$

**ADDITIONAL SERVICES AS REQUIRED AND APPROVED BY MAI POC**

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS (F)	UNIT PRICE PER HOUR / YEAR 1 & 2 (G)	TOTAL (F) x (G) = (H)
1	Technician – Regular Hours	30		
2	Technician – Overtime	30	\$	\$
<b>SUB-TOTAL (H)</b>				\$
<b>SUB-TOTAL X 2 YEARS (H) x 2= (I)</b>				\$

Prices to include all required equipment, supplies and installation.

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED PER YEAR (J)	CONTRACT PERIOD RATE (K)	SUB-TOTAL (J) * (K) = (L)
1	Exterior Inspect Sprays	Linear Feet	3000		\$
2	Bedbug Treatment Per Cabin (Chemical)	Per Treatment	2		\$
3*	Bedbug Inspection Per Cabin (Non-chemical)	Per Treatment	12		\$
4	Dog bedbug treatment per Cabin	Per Treatment	2		\$

Solicitation No. - N° de l'invitation  
 MA021-200040  
 Client Ref. No. - N° de réf. du client  
 MA021-20-0040

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 HAL-0-85074

Buyer ID - Id de l'acheteur  
 HAL219  
 CCC No./N° CCC - FMS No./N° VME

5	Exterior Rodent Station	Per Station	6		\$
6	Nuisance Wildlife Live Trapping	Per Incident	1		\$
7	Bird Deterrents	Per Incident	1		\$
<b>SUB-TOTAL (M)</b>					\$
<b>SUBTOTAL X 2 YEARS = (M) x 2 = (N)</b>					\$

Notes:  
 \*Visual inspections

**TOTAL VESSELS**

SUB-TOTAL (E)                   \$ \_\_\_\_\_

SUB-TOTAL (I)                   \$ \_\_\_\_\_

SUBTOTAL (N)                   \$ \_\_\_\_\_

**TOTAL TABLE D-2**           \$ \_\_\_\_\_

**TABLE D3 – OPTIONAL PERIOD 2 – Vessels**

**November 1, 2024 to October 31, 2025**

**MONTHLY PREVENTATIVE MAINTENANCE**

ITEM	DESCRIPTION	MONTHS (A)	RATE PER MONTH (B)	TOTAL (A) x (B) = (C)
1	Monthly Preventative Maintenance	12	\$	\$
<b>SUB-TOTAL (D)</b>				\$

**ADDITIONAL SERVICES AS REQUIRED AND APPROVED BY MAI POC**

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS (F)	UNIT PRICE PER HOUR OPTION PERIOD 2 (G)	TOTAL (F) x (G) = (H)
1	Technician – Normal Hours	30	\$	\$
2	Technician – Overtime	30	\$	\$
<b>SUB-TOTAL (H)</b>				\$

Prices to include all required equipment, supplies and installation.

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED PER YEAR (J)	CONTRACT PERIOD RATE (K)	SUB-TOTAL (J) * (K) = (L)
1	Exterior Inspect Sprays	Linear Feet	3000		\$
2	Bedbug Treatment Per Cabin (Chemical)	Per Treatment	2		\$
3*	Bedbug Inspection Per Cabin (Non-chemical)	Per Treatment	12		\$
4	Dog bedbug treatment per Cabin	Per Treatment	2		\$
5	Exterior Rodent Station	Per Station	6		\$

Solicitation No. - N° de l'invitation  
 MA021-200040  
 Client Ref. No. - N° de réf. du client  
 MA021-20-0040

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 HAL-0-85074

Buyer ID - Id de l'acheteur  
 HAL219  
 CCC No./N° CCC - FMS No./N° VME

6	Nuisance Wildlife Live Trapping	Per Incident	1		\$
7	Bird Deterrents	Per Incident	1		\$
<b>SUB-TOTAL (M)</b>					
<b>SUBTOTAL X 2 YEARS = (M) x 2 = (N)</b>					

Notes:

\*Visual inspections

**TOTAL VESSELS**

SUB-TOTAL (D) \$ \_\_\_\_\_

SUB-TOTAL (H) \$ \_\_\_\_\_

SUBTOTAL (M) \$ \_\_\_\_\_

**TOTAL TABLE D-3** \$ \_\_\_\_\_

**GRAND TOTAL VESSELS (FOR EVALUATION PURPOSES)**

TOTAL TABLE D-1	\$
TOTAL TABLE D-2	\$
TOTAL TABLE D-3	\$
<b>GRAND TOTAL</b>	<b>\$</b>

## ANNEX "C"

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

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

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

**2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$5,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

### 3. Environmental Impairment Liability Insurance

1. The Contractor must obtain Contractors Pollution Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Contractors Pollution Liability insurance policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
  - f. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to

Solicitation No. - N° de l'invitation

MA021-200040

Client Ref. No. - N° de réf. du client

MA021-20-0040

Amd. No. - N° de la modif.

File No. - N° du dossier  
HAL-0-85074

Buyer ID - Id de l'acheteur

HAL219

CCC No./N° CCC - FMS No./N° VME

---

by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Solicitation No. - N° de l'invitation  
MA021-200040  
Client Ref. No. - N° de réf. du client  
MA021-20-0040

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-0-85074

Buyer ID - Id de l'acheteur  
HAL219  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "D"**

### **TASK AUTHORIZATION FORM**

**See attached**

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
*(Use form DND 626 for contracts for the Department of National Defence)*

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
*(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)*

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

**A. Description de tâche des travaux requis :**

Complete the following paragraphs, if applicable.  
Paragraph (a) applies only if there is a revision to an authorized task.

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non     Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date