



REQUEST FOR PROPOSAL (RFP)

MAINTENANCE OF THE LANDSCAPING

Bid Submission Deadline:
March 30th, 2021 at 14:00 (EDT)

Submit Bids to the Canadian Space Agency by:

FAX : 819-997-9776

or

E-Post Connect: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

For the attention of : Rafael Uribe

Reference: CSA File No. **9F030-20190608**

Note: Please read this Request for Proposal carefully for further details on the requirements and bid submission instructions.



March 12th, 2021



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PART 1 - GENERAL INFORMATION

1. Summary

The Canadian Space Agency (CSA) wishes to retain the services of a landscape maintenance and design company for the maintenance of the landscaping located on the grounds of the John H. Chapman Space Centre (JHCSC).

- **Period of the Contract**
The initial period will be one (1) year from the date of contract award.
- **Optional period**
This request is for the award of one year contract, with four (4) irrevocable options of one (1) year each, which allows Canada to extend the term of the contract.
- **Work location**
The work will take place at the Canadian Space Agency, at 6767 Route de l'Aéroport, Saint-Hubert, Québec.

2. Security Requirement

- 1.The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP) of the ISS, PSPC
- 2.The contractor/offeror personnel requiring access to sensitive work site(s) must each hold a valid reliability status, granted or approved by the CSP/ISS/PSPC
- 3.Subcontracts which contain security requirements are not to be awarded without the prior written permission of the CSP/ISS/PSPC
- 4.The contractor/offeror must comply with the provisions of the: a.Security Requirements Check List and security guide (if applicable), attached at Appendix H.
b.Industrial Security Manual (Latest Edition)

3. Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

4. Optional site visit

Before submitting his bid, the contractor should be present at the site visit to familiarize himself with the existing conditions and examine any other details that could affect the cost of the work.

Arrangements have been made for a site visit to be held on **March 19th, 2021, at 10:00am at the Canadian Space Agency (6767 Route de l'Aéroport, Saint-Hubert, Québec, J3Y 8Y9).**

The bidders should communicate with the Contracting Authority to confirm attendance and provide the name of the person who will attend 48 hours in advance. In order to protect the health and safety of participants due to the COVID-19 pandemic, visitors will have to respect the hygiene and physical distancing instructions in force. Bidders may be required to bring masks and gloves. Only one visitor per company will be allowed. Do not attend the visit if you have symptoms of COVID-19, if you have traveled in the past 14 days, or if you have been in contact with people affected by the disease or its symptoms. A second visit could be organized if there are too many attendees. Should that be the case, a notice will be



posted on the Buyandsell website. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

* For the site visit, you have to bring an identification card that you will show at the reception.

* For the site visit, it is recommended bringing the request for proposals documentation with you to be able to take notes.

5. The EPOST Connect service

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. **(see instruction at Appendix G)**

<https://buyandsell.gc.ca/submit-your-bid-submission-files-electronically-from-anywhere-in-canada>

6. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for proposal (RFP) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) 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 this bid solicitation and accept the clauses and conditions of the resulting contract. The submission of a bid constitutes an assertion that the Bidder has read these documents and accepts the terms and conditions set out therein.

1.1. SACC Manual Clauses

The document 2003 (2020-05-28) - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25>

2. Submission of Bids

THE DEADLINE FOR SUBMITTING BIDS IS INDICATED ON PAGE 1 OF THIS DOCUMENT.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically.

Bids must be submitted ONLY TO:

- ❖ By the epost Connect service: <https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

Epost connect service information: Section 08 (2020-05-28) - Transmission by epost Connect of document 2003 (2020-05-28) – Standard Instructions - Goods or Services - Competitive Requirements
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25>

Or

- ❖ Facsimile: 819-997-9776.

No later than the date and time indicated on the cover page of this bid solicitation.

Submissions sent by e-mail (except for the Epost connect service), by regular mail or in person will not be accepted. Don't copy the contract authority when sending the bid by the epost connect service.



3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority rafael.uribe@canada.ca **no later than two (2) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **PROVINCE OF QUEBEC**.

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.

5. Recourse for suppliers with respect to the Procurement Process

- a. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority.
- b. There are several mechanisms available to suppliers to address concerns they may have related to federal government procurement, such as: the Office of the Procurement Ombudsman (OPO), the Canadian International Trade Tribunal (CITT), the Competition Bureau, and before the Federal Court of Canada and any of Canada's provincial superior courts.
- c. Regardless of the forum to which a supplier brings a complaint, there are strict timelines for filing complaints. Additional information can be found at Canada's Buy and Sell website at www.buyandsell.gc.ca under the heading "Supplier Dispute Management Process".

6. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.



7. Direct Deposit

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Bidders must send their bid by the specified deadline (date and time) using a method indicated on page 1 of the RFP. Proposals can be submitted in English or French.

Canada requests that bidders provide their bid in separately sections as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Prices must appear in the financial bid only. No price must be indicated in another section of the bid.

2. Price

The financial proposal must indicate the detailed breakdown of the total price proposed. The proposed payment terms must be given **as indicated in Appendix B**.

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

The Government of Canada requests that bidders follow the format instructions described below in the preparation of their bid.

- a) use 8.5 "x 11" (216 mm x 279 mm) format;
- b) use a numbering system that corresponds to the bid solicitation;
- c) include the certifications in a separate section of the bid.
- d) Bidders must submit their financial bid in accordance with the Basis of Payment
- e) the total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), if applicable, must be shown separately.

3. Commercial name and address of the Bidder

1) Name: _____

2) Address: _____

3) Telephone: _____ Fax: _____

4) Email: _____

5) Email for financial questions (eg billing): _____

6) Business Number - Procurement (NEA): _____

7) Tax number: _____



8) Members of the Board of Directors:

Name and title

4 Certifications

Bidders must submit the certifications required under Part 5.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) In addition to any other time periods established in the bid solicitation :
 - i. **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - ii. **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled “Conduct of Evaluation” in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - A. verify any or all information provided by the Bidder in its bid; or
 - B. contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,The Bidder must provide the information requested by Canada within two working days of a request by the Contracting Authority.
- (d) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

2. Technical evaluation – Rated technical criteria (RTC)

To be declared responsive, a bid **MUST** achieve a passing score on the rated requirements of Appendix E, Technical Evaluation.

3. Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26) Evaluation of Price. **Bidders must submit their financial bid in accordance with Appendix B - Basis of Payment** of this bid solicitation.

The amount of hours needed for this request being unknown, we will evaluate financial proposals using an estimated average per resource, to complete the project.

4. Basis of Selection - Highest Combined Rating of Technical Merit and Price

4.1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) Obtain the required minimum points on the rated technical criteria (see Appendix E)

4.2. Bids not meeting (a) or (b) will be declared non-responsive.



- 4.3.** The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 50 % for the technical merit and 50 % for the price.
- 4.4.** To establish the technical merit score, the overall technical score (on the Point-Rated Technical Criteria) for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available, multiplied by the ratio of 50 %.
- 4.5.** To establish the pricing score, the total amount of each responsive bid will be prorated against the lowest evaluated price and the ratio of 50 %. The total amount of the bid will be calculated as follows: the estimated bank of hours per category (section 3, 4 and 5 of appendix B) will be multiplied by the hourly rates offered, and then, added to the firm prices (sections 1 and 2 of appendix B) to get the total amount by period (year). The results of all periods will be added to have a total for the bid (Total of the initial period + total of the option years).

BID TOTAL PRICE					
(For evaluation purposes only)					
Section	INITIAL PERIOD	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4
1 firm price for a turnkey maintenance	Firm price	Firm price	Firm price	Firm price	Firm price
2 Firm price for the maintenance of the analogue terrain	Firm price	Firm price	Firm price	Firm price	Firm price
3 Hourly rate for maintenance work that is not set out	Bank of hours x offered rate	Bank of hours x offered rate	Bank of hours x offered rate	Bank of hours x offered rate	Bank of hours x offered rate
4 Hourly rate for landscaping work that is not set out	Bank of hours x offered rate	Bank of hours x offered rate	Bank of hours x offered rate	Bank of hours x offered rate	Bank of hours x offered rate
5 Hourly rate for supply of equipment	Bank of hours x offered rate	Bank of hours x offered rate	Bank of hours x offered rate	Bank of hours x offered rate	Bank of hours x offered rate
total amount per period	\$	\$	\$	\$	\$
Bid total price	\$ (Total of the initial period + total of the option years)				

- 4.6.** For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.7.** Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be chosen. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 50/50 ratio of technical merit and price, respectively. The total available points equals 300 and the lowest evaluated price is \$80,000.00.



Basis of Selection – Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	75/300	160/300	300/300
Bid Evaluated Price	C\$80K	C\$100K	C\$125K
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	$75 / 300 \times 50 = 12.5$	$(80^* / 80^*) \times 50 = 50$	62.5
Bidder 2	$160 / 300 \times 50 = 27$	$(80^* / 100) \times 50 = 40$	67
Bidder 3	$300 / 300 \times 50 = 50$	$(80^* / 125) \times 50 = 32$	82

* represents the lowest evaluated price



PART 5 - CERTIFICATIONS

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.

1. Certifications Required with the Bid

Bidders **should** submit the following duly completed certifications **as part of their bid**. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified will render the bid non-responsive.

1.1 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/canada/esdc-labour) 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.

1.2 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 with FPS, bidders must provide the information required below before contract award.

1.2.1 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.

1.2.2 Former Public Servant in Receipt of a Pension (to be completed by the bidder)

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 FPS 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.

1.2.3 Work Force Adjustment Directive (to be completed by the bidder)

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

1.3 Ineligibility and Suspension Policy

Bidders, offerors or suppliers certify to the following when submitting a bid:

- they have read and understand the **Ineligibility and Suspension Policy**; <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>
- they understand that certain domestic and foreign criminal charges and convictions, and other circumstances, will or may result in a determination of ineligibility or suspension;
- they are aware that Canada may request additional information, certifications and validations for the purposes of making a determination of ineligibility or suspension;
- they have provided a list of all foreign criminal charges and convictions;
- none of the domestic criminal offences and other circumstances described in the Policy applies to them, their affiliates and their first tier subcontractors; and
- they are not aware of a determination of ineligibility or suspension that applies to them.

1.4 Integrity Provisions – List of Names

- Bidders who are incorporated, including those bidding as a joint venture, **must provide a complete list of names of all individuals who are currently directors** of the Bidder. (See Appendix F - Integrity Form).
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, **must provide the name of the owner(s)**. (See Appendix F - Integrity Form).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

1.5 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.



1.6 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

1.7 Procurement Business Number (optional)

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information <https://srisupplier.contractsCanada.gc.ca/>.

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Procurement Business Number (PBN): _____

1.8 Certification

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

CERTIFICATION SIGNATURE

We hereby certify compliance with the above noted certification requirements for:

- 1.1. Federal Contractors Program for Employment Equity - Bid Certification
- 1.2. Former Public Servant
- 1.3. Ineligibility and Suspension Policy
- 1.4. Integrity Provisions – List of Names
- 1.5. Status and Availability of Resources
- 1.6. Education and Experience
- 1.7. Procurement Business Number
- 1.8. Certification



By signing below, I certify, on behalf of the Bidder, that I have read the entire bid solicitation, including the documents incorporated by reference into the solicitation and that:

1. the Bidder considers itself and the resources it proposes able to meet the mandatory requirements described in the bid solicitation;
2. the bid is valid for sixty (60) days;
3. all information provided in this submission is complete and accurate;
4. If a contract is awarded to the Bidder, the Bidder will accept all of the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Signature

Date

Name (print or type) of person authorized to sign on behalf of the Organization

Phone : _____

E-Mail : _____

PART 6 - RESULTING CONTRACT CLAUSES

1. Priority of Documents

The documents specified below will form part of and will be incorporated into the Contract. If there is a discrepancy between the wording of any documents which appear on the list, the wording of the document which first appears shall prevail over the wording of any document which subsequently appears on the list.

- the Articles of Agreement;
- Clauses and Conditions
General Conditions:
 - **2010C (2020-05-28)**, Services (medium complexity)
- Appendix B, Basis of payment
- Appendix C, Statement of Work
- Appendix, Performance Evaluation
- The Contractor's proposal dated _____ [insert date of bid], as amended _____ [insert date(s) of amendment(s) if applicable].

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Appendix "C" and the Contractor's technical bid entitled _____, dated _____.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3.1 General Conditions

2010C (2020-05-28), Services (medium complexity)

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010C/18>

4. Security Requirements

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP) of the ISS, PSPC

2. The contractor/offeror personnel requiring access to sensitive work site(s) must each hold a valid reliability status, granted or approved by the CSP/ISS/PSPC

3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of the CSP/ISS/PSPC

4. The contractor/offeror must comply with the provisions of the: a. Security Requirements Check List and security guide (if applicable), attached at Appendix H

b. Industrial Security Manual (Latest Edition)



5. Term of Contract

The period of the contract is one year from the award date.

5.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by four (4) additional periods, of one year each, under the same terms and 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 appendix B Terms of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6. Basis of payment

6.1 Firm Price – For sections 1 and 2 of Appendix B

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (insert amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.2 Limitation of expenditure - For sections 3, 4 and 5 of Appendix B

For the Work described the Statement of Work in Appendix C, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Appendix B to a limitation of expenditure of \$ _____. (insert the amount at contract award) Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the Contract expiry date, or
- (c) As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.



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

7. Terms of payment – Monthly Payments

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- (a) One (1) copy must be forwarded to the following e-mail address for certification and payment

CANADIAN SPACE AGENCY
9F030 – FINANCIAL SERVICES
Security and Facilities
asc.facturation-invoicing.csa@canada.ca

One (1) copy must be forwarded to the Project Authority

The regular maintenance contract described in section 5.1 of Annex C, will be billable as follows: total amount divided into nine (9) equal payments billable once a month at the end of each month, from March to November inclusively . For work sections 5.2 and 5.3, invoicing will be admissible for work carried out once at the end of each month, all invoices will be payable 30 days from the date of receipt following approval of compliance with appendix C. For hourly work for both machinery and personnel, the time billed should start when employees arrive at the John H. Chapman Space Center site and end when they leave the site. A timesheet showing employee name, arrival time, departure time and lunch break time (non-billable) approved by the agency representative must accompany the monthly invoice.

9. Electronic Payment of Invoices

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at : <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>



10. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of _____ (*Insert the name of the province or territory*).

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.

11. Contracting Authority

The Contracting Authority for this resulting contract is:

Rafael Uribe
Procurement and Contract Administration
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9
Telephone: (450) 926-4492
E-Mail: rafael.uribe@canada.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.

12. Project Authority

To be inserted at contract award.

Name: TBD
Canadian Space Agency
Address: 6767, Route de l'Aéroport
St-Hubert, Québec, J3Y 8Y9
Telephone:
E-Mail:

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.

13. Contractor's Representative (*To be inserted at contract award*)

Name:
Title:
Contractor:
Address:
Telephone:
E-Mail:

14. No Responsibility to Pay for Work not performed due to Closure of Government Offices

- i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

15. Performance Evaluation

Contractor shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.

Contractor Performance Evaluation Report Form is used to record the performance. See Appendix D.

16. 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.

17. Proactive Disclosure of Contracts with Former Public Servants

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

18. Office of the Procurement Ombudsman clause – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

19. Office of the Procurement Ombudsman clause

19.1 Recourse for suppliers with respect to the Procurement Process

- a) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority.



b) There are several mechanisms available to suppliers to address concerns they may have related to federal government procurement, such as: the Office of the Procurement Ombudsman (OPO), the Canadian International Trade Tribunal (CITT), the Competition Bureau, and before the Federal Court of Canada and any of Canada's provincial superior courts.

c) Regardless of the forum to which a supplier brings a complaint, there are strict timelines for filing complaints. Additional information can be found at Canada's Buy and Sell website at www.buyandsell.gc.ca under the heading "Supplier Dispute Management Process".

19.2 Contract Clauses - Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at boa.opo@boa-opo.gc.ca, or by web at www.opo-boa.gc.ca.

19.3 Contract clause – Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



APPENDIX “B”

Basis of payment

Pricing

All the fees indicated below include: travel fees, labour and profit and administration of the firm, but are before all applicable taxes.

PRICE TABLE

	Year 1	1 st option year	2 nd option year	3 rd option year	4 th option year
	From contract award to March 31, 2022	From April 1, 2022 to March 31, 2023	From April 1, 2023 to March 31, 2024	From April 1, 2024 to March 31, 2025	From April 1, 2025 to March 31, 2026
1) Firm price for work in Section 5.1 of Appendix C					
A turnkey maintenance mandate for the areas with flowerbeds identified in the appended plan for zones 1 to 8.	\$ _____ /year	\$ _____ /year	\$ _____ /year	\$ _____ /year	\$ _____ /year
2) Firm price for work in Section 5.2 of Appendix C - Maintenance of the analogue terrain zone #10					
5.2.1 Spring, opening from April 15 to May 15	\$ _____ /year	\$ _____ /year	\$ _____ /year	\$ _____ /year	\$ _____ /year
5.2.2 Work required once a month, in June, July and August (therefore 3 times – firm prices for the 3 times)	\$ _____ /year	\$ _____ /year	\$ _____ /year	\$ _____ /year	\$ _____ /year
5.2.3 Work in September	\$ _____ /year	\$ _____ /year	\$ _____ /year	\$ _____ /year	\$ _____ /year/
3) Hourly rate for maintenance work that is not set out in these specifications – Sections 5.3.1 and 5.3.2 of Appendix C– Landscape maintenance					
This work has to include the normal tools and equipment to perform the requested tasks and a dump truck or a truck with a trailer equipped with a dump body. At least one (1) member of the staff with the mandatory qualifications must be present at all times.					
5.3.1 Horticulturist (supervisor) 75 estimated hours per year	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour
5.3.2 Assistant horticulturist 150 estimated hours per year	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour



4) Hourly rate for landscaping work that is not set out in these specifications – Sections 5.3.3 and 5.3.4 of Appendix C– Landscape design

For this type of work, please consider that the team requested will be composed of at least three people (1 supervisor and 2 workers). At least one (1) member of the staff with the mandatory qualifications must be present at all times.

This work has to include the normal tools and equipment to perform the requested tasks, a dump truck and return transport.

5.3.3 Landscaping (supervisor) 50 estimated hours per year	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour
5.3.4 Landscaping worker 100 estimated hours per year	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour

5) Price request (firm time rate) for supply of equipment, if applicable

This equipment will be requested for a minimum of 4 hours. Please indicate a fixed price that includes return transport.

Section 5.3.5 of Appendix C Hourly rate for hydraulic shovel equivalent to MTQ code 1303 20 estimated hours per year	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour
Section 5.3.6 of Appendix C Hourly rate for payloader equivalent to MTQ code 705 20 estimated hours per year	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour
Section 5.3.7 of Appendix C Dump truck with a load capacity of 1.5 tonnes 20 estimated hours per year	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour

The amounts indicated in Sections 3 to 5 are only estimates for the financial evaluation. It is possible that the need will be greater or lesser depending on the organization's needs.

During the Contract term, the Contractor shall be paid as specified above for the work performed by virtue of the Contract. The bidder shall complete this price list and include it in the financial bid.



The financial evaluation of the bids shall be based on the following calculation:

- 1) Total firm price per period for work in Section 5.1 of Appendix C
- 2) Total firm price per period for work in Section 5.2 of Appendix C
- 3) Hourly rates for maintenance work that is not set out in these specifications – Sections 5.3.1 and 5.3.2 of Appendix C, multiplied by the banked hours estimated for each period
- 4) Hourly rates for landscaping work that is not set out in these specifications – Sections 5.3.3 and 5.3.4 of Appendix C, multiplied by the banked hours estimated for each period
- 5) Hourly rates for the supply of equipment, multiplied by the banked hours estimated for each period

1) + 2) + 3) + 4) + 5) = Price per period/year

Year 1 + 1st option year + 2nd option year + 3rd option year + 4th option year =

\$ _____

Total financial proposal

APPENDIX “C”

STATEMENT OF WORK (SOW)



1. General Objective:

The Canadian Space Agency (CSA) wishes to retain the services of a landscape maintenance and design company for the maintenance of the landscaping located on the grounds of the John H. Chapman Space Centre (JHCSC).

2. Context

The JHCSC is an administrative and science building and is the workplace of approximately 700 people. This Contract concerns areas that are highly frequented during normal business hours, from Monday to Friday, between 7:00 am and 5:00 pm. The work must be performed in a way that does not disrupt the Agency's activities.

3. Scope of Work

These specifications are to be considered as a minimum standard that the Contractor must abide by and do not in any way limit its responsibilities and obligations. As the Contractor is a specialist in the field, it must do its work according to best trade practices and high-quality standards.

The Contractor must provide the material, equipment, tools, machinery and qualified labour required to perform the work set out in these technical specifications. The Contractor also agrees to provide the service vehicles to perform the work, including the fuel required for their operation. It must ensure that the tools, appliances and other machinery mentioned meet current national standards and that they are kept in perfect working condition, according to the manufacturer's specifications. The Contractor agrees to provide the security equipment, and everything required to ensure surveillance of the site so that the work is performed in compliance with these technical specifications.

The Contractor must agree to perform any task that is common and necessary for the completion of the work. The Contractor will therefore be responsible for the removal and storage of waste and other residual material off site, unless otherwise indicated by and arranged with the Agency's authorities. The Contractor will have to keep the premises as clean as possible at all times.

Finally, the Contractor will be responsible for any damages to the property resulting from the work (including current vegetation).

4. Staff

The company must have at least four employees with diplomas for studies in the requested field, with the minimum experience in the respective fields.

At least one of the four persons, whose CVs shall be submitted, shall be present onsite at all times during the work. This person will be the liaison between the person responsible at the John H. Chapman Space Centre and the Contractor.

Required training in combination with required experience

- Two employees assigned to the maintenance work shall hold a college or vocational diploma in horticulture and shall have at least 3 years of experience in landscape maintenance from 2015 to 2021.

- Two employees assigned to the landscape design work shall hold a college or vocational diploma in landscape design and shall have at least 3 years of experience in landscape design from 2015 to 2021.

5. Work Description

This Contract is divided into three service types:

- **Section 5.1:** A turnkey maintenance mandate for the areas with flowerbeds identified in the appended plan for zones 1 to 8 inclusively (zone 9 out of scope)
- **Section 5.2:** A maintenance mandate for occasional activities on the analogue terrain (zone 10 in the plan)
- **Section 5.3:** An hourly rate for the maintenance or landscaping work that is not set out in these specifications and equipment supply

The supplier agrees to use the minimum necessary equipment, as requested in the different sections of this appendix.

Section 5.1

A turnkey maintenance mandate for the areas with flowerbeds identified in the appended plan for zones 1 to 8; pruning of the vegetation must at least meet standard BNQ 0605-200/2001.

From February 15 to March 31: Pruning of the 68 crab apple trees along the building's facade once a year

Spring opening from April 15 to May 15:

- Spring pruning (deciduous wood, softwood and other vegetation in the flowerbeds)
- Setting back the perennials, cleaning
- Thorough cleaning of mulch
- Fertilizing with compost, weeding
- Addition of natural cedar mulch
- Redo the cutting at the lawn edge.

Maintenance during the season from May 15 to October 1:

- Weeding
- Keep the mulch in good condition. Add when necessary.
- Cut the edges, when necessary.
- Prune the vegetation according to their flowering dates (shrubs, perennials, small softwood in the flowerbeds).
- Maintenance of the perennials, remove dead flowers, etc.
- Disposal of waste and clean-up of residual waste produced by this maintenance

Fall closing from October 7 to November 10:

- Rejuvenation when applicable
- Setting back of the perennials, when required
- Make recommendations to improve the quality and general appearance of the flowerbeds. (Proposed corrective work that will be accepted by the Departmental Representative will be paid at the hourly rate in Section 5.3.)



Material

Each year of the Contract, provide **the supply and installation** of the following material at the spring opening:

- 10 bundles of 2.5 cubic yards (or equivalent) of natural cedar mulch
- 2 cubic metres of quality compost, free of weeds

Presence on site

The Contractor's employees must visit the site every week during the period from April 15 to October 1 to ensure quality maintenance and perform all identified work in due course. A work slip must be produced and sent to the Departmental Representative for each visit to the site; the following information must appear on the slip:

- The date
- The number of employees present
- The number of hours spent at the site
- The area where the team worked

For security purposes, access to both of the building's indoor gardens will be limited to normal working hours, from Monday to Friday between 7:00 am and 5:00 pm. The Contractor must ensure that the employees with security clearance will be present to perform the maintenance of the indoor gardens (zone 1 and 2). Only the staff with security clearance will be authorized to work in these zones.

Priority and secondary area

These specifications identify two zones:

- Priority area (outlined in red): We would like work to be performed weekly to ensure an optimal maintenance level for this zone.
- Secondary area (zone outlined in blue): Although the maintenance must be carried out, a certain flexibility is permitted in these areas.

Minimum equipment required for the turnkey maintenance mandate

Provide the regular tools and equipment for accomplishing the tasks requested. The minimum equipment required to transport the material and waste during each visit is a dump truck or a truck with a trailer equipped with a dump body.

During the spring maintenance, provide a commercial vehicle with a dump body and turf tires for when travel on the grounds requires driving on the lawns. It is prohibited to drive a truck on the lawns. The weight of this equipment shall not exceed 1000 kg.

Section 5.2

Maintenance of analogue terrain zone #10

The CSA is equipped with a terrain with a topography that is similar to that of the ground on planet Mars to support the highly specialized robotics development activities. This terrain is called the analogue terrain. This space made out of rock and sand requires sustained attention. The original

configuration must be maintained with the greatest precision possible. We must control the growth of vegetation and streamline the levels so that the original state of this space continues to be preserved year after year. Considering its scientific purpose, we must carefully plan all maintenance on the terrain. A work schedule must be submitted at the beginning of the year, and the proposed schedule must be closely followed. Any change to the schedule must be authorized by the Departmental Representative.

The CSA performs a treatment with hydrocide equipment (spraying boiling water) once a month to help control the weeds.

An amount of time is allotted to each type of work; the staff assigned to the work must be planned according to the allotted time.

5.2.1 Spring - opening from April 15 to May 15

Allotted time: 1 day

Levelling the sand on the landscaping simulating planet Mars

The Contractor shall level the sand that covers the surface of the landscaping simulating the terrain on planet Mars. In addition to raking and levelling the sand's surface, the Contractor shall remove the sand accumulated against the concrete curbs – primarily on the east and north sides of the terrain – and place this sand on all the mounds and uncovered areas caused by wind erosion. No stone should be moved or buried during this operation. It will be permitted to use a wheel loader to perform this work.

5.2.2 Work required once a month, in June, July and August, therefore plan for 3 times.

Allotted time: 1 day per month

Removal of unwanted weeds from the terrain simulating planet Mars

The Contractor shall remove any unwanted weeds that are growing in the sand that covers the surface of the landscaping simulating planet Mars. Unwanted weeds shall be weeded by hand using a hand weeder. The Contractor shall then rake and level the sand to give it a uniform appearance.

5.2.3 September

Allotted time: 2 days

Removal of unwanted weeds from the landscaping simulating planet Mars

The Contractor shall remove any unwanted weeds that are growing in the sand that covers the surface of the landscaping simulating planet Mars. Unwanted weeds shall be weeded by hand using a hand weeder.

During this work, the CSA will provide instructions to the Contractor and sometimes sand will have to be added to the terrain to compensate for any erosion. This part of the work (adding sand) will be paid in addition to the basic maintenance rate according to the terms in Section 5.3. The staff responsible at the CSA will give instructions to preserve the terrain's profile. The Contractor must take into consideration the importance of this work.



The Contractor shall level the sand that covers the surface of the landscaping simulating planet Mars. In addition to raking and levelling the sand's surface, the Contractor shall remove the sand accumulated against the concrete curbs – primarily on the east and north sides of the terrain – and place this sand on all the mounds and uncovered areas caused by wind erosion. No stone should be moved or buried during this operation. The use of a wheel loader is required to perform this work.

It is likely that more specific work will be requested, which will be paid according to the terms in Section 5.3.

A work slip must be produced and sent to the Departmental Representative for each visit to the site; the following information must appear on the slip:

- The date
- The number of employees present
- The number of hours spent at the site
- The area where the team worked

Section 5.3

An hourly rate for the maintenance or landscaping work that is not set out in these specifications

The Contractor shall be able to carry out work requested by the Departmental Representative within 7 working days.

Provide the regular tools and equipment for accomplishing the tasks requested. The minimum equipment required to transport the material and waste during each visit is a dump truck or a truck with a trailer equipped with a dump body.

For this type of work, please consider that the team requested will be composed of at least three people (1 supervisor and 2 workers) for a minimum period of 4 hours.

At least one (1) member of the staff with the mandatory qualifications must be present at all times.

The contractor must be able to provide the personnel and equipment mentioned in this section.

Provide an hourly rate for the following work:

Landscape maintenance

5.3.1 Horticulturist rate (supervisor)

5.3.2 Assistant horticulturist rate

Landscape design

5.3.3 Landscaping rate (supervisor)

5.3.4 Landscaping worker rate

The hourly rates for landscape design must include (in addition to a dump truck or a truck with a trailer equipped with a dump body) the following equipment:

A trailer or construction truck fitted with the equipment required to complete the rehabilitation of the interlocking stone pavement. This unit must have at least but not only the following equipment:

- Masonry tools
- Measuring tools
 - 2-4-6 foot level and measuring tools
 - Optical level (Transit)
- Compaction tools
 - Vibrating plate
 - Tamper
 - Rammer
- Tools for working with concrete
 - Concrete saw
 - Concrete drill
- Tools for working with the pavement edge and planting
- Drainage tools and equipment
- Set of pipes for levelling rock dust prior to installing the interlocking pave stones
- Small tools:
 - Ratchet set
 - Shovels
 - Rakes
 - Pitchforks
 - Various hardware
 - o Hammer
 - o Nails
 - o Screws
 - o Pipes

Hourly rates for the supply of equipment

To perform a fair assessment of the prices, we used the tool developed by the Ministère des Transports du Québec (rental rate for Heavy equipment with operator). The following site will provide you with the required details. Equipment codes are used in these specifications to compare similar equipment; the rates will be those provided in this bid.

We have provided some model examples as reference, but please refer to this list for all the models accepted in the category.

<http://www.publicationsduquebec.gouv.qc.ca/fre/products/978-2-550-71686-0>

Provide an hourly rate for each of the following pieces of equipment; the hourly rates must include a qualified equipment operator:

5.3.5 Hydraulic caterpillar shovel equivalent to MTQ code 1303

E.G.: Kubota KX-121, KX161 KX-040 and several other models

John Deere 50G,ZTS,D
Kobelco SK-045,55SR,45SR,50SR-3
Several other brands and models in the MTQ's directory

5.3.6 Payloader equivalent to MTQ code 705

E.g.: Kubota model: R-420,R-510,R-520
John Deere model: JD24,260,280,332,675B
JCB model: 160,170,180,185,190,406,1105,1110
Several other brands and models in the MTQ's directory

5.3.7 Dump truck with a load capacity of 1.5 tonnes, maximum 2 tonnes, for the transport of loose material onsite

The Contractor must be the owner of the equipment. A validation shall be performed based on the list of documents to be submitted with the bid.

The rates proposed must take into consideration a minimum of 4 hours of travel and include all travel costs.

6. Conditions and equipment

All the equipment must be in good working condition; no oil leaks will be tolerated. In such a situation, the Contractor will be notified in writing that the vehicle will no longer be authorized to access the site and will be given 24 hours to clean the oil that leaked onto the premises. After this deadline, the CSA will arrange clean-up at the expense of the Contractor.

7. Corporate security

Ensure that the labour assigned to this work that will have to access the Space Centre agrees to undergo a security screening performed by the Canadian Space Agency's security office.

Ensure that this labour is capable of undergoing and passing a securing screening. If a proposed resource is rejected, assign another resource with similar qualifications.

Whenever possible, assign the same resources to the work to minimize the need for security screening and to use resources that are familiar with the equipment and operations specific to the building.

Comply with the Canadian Space Agency's corporate security regulations.

8. Coordination of work

This must be completed by the start of the season, and any and all changes to the schedule must be approved in advance. The Contractor must coordinate all work with the Departmental Representative, in the form of a schedule.



APPENDIX “D”

Performance Evaluation Report



PERFORMANCE EVALUATION REPORT

Upon fulfillment of a contract, this questionnaire must be completed by the responsible project authority/ technical authority for all service contracts (excluding temporary help service contracts), construction contracts and engineering consulting contracts with **CSA** and sent to the contract agent responsible.

Name of contractor:	Contract completion date:
Name of project authority/technical authority:	Branch:
Contract no.:	Project name:

*Supplier

Rating scale:	10 – 9: Excellent	6 – 5: Satisfactory	2 – 1: Unsatisfactory
	8 – 7: Very Good	4 – 3: Poor	

1. Did the supplier provide consultants with the education, accreditation and experience indicated in the contract?	10	9	8	7	6	5	4	3	2	1	Comments:
2. Please rate the overall quality of the services provided by this supplier.	10	9	8	7	6	5	4	3	2	1	Comments:
3. Please rate the responsiveness of the supplier with regard to information requests or problems that may have arisen in the course of the contract, and the supplier's ability to meet deadlines.	10	9	8	7	6	5	4	3	2	1	Comments:
4. Was the work performed in accordance with the requirements specified in the statement of work?	10	9	8	7	6	5	4	3	2	1	Comments:
5. Please rate the quality of communication between the department and the supplier.	10	9	8	7	6	5	4	3	2	1	Comments:



6. Were all administrative documents received in accordance with the requirements of the contract? Administrative documents can include but are not limited to: a. Invoices b. Progress reports c. Reports on use or business volume d. Meeting agendas and minutes e. Documentation and quality of work	10	9	8	7	6	5	4	3	2	1
	Comments:									
TOTAL	/60									

Overall Rating

- Excellent: 54 and over
- Very Good: 42 to 53
- Satisfactory: 30 to 41
- Poor: 18 to 29
- Unsatisfactory: 18 or less



APPENDIX “E”

TECHNICAL EVALUATION

Technical evaluation

To be declared responsive, a bid **MUST** meet the passing score for the rated requirements.

Rated technical criteria	Maximum score	Passing score
RTC1 – Company experience	60	25
RTC2 – Staff qualifications	80	40
RTC3 – Environmental criteria	30	-
Total score	170	65

➤ RTC1 – Company experience – 60 points

What we are looking for:

Demonstration that the company is able to successfully perform and manage the responsibilities required within the scope of the services set out in the Request for Proposals

Information and documents that the Contractor must provide

Letters of recommendation

Provide a letter of recommendation for a turnkey maintenance contract for a public site with an area of flowerbeds covering more than 1000 square metres.

- A letter must attest to:
 - o The contract term
 - o The type of company of the client
 - o The contract site
 - o The area of the client site
 - o The hours of operation of the client
- The letter must contain the details of the reference:
 - o Name and address of the client company
 - o Reference contact details (name, phone and email)

The evaluation committee may contact the reference client to verify the experience. The reference must be verifiable in order to be considered acceptable. **The CSA reserves the right to refuse the reference if it is deemed false or not representative of the statement requested.**

The company has provided:	Scoring range	Score awarded
• 1 letter of recommendation	25 points	Passing score: 25 points
• 2 letters of recommendation	35 points	
• 3 letters of recommendation	45 points	
• 3 letters of recommendation With 2 contracts over the same period (one full season), i.e. the company was able to serve two clients at the same time.	60 points	

➤ **RTC2 – Staff qualifications – 80 points**

What we are looking for:

Demonstration that the company is able to provide the qualified staff needed to meet all of the requirements in the Request for Proposals We expect the Contractor to have the employees required to perform the work according to the requirements of point 4 of the technical specifications:

- Provide the CVs and diplomas of candidates to be assigned to landscape maintenance duties.
- Provide the CVs and diplomas of candidates to be assigned to landscape design work.

The bidder must provide CVs and diplomas of proposed candidates for the performance of services as per the requirements of point 4 of the technical specifications.

The company is able to provide:	Scoring range	Score awarded
<ul style="list-style-type: none"> • Two employees with a college or vocational diploma in horticulture and at least 3 years of experience in landscape maintenance from 2015 to 2021 	10 points per employee	Passing score: 40 points
<ul style="list-style-type: none"> • Two employees with a college or vocational diploma in landscape design and at least 3 years of experience in landscape design from 2015 to 2021 	10 points per employee	
<ul style="list-style-type: none"> • For each additional employee submitted with a college or vocational diploma in horticulture and at least 3 years of experience in landscape maintenance from 2015 to 2021 <p>Or with a college or vocational diploma in landscape design and at least 3 years of experience in landscape design from 2015 to 2021</p>	10 points per additional employee (maximum of 4 additional candidates)	

➤ **RTC3 – Environmental management – 30 points**

What we are looking for:

Demonstration that the company is able to apply environmental measures in their day-to-day activities

The main environmental impacts associated with horticulture are:

- Greenhouse gas emissions associated with travel and with equipment transport and use
- Soil depletion due to the use of chemical agents and pesticides
- Surface water and groundwater pollution due to the use of pesticides
- Large-scale consumption of potable water
- Production of plastic waste

The bidder must provide a document (policy or program) attesting to incorporation of environmental practices in the operation of the company.

The company is able to provide:	Scoring range	Score awarded
<p><u>Demonstrate that the company incorporates the following into its supply chain and life cycle: product acquisition, use and disposal:</u></p> <ul style="list-style-type: none"> • Use of certified products from sustainable and organic sources, without chemical agents, such as VeriFlora® <p>Verification method: The bidder must provide the technical data sheets and/or websites for the products used attesting to their environmental specifications.</p> <ul style="list-style-type: none"> • In addition, to reduce air pollution, the supplier must have the most energy-efficient vehicles and equipment. <p>Verification method: The bidder must provide a list of energy-efficient vehicles or appliances that it intends to use to perform the work, with copies of their registrations (if applicable).</p>	<p>3 points per piece of equipment or product certified as sustainable or eco-friendly</p> <p>Maximum 15 points</p>	
<p><u>Incorporation of sustainable development into the company philosophy and business practices</u></p> <p>The supplier must be able to demonstrate that it has an internal sustainable development policy or program intended to incorporate sustainable business practices. For example:</p> <ul style="list-style-type: none"> • The use of non-toxic, certified-organic pest control products designed with natural agents <ul style="list-style-type: none"> ○ No use of chemical agents or pesticides to maintain grounds • Use of sustainable, regenerative and adaptive horticulture methods • Responsible procurement: 	<p>3 points for each requirement, listed opposite, that the Contractor demonstrates in its policy or program</p> <p>Maximum 15 points</p>	

<ul style="list-style-type: none"> ○ Purchase of products, supplies and goods that prioritize the circular economy, i.e. made from recyclable materials and easily recyclable or recoverable ○ Purchase of certified-eco-friendly products, supplies and goods ○ This practice shall also be applied for eco-friendly waste management, i.e. reduction of waste at the source, maximum reuse, maximum recycling and proper disposal. • Sustainable management of potable water intended to reduce and optimize its use • Internal personnel training in sustainable development and sustainable horticulture 		
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➤ **Total score obtained – Rated technical criteria (RTC)**

RTC1 – Company experience	
RTC2 – Staff qualifications	
RTC3 – Environmental criteria	
Total score	



APPENDIX “F”

INTEGRITY FORM

**To be included with certifications
(Section III : Certifications):**



Dénomination complète de l'entreprise / Complete Legal Name of Company	
Adresse de l'entreprise / Company's address	
NEA de l'entreprise / Company's PBN number	
Numéro de l'appel d'offre / Request for proposal's number	
Membres du conseil d'administration (Utilisez le format – Prénom, Nom Board of Directors (Use format – First name, Last name	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
6. Membre / Director	
7. Membre / Director	
8. Membre / Director	
9. Membre / Director	
10. Membre / Director	
Autres Membres / Other members:	
Commentaires / Comments	



APPENDIX “G”

EPOST Instructions



Public Services and Procurement Canada (PSPC) is moving forward on its Procurement Modernization Initiative, which aims to simplify the procurement process. The Bid Receiving Unit is launching an electronic bid submissions pilot using Canada Post's (CPC) epost Connect online service.

What is epost Connect?

[epost Connect](#) is a secure, online service that allows users to share large, confidential files. Some of the service features include:

- large file transfers, allowing users to attach multiple 1 gigabyte (GB) files (any file type) in a single message
- the ability to track your electronic activity history
- privacy and security features that allow the processing of Protected B documents (which meet Government of Canada requirements).

Participants in the pilot project **will not incur any costs** for the use of the epost Connect service.

Please note that a Canadian mailing address is required to use the epost Connect service. Should this be an issue for you, please contact us and we will be pleased to provide a work-around procedure to ensure you can still participate.

Benefits to businesses

Sending bid submission files via epost Connect means:

- a faster and more efficient bid submission process
- a green alternative to submitting paper files in-person, by mail or fax to a Bid Receiving Unit office
- a time and date stamp record for the upload of files in epost Connect

How to participate

Please confirm your participation to PSPC's Bid Receiving Unit at:

TSPGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca.

Once you have confirmed your participation, the Bid Receiving Unit will explain the next steps and invite you to create an epost Connect account.

IMPORTANT: If you decide not to participate using an epost Connect account, you are still invited to bid. The regular methods for bid submissions that are outlined in the solicitation document (courier, in person) are still available.



APPENDIX “H”

Security requirements



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
20190608

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
ASC		Sécurité et installations
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
Appel d'offres		
4. Brief Description of Work / Brève description du travail Service d'entretien et aménagement horticole		
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 : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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PART A (continued) / PARTIE A (suite)

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

Special comments:

Commentaires spéciaux : Les cotes de fiabilité seront effectuées par ASC pour les ressources déterminées au début du projet.

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 / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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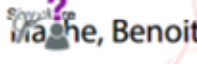


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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Benoit Haché	Title - Titre Chef d'exploitation architecture	Signature  Hache, Benoit	Signature numérique de Hache, Benoit Date : 2021.03.08 09:22:39 -05'00'
Telephone No. - N° de téléphone (450) 926-4918	Facsimile No. - N° de télécopieur (450) 926-4894	E-mail address - Adresse courriel Benoit.Hache@canada.ca	Date 8 mars 2021

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

Name (print) - Nom (en lettres moulées) Dany Dufour	Title - Titre Agent principal service de sécurité ministérielle	Signature  Dufour, Dany	Signature numérique de Dufour, Dany Date : 2021.03.08 16:04:14 -05'00'
Telephone No. - N° de téléphone (450) 926-4769	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Dany.Dufour@canada.ca	Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature 	Digitally signed by: [Name] (CN) = [Name] (OU) = [Name] (O) = [Name] (C) = [Name] (E) Date: 2021.03.11 16:25:02 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

APPENDIX “I”

Plan

See attached document entitled
RFP 9F030-20190608 - Plan.pdf
in the call for tenders