



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

This document contains a security requirement.

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Infrastructure Maintenance and Solution Services Division
(FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

Title - Sujet Pest Management Services	
Solicitation No. - N° de l'invitation EJ196-211497/A	Date 2021-01-27
Client Reference No. - N° de référence du client 20211497	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-305-79646	
File No. - N° de dossier fk305.EJ196-211497	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-03-09 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Rosso, Francois	Buyer Id - Id de l'acheteur fk305
Telephone No. - N° de téléphone (613) 297-1315 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements, and any other annexes.

1.2 Summary

- 1.2.1 To provide all labour, materials, and equipment necessary to provide Pest Management Services in accordance with the Statement of Work attached at Annex "A".
 - This requirement is for Pest Management Services for the Department of Public Works and Government Services Canada;
 - The period of any resulting Contract will be for one year with the option of an additional 4 one year periods for a total of 5 years;
 - The delivery points are located in the National Capital region of Canada.
- 1.2.2 "There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".
- 1.2.3 "This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (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: 180 days

2.2 Submission of Bids

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

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

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

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

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.
- h.

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

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
Section IV: Additional Information

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 and 1 soft copy on USB key)

Section II: Financial Bid (1 hard copy and 1 soft copy on USB key)

Section III: Certifications (1 hard copy and 1 soft copy on USB key)

Section IV: Additional Information (1 hard copy and 1 soft copy on USB key)

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 Annex .B.

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation.

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

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

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1 Technical Evaluation

Submission of Evidence

Submission of Evidence as described in **4.1.1.1 to 4.1.1.3** should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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

4.1.1.1 Mandatory Company Licensing

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

4.1.1.2 Mandatory Card Licensing and Certification

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

Technician Licensing

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

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

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

4.1.1.3 Mandatory Contractor's Experience and Past Performance

The bidder must provide reference of its experience and past performance by referencing one (1) project or contract satisfactorily rendered for at three (3) consecutive years within the past five (5) years, wherein the range and scope of the Integrated Pest Management Services (IPM) provided are comparable to those described in this Request for Proposal (RFP).

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

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

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

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

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

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

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

5.2.3.4 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Employee Information for Security

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

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

PART 7 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award.

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

7.1 Statement of Work

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

7.1.1 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

Names of qualified employees

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

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

Add additional boxes if required.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), 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**, and all others must have a valid **SITE ACCESS** clearance, as required, granted or approved by the CSP, PWGSC.
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).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive.

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 _____ additional _____ year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: François Rosso

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Real Property Contracting Directorate

Telephone: 613-297-1315

E-mail address: Francois.Rosso@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

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

7.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

(delete prior to contract award if not applicable)

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

7.7 Payment

7.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Applicable Taxes included) of which \$ **(to be determined)** (Applicable Taxes included) is for goods and/or services enumerated or described in **Pricing Schedule 1**, and \$ **(to be determined)** (Applicable Taxes included) is for additional goods and/or services that may

be requested on an "As and When Requested" basis at the prices and/or rates set out in **Pricing Schedule 2**.

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2020-05-28) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

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

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

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

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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

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

7.7.3 Electronic Payment of Invoices – Contract

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

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

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in "the Statement of Work" of the Contract. (Refer in Statement of Work items 8. and 9.2)

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

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

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

To be inserted at Contract Award

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- a. the Articles of Agreement;
- b. the general conditions ((2020-05-28), General Conditions - Higher Complexity – Services);
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. Annex C, Security Requirements Check List;
- f. Annex D, Site Map
- g. Annex E, Pesticide Records Keeping System
- h. Annex F, Monthly Animal Trap and Removal Report
- i. Annex G, Insurance Requirement
- j. Annex H, Electronic Payment Instruments
- k. the Contractor's bid dated _____, *(insert date of bid)*

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

(delete prior to contract award if not applicable)

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

OR

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

7.13 Insurance Requirements

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

7.14 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 “H” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

1.0 GENERAL REQUIREMENTS

1.1 Location of Service

This contract is for pest management services in the locations detailed in the Annex B Basis of Pricing.

Pest management services for additional locations within the National Capital Region (NCR) may be added to the contract via a contract amendment if and when required.

1.2 Work Plan

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

- Proposed materials and equipment for service (e.g., actual container labels and Material Safety Data Sheets (MSDS's) for all chemical pesticides used, and the brand names of pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment) that might be used to meet the requirements of this contract.
- Description of methods and procedures to be used for identifying sites of pest harborage and access, and for making the objective assessments of pest populations.
- Detailed description of when ground hog trapping will commence in the season, temperature limits for closing traps due to high temperatures and/or humidity, temperature limits/timing for reopening the traps after they were closed due to high temperatures and/or humidity.
- Complete service schedules for each location that include frequency of Contractor visits, specific days of the week of the Contractor visits, and duration of each visit.
- Service schedule to also indicate which Contractor Technician will be assigned to which building and the back-up Technician if required.
- The Contractor will advise the TA of any issues on site which may impact service delivery or which require action from the TA.
- The Contractor is to provide a detailed list of the bait stations located at CRPTC around the buildings and tent areas. In the case of the cadet tent area the plan may be recommended locations as the bait stations will be located in the PSPC supply compound on Trentham Road as they are to be installed yearly by April 1 and removed by June 1 as per clause 2.1.

The Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work

The Contractor agrees the levels of staff agreed to in the approved Plan of Operation will be maintained and available throughout the life of the maintenance contract. The TA must be notified of any changes to the Technicians assigned to the sites.

Contractor must advise the TA in writing if there is any change made to the site, within one (1) business day after the change has been made, which may affect the maintenance as per the terms and conditions of the Contract.

1.3 Time Frames

All sites are operational 24 hours a day, 7 days a week, therefore services may be required during this period as required by the National Service Call Center (NSCC), the TA or the TA representative.

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

- Animal trap and remove program, including ground hogs, operates 7 days a week.
- Emergency work: 30 minutes to return a trouble call, 1 hour to arrive on-site from time that NSCC ticket is received or notified by TA or a representative of the TA.
- Emergency work includes but is not limited to wasp / bee nest removal, releasing trapped animals, and removal of deceased animals.
- Routine work: 1 working day. Routine work includes but is not limited to bait station maintenance, deploying traps, and applying insecticidal sprays.
- The TA or any identified representative of the TA, including the NSCC, may make a request for work. A list of authorized representatives will be provided by the TA.

1.4 Site Access

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

CRPTC:

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

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

1.5 Identification of Workers

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

1.6 Notification of Treatment

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

1.7 Applications of Pesticides

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

indicates the potential for infestation may be performed on a case-by-case basis and as approved by the TA.

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

1.8 Documentation

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

Trap and remove reports for each site to be submitted to the appropriate TA via email at end of month with invoice. Includes but is not limited to groundhogs, skunks, raccoons, and pigeons.

1.9 Invoice Submission

Upon commencement of the contract, the TA will be identified for each site and their contact information will be provided (email and phone number) to the Contractor. The Contractor shall submit all invoices for firm and as/when call up work by email to the appropriate TA by the 10th business day of the following month.

2.0 SPECIFIC REQUIREMENTS - INTEGRATED PEST MANAGEMENT PROGRAM

Firm Price Monthly Services:

2.1 Firm Price Monthly Bait Station Maintenance for Mice & Rats

Provide monthly service on existing bait traps from April 1 to December 31 as per approved plan of operation. Additional buildings and bait stations may be added as required via a contract amendment.

Bait stations are located around the main buildings at the following locations: Major Holland Armoury, L'Esplanade Laurier, and Salaberry Armoury.

Bait stations at CFSU Uplands are located at the following buildings: #16, 337, 347, 465, 469, 471, 475, 512, 555 and 559 as indicated in the attached site plan.

Bait stations at Connaught Range and Primary Training Center (CRPTC) are located around the main buildings. Additionally there are bait stations in the Cadet Officer tent area located north of Brouillette Road and Cadet tent area located south of Brouillette Road.

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

The Connaught Cadet Officer tent area bait stations are to be maintained starting April 1 to August 31 as per approved plan of operation.

As and When Required Services:

The Contractor must have written approval from the TA, in the form of a call up against a contract, in advance of performance of any as and when operations including but not limited to trap and removal of animals, removal of deceased animals, preventative pesticide spraying, and treatments for pest including but not limited to: wasps, bees, hornets, yellow jackets, ants, and earwigs.

The call ups will be issued for treatments for the season based on the unit prices bid. The actual number of operations completed each month are to be billed monthly. For as and when services that may be identified at a later date, a quote will be requested for the work required. If additional approval is required beyond what was awarded on the call up, the Contractor must have approval from the TA prior to undertaking any additional work.

2.2 Wasps/Bees/Hornets/Yellow Jackets

Spray the National Defence Preventive Medicine Technician approved pesticide and remove the nest. Requests for treatment will be made by the TA or his/her representative or through the NSCC as and when required, and should be regarded as emergency work. Treatment areas include but are not limited to buildings, gazebos, sprung shelters, target sheds, fire sheds, cadet/officer tents and other structures on site as identified by the TA. Other chemical insecticides may be considered, however submission of MSDS and approval by National Defence Preventive Medicine Technicians for the DND sites will be required prior to treatment.

2.3 Animal Trap and Remove Services (skunks, raccoons, pigeons)

Occasionally NSCC may issue a service request requiring the trapping and removal of an animal from inside buildings such as but not limited to sprung shelters, target sheds, and tents or in some cases, under buildings. The TA will need to issue a call up for this service. The service ticket or call up will detail the location and species to be trapped and removed. This service is not to be performed unless written authorization is received from the TA in the form of a call up.

The unit price bid for trapping and removal of animals includes the install of a trap, monitoring of the trap and removal of the animal. The Contractor is required to use their own traps as PSPC is not purchasing traps.

It may on occasion be necessary to trap a small animal using a snare pole or other device. In these instances, the protocol for relocation and reporting shall be followed as outlined above.

2.4 Ground Hog Trap and Remove Services

At the start of the season, call ups for various sites will be issued by the TAs for the trapping and removal of ground hogs for the season. Trapping is to commence as soon as legally allowed in the season and as per the plan of operation. Traps are to be set in areas where there is activity.

The unit price bid per operation includes the installment of the trap, daily monitoring of the trap and removal of the ground hog off site. The Contractor is required to use their own traps as PSPC is not purchasing traps. Payment for each operation will be based on the number of ground hogs trapped and removed off site during each month of activity. The Contractor is required to submit a monthly report on the ground hogs trapped and removed with the invoice as per clause 1.8 documentation. If a non-target species is captured unintentionally the Contractor will still be compensated for this operation as the trap was set, monitored and an animal was released. These unintended trappings are to be reported on the monthly report as well.

It is the Contractor's responsibility to monitor the sites for activity and deploy the traps as required to trap and remove all ground hogs from the sites where call ups have been issued for this service. The TA will periodically provide the Contractor with Inspection Reports which specify approximate locations to deploy traps when the TA sees a ground hog on site.

If traps need to be closed due to adverse weather conditions which may result in undue stress (i.e., extreme temperature and/or humidity), it is the Contractor's responsibility to reopen the traps in a timely manner once conditions become favourable during the same day as per the details in the Plan of Operation or by 6 am the following day.

Any target species found caught in a trap shall be removed off-site within 24 hours of capture at a distance no greater than one (1) kilometer away from the trapping location. Non-target animals found trapped must be immediately released at the trapping location.

Following completion of groundhog or skunk trap and removal, ensure that the hole is properly backfilled with topsoil (as supplied by the Contractor) and compacted to grade.

2.5 Exterior Residual Treatment Applications to control insects

An external residual insecticide treatment is to be applied as required to the exterior doorways, windows, building perimeters, dumpster areas, etc. when requested by the TA or NSCC for treatment of pests such as but not limited to ants, earwigs, and flies. The Contractor will provide an estimate for the application to the TA and if the pesticide was not included in the plan of operation, the MSDS and label must be submitted to the TA. No service is to be completed until the Contractor receives written approval from the TA in the form of a call up. Approval of the pesticide must be received from the National Defense Preventive Medicine Technicians for the DND sites prior to treatment.

2.6 Replacement Live Traps and Bait Stations

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

3.0 DEVIATION FROM STATEMENT OF WORK

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

4.0 HEALTH AND SAFETY

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

attached to the plan in order for the staff to be eligible to work on this contract. Staff certificates for First Aid must also be attached to the plan.

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

Connaught

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

ANNEX B - BASIS OF PAYMENT

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

The quantities provided are strictly estimates and are to be used for financial evaluation purposes only. Prices shall apply to increases or decreases in the specified number of sites/traps added or deleted through the term of the contract.

Pricing Schedules 1

1.1 YEAR ONE - April 1, 2021 to March 31, 2022

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

LOCATIONS	SERVICE	UNIT	UNIT PRICE	NUMBER OF UNITS	EXTENDED PRICE
CONNAUGHT RANGE AND PRIMARY TRAINING CENTRE					
DND Base	Service bait stations around Base buildings	Per trap		27 traps x 9 months = 243 (April-Dec)	\$ -
	Service bait stations around DND Officers tents	Per trap		43 traps x 5 months = 215 (April-Aug)	\$ -
	Install /Service / Store bait stations around DND Cadets tents	Per trap		32 traps x 2 months = 64 (April-May)	\$ -
RCMP CQB	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
RCMP IFR	Service bait stations around Base buildings	Per trap		9 traps x 9 months = 81 (April-Dec)	\$ -
RCMP NTTC	Service bait stations around Base buildings	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
RCMP SBT	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
Sub-Total CRPTC					\$ -
Single Sites:					
Major Holland Armoury	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
L'Esplanade Laurier	Service bait stations around building	Per trap		10 traps x 9 months = 90 (April-Dec)	\$ -
Salaberry Armoury	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
CFSU Uplands	Service bait stations around buildings	Per trap		42 traps x 9 months = 378 (April-Dec)	\$ -
(Sub-Total Single Sites)					\$ -

TOTAL 1.1 FIRM (Sub-Total CRPTC + Sub-Total All Single Sites)	\$ -
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1.2 OPTION YEAR ONE (1) - April 1, 2022 to March 31, 2023

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

LOCATIONS	SERVICE	UNIT	UNIT PRICE	NUMBER OF UNITS	EXTENDED PRICE
CONNAUGHT RANGE AND PRIMARY TRAINING CENTRE					
DND Base	Service bait stations around Base buildings	Per trap		27 traps x 9 months = 243 (April-Dec)	\$ -
	Service bait stations around DND Officers tents	Per trap		43 traps x 5 months = 215 (April-Aug)	\$ -
	Install /Service / Store bait stations around DND Cadets tents	Per trap		32 traps x 2 months = 64 (April-May)	\$ -
RCMP CQB	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
RCMP IFR	Service bait stations around Base buildings	Per trap		9 traps x 9 months = 81 (April-Dec)	\$ -
RCMP NTTC	Service bait stations around Base buildings	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
RCMP SBT	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
Sub-Total CRPTC					\$ -
Single Sites:					
Major Holland Armoury	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
L'Esplanade Laurier	Service bait stations around building	Per trap		10 traps x 9 months = 90 (April-Dec)	\$ -
Salaberry Armoury	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
CFSU Uplands	Service bait stations around buildings	Per trap		42 traps x 9 months = 378 (April-Dec)	\$ -
(Sub-Total Single Sites)					\$ -
TOTAL 1.2 FIRM (Sub-Total CRPTC + Sub-Total All Single Sites)					\$ -

1.3 OPTION YEAR TWO (2) - April 1, 2023 to March 31, 2024

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

LOCATIONS	SERVICE	UNIT	UNIT PRICE	NUMBER OF UNITS	EXTENDED PRICE
CONNAUGHT RANGE AND PRIMARY TRAINING CENTRE					
DND Base	Service bait stations around Base buildings	Per trap		27 traps x 9 months = 243 (April-Dec)	\$ -
	Service bait stations around DND Officers tents	Per trap		43 traps x 5 months = 215 (April-Aug)	\$ -
	Install /Service / Store bait stations around DND Cadets tents	Per trap		32 traps x 2 months = 64	\$ -

	DND Cadets tents			(April-May)	
RCMP CQB	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
RCMP IFR	Service bait stations around Base buildings	Per trap		9 traps x 9 months = 81 (April-Dec)	\$ -
RCMP NTTC	Service bait stations around Base buildings	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
RCMP SBT	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
Sub-Total CRPTC					\$ -
Single Sites:					
Major Holland Armoury	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
L'Esplanade Laurier	Service bait stations around building	Per trap		10 traps x 9 months = 90 (April-Dec)	\$ -
Salaberry Armoury	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
CFSU Uplands	Service bait stations around buildings	Per trap		42 traps x 9 months = 378 (April-Dec)	\$ -
(Sub-Total Single Sites)					\$ -
TOTAL 1.3 FIRM (Sub-Total CRPTC + Sub-Total All Single Sites)					\$ -

1.4 OPTION YEAR THREE (3) - April 1, 2024 to March 31, 2025

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

LOCATIONS	SERVICE	UNIT	UNIT PRICE	NUMBER OF UNITS	EXTENDED PRICE
CONNAUGHT RANGE AND PRIMARY TRAINING CENTRE					
DND Base	Service bait stations around Base buildings	Per trap		27 traps x 9 months = 243 (April-Dec)	\$ -
	Service bait stations around DND Officers tents	Per trap		43 traps x 9 months = 215 (April-Aug)	\$ -
	Install /Service / Store bait stations around DND Cadets tents	Per trap		32 traps x 2 months = 64 (April-May)	\$ -
RCMP CQB	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
RCMP IFR	Service bait stations around Base buildings	Per trap		9 traps x 9 months = 81 (April-Dec)	\$ -
RCMP NTTC	Service bait stations around Base buildings	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
RCMP SBT	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
Sub-Total CRPTC					\$ -
Single Sites:					
Major Holland Armoury	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -

L'Esplanade Laurier	Service bait stations around building	Per trap		10 traps x 9 months = 90 (April-Dec)	\$ -
Salaberry Armoury	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
CFSU Uplands	Service bait stations around buildings	Per trap		42 traps x 9 months = 378 (April-Dec)	\$ -
(Sub-Total Single Sites)					\$ -
TOTAL 1.4 FIRM (Sub-Total CRPTC + Sub-Total All Single Sites)					\$ -

1.5 OPTION YEAR FOUR (4) - April 1, 2025 to March 31, 2026
A. FIRM - "ALL INCLUSIVE WORK" SERVICE BAIT STATIONS

LOCATIONS	SERVICE	UNIT	UNIT PRICE	NUMBER OF UNITS	EXTENDED PRICE
CONNAUGHT RANGE AND PRIMARY TRAINING CENTRE					
DND Base	Service bait stations around Base buildings	Per trap		27 traps x 9 months = 243 (April-Dec)	\$ -
	Service bait stations around DND Officers tents	Per trap		43 traps x 5 months = 215 (April-Aug)	\$ -
	Install /Service / Store bait stations around DND Cadets tents	Per trap		32 traps x 2 months = 64 (April-May)	\$ -
RCMP CQB	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
RCMP IFR	Service bait stations around Base buildings	Per trap		9 traps x 9 months = 81 (April-Dec)	\$ -
RCMP NTTC	Service bait stations around Base buildings	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
RCMP SBT	Service bait stations around Base buildings	Per trap		4 traps x 9 months = 36 (April-Dec)	\$ -
Sub-Total CRPTC					\$ -
Single Sites:					
Major Holland Armoury	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
L'Esplanade Laurier	Service bait stations around building	Per trap		10 traps x 9 months = 90 (April-Dec)	\$ -
Salaberry Armoury	Service bait stations around building	Per trap		6 traps x 9 months = 54 (April-Dec)	\$ -
CFSU Uplands	Service bait stations around buildings	Per trap		42 traps x 9 months = 378 (April-Dec)	\$ -
(Sub-Total Single Sites)					\$ -
TOTAL 1.5 FIRM (Sub-Total CRPTC + Sub-Total All Single Sites)					\$ -

Pricing Schedule 1 Summary

1.1 Sub-Total:	\$ -
1.2 Sub-Total:	\$ -
1.3 Sub-Total:	\$ -
1.4 Sub-Total:	\$ -
1.5 Sub-Total:	\$ -

Total Pricing Schedule 1 =	\$ -
----------------------------	------

PRICING SCHEDULE 2 : Additional Services (As and When Requested)

2. 1 FIRM AS AND WHEN REQUESTED WORK

The quantity of twenty-five (25) is for evaluation purposes only.

The unit price bid for trapping and removal of animals includes the install of a trap, monitoring of the trap and removal of the

LOCATION	SERVICE	UNIT	A. UNIT PRICE	B. UNIT PRICE	C.UNIT PRICE	D. UNIT PRICE	E.UNIT PRICE	EXTENDED PRICE
			YEAR ONE - April 1, 2021 to March 31, 2022	OPTION YEAR ONE (1) - April 1, 2022 to March 31, 2023	OPTION YEAR TWO (2) - April 1, 2023 to March 31, 2024	OPTION YEAR THREE (3) - April 1, 2024 to March 31, 2025	OPTION YEAR FOUR (4) - April 1, 2025 to March 31, 2026	Total of A+B+C+D+E Years line B (for evaluation pupposes only)
CONNAUGHT RANGE AND PRIMARY TRAINING CENTRE								
All locations	A)Trap/Remove animals	Per Removal						
	B) Quantities for evaluation only	x 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	A)Wasps/bees/hornet s/ yellow jackets treatments	Per Treatment						
	B) Quantities for evaluation only	x 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total CRPTC								\$ -
Single Sites:								
All locations	A) Trap/Remove animals	Per Removal						
	B) Quantities for evaluation only	x 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	A)Wasps/bees/hornet s/ yellow jackets treatments	Per Treatment						
	B) Quantities for evaluation only	x 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	A) Supply & Install replacement bait station	Per Bait Station						
	B) Quantities for evaluation only	x 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total SINGLE SITES								\$ -
TOTAL of PRICING SCHEDULE 2.1 AS & WHEN (Sub-Total CRPTC + Sub-Total Single Sites)								\$ -

2.2 HOURLY AS AND WHEN REQUESTED WORK

For work not covered in firm As & When pricing schedule.

Years	YEAR ONE RATE - April 1, 2021 to March 31, 2022	OPTION YEAR ONE (1) RATE - April 1, 2022 to March 31, 2023	OPTION YEAR TWO (2) RATE - April 1, 2023 to March 31, 2024	OPTION YEAR THREE (3) RATE - April 1, 2024 to March 31, 2025	OPTION YEAR FOUR (4) RATE - April 1, 2025 to March 31, 2026
PER HOUR					
**Estimated quantity of hours per year	75	75	75	75	75
Extended Price:					
2.2.1 Sub Total:					\$ -

2.3 Materials: Materials to be supplied include additional monitoring devices, and traps. Additional materials will be charged at our laid-down cost plus a mark-up of:

YEARS	YEAR ONE MARK-UP - April 1, 2021 to March 31, 2022	OPTION YEAR ONE (1) RATE - April 1, 2022 to March 31, 2023	OPTION YEAR TWO (2) RATE - April 1, 2023 to March 31, 2024	OPTION YEAR THREE (3) RATE - April 1, 2024 to March 31, 2025	OPTION YEAR FOUR (4) RATE - April 1, 2025 to March 31, 2026
MARK-UP IN PERCENTAGE					
Estimated Expenditure	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
*Extended Price:					
2.3 Sub Total:					\$ -

*Estimated expenditure per year is for evaluation purposes only.

*The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Materials will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP – The difference between the Contractor's laid-down cost for product and resale price to Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST – The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2.1, 2.2 and 2.3 on form GC 227 "Call-up Against a Contract".

Pricing Schedule 2 Summary	
2.1 Sub-Total:	\$ -
2.2 Sub-Total:	\$ -
2.3 Sub-Total:	\$ -
Total Pricing Schedule 2 =	\$ -

TOTAL BID PRICE	
Total Pricing Schedule 1:	\$ -
Total Pricing Schedule 2:	\$ -
Total Evaluated Bid Price =	\$ -



SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPB-MOA
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Exterior pest management contract for multiple sites. See attached list.			
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"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

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

All sites require Reliability Status with the exception of 1170 Algoma which requires a Site Access clearance.

Special comments:

Commentaires spéciaux :

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

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

Pesticides Records Keeping System

PFO/PFM INFORMATION

Submitted by (First & Last Name) _____

Contract Number (JO/WO): _____

Date of Last Contract Evaluation _____

☐ Reason for Application:

☐ Cosmetic:

☐ Operational:

LICENSEE INFORMATION

Company Name

Province

License Class

License Number

Expiry Date

RPP Fit Tested

RPP Exp. Date

APPLICATION INFORMATION

Date Action Occured

PCP Registration Number

Amount of Product Used

Application Rate:

Target Pest - SEE TABLE 1

Application Sites

Application Site Description (indoor, outdoor, grass, along fences, etc.)

Purpose

Application Area/Unit – SPECIFY UNIT TO INCLUDE M3, HA, M2, SPOT SPRAY ETC.

Supervisor/Inspector

Method of Application – SEE TABLE 2

Temperature (°C)

Wind Speed (KM/Hour)

Wind Direction

General Weather Condition

Unusual Circumstances

Relative Humidity (%)

Pesticide Storage Location

Reports

Annex F Report Forms

Monthly Animal Trap and Remove Report

No.	TIME	DATE	Trap Location
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Annex G

Insurance Requirements

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

Automobile Liability Insurance

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

Environmental Impairment Liability Insurance

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

For the province of Quebec, send to:

*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.