



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Wildlife Control Services	
Solicitation No. - N° de l'invitation W684H-210029/A	Date 2021-04-09
Client Reference No. - N° de référence du client W684H-21-0029	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-323-11266	
File No. - N° de dossier HAL-0-85227 (323)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Daylight Saving Time ADT on - le 2021-05-11 Heure Avancée de l'Atlantique HAA	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Grant, Stewart	Buyer Id - Id de l'acheteur hal323
Telephone No. - N° de téléphone (782) 640-2592 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: REAL PROPERTY OPERATIONS SECTION (HALIFAX) PO BOX 99000 STN FORCES WILLOW PARK BLDG #7 HALIFAX NOVA SCOTIA B3B 1S9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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W684H-210029/A
Client Ref. No. - N° de réf. du client
W684H-21-0029

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-0-85227

Buyer ID - Id de l'acheteur
HAL323
CCC No./N° CCC - FMS No./N° VME

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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, Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1** Work under this Service Contract comprises the furnishing of all labour, material, tools, equipment, and transportation required for the control of wildlife at the 12 Wing Shearwater aerodrome and surrounding areas, as specified herein.

In addition to above, wildlife control services are to be provided at Hartlen's Point and the remainder of the DND property on an "as requested" basis. All requests for off aerodrome wildlife control must be approved on a case-by-case basis by the Wing Air Traffic Control Officer (WATCO) or his/her designate the NCO IC MFAU and the Departmental Representative.

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3** This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 90 days

2.1.1 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations
[A0285C](#) (2007-05-25), Workers Compensation

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 Halifax Atlantic Region the email address is:

TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.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: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Virtual Site Visit

Included in Annex J.

2.7 Bid Challenge and Recourse Mechanisms

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

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

Section I: Technical Bid (one hard copy)
Section II: Financial Bid (one hard copy)
Section III: Certifications (one hard 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 and describe their approach 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

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of applicable tax must be shown separately.

Section III: Certifications

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

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex D.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

1. To be considered responsive, a bid must:

- a) comply with all the requirements of the bid solicitation; and
 - b) meet all mandatory criteria; and
 - c) obtain the required minimum of 600 points for technical and 290 points for the management plan for the evaluation criteria which are subject to point rating. The rating is performed on a scale of 800 points for technical and 540 points for management plan.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
 7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		1200 /1340	890 / 1340	920 / 1340
Bid Evaluated Price		\$400,000.00	\$275,000.00	\$255,000.00
Calculation	Technical Merit Score	1200/1340 x 60 = 53.73	890/1340 x 60 = 39.85	920/1340 x 60 = 41.19
	Pricing Score	255/400 x 40 = 25.5	255/275 x 40 = 37.09	255/255 x 40 = 40
Combined Rating		79.23	76.94	81.19
Overall Rating		2nd	3rd	1st

will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

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 Status and Availability of Resources

[A3005T](#) (2010-08-16), Status and Availability of Resources

5.2.2 Education and Experience

[A3010T](#) (2010-08-16), Education and Experience

5.2.3 Price Certification

[C0002T](#) (2010-01-11), Price Certification - Canadian-based Suppliers (other than agency and resale outlets)

5.3 Additional Certifications Precedent to Contract Award

1. Province of Nova Scotia Department of Natural Resources, falconry permit.
2. Should the use of a dog required for wildlife control, the Contractor must have a permit from the Nova Scotia Department of Natural Resources for the use of a wildlife control dog.
3. A permit to import birds into the Province for any birds that Contractor requires.
4. An export permit to indicate Contractor has the permission of the Province involved to obtain birds from said Province.
5. The Contractor must have a valid Animal Control License as issued by the provincial Government of Nova Scotia.

6. The Contractor must possess any certificate of license as may be required under Municipal, Provincial or Federal Government regulations.
7. The Contractor must possess any firearm certificate or licence (e.g. firearm acquisition certificate, firearm possession certificate, and company firearm licence) as may be required under municipal / provincial / federal government regulations.
8. The Contractor must possess an Industry Canada "Restricted Operator Certificate with Aeronautical Qualification" (ROC-A)

5.4 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - 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 Insurance Requirements

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex H.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within **three (3)** calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ 5,000.00, Applicable Taxes included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

7.1.2.4 Canada's Obligation - Portion of the Work - Task Authorizations

[B9031C](#) (2011-05-16), Canada's Obligation - Portion of the Work - Task Authorizations

7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

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

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

The data must be submitted on a quarterly basis to the Contracting Authority.
(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

The quarterly periods are defined as follows:
1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than **fourteen (14)** calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

For each authorized task:

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

For all authorized tasks:

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

7.1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Real Property Operations Section (Halifax) - RPOS(H) - Contract Personnel. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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

2010C (2020-05-28), General conditions: Services (medium complexity), 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.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No W684H-21-0029

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP, PWGSC.
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) Contract Security Manual (Latest Edition).

7.4 Term of Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.4.1 Period of the Contract

The Work is to be performed during the period of **July 1st, 2021 to June 30th, 2022**.

7.4.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Solicitation No. - N° de l'invitation
W684H-210029/A
Client Ref. No. - N° de réf. du client
W684H-21-0029

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-0-85227

Buyer ID - Id de l'acheteur
HAL323
CCC No./N° CCC - FMS No./N° VME

Name: Stewart Grant
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax NS, B3J 3C9

Telephone: 782-640-2592
E-mail address: stewart.grant@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract will be provided at Contract Award.

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

7.5.3 Contractor's Representative (To be completed by Offeror)

Name: _____
Title: _____
Organization: _____
Address: _____

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B. 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.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (**To be determined at Contract Award**). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3

H1000C (2008-05-12), Single Payment
C0711C (2008-05-12), Time Verification

7.7.5 Electronic Payment of Invoices – Contract

Will be adjusted based on Vendor's selection

The Contractor accepts to be paid using 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)

7.7.6 Discretionary Audit

C0100C (2010-01-11), Discretionary Audit - Commercial Goods and/or Services

7.8 Invoicing Instructions

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

(a) The original and two (2) copies must be forwarded to the following address for certification and payment.

Accounts Payable Section
RPOS (H)
Maritime Forces Atlantic PO Box 99000
Station Forces, Willow Park Bldg. 7
Halifax, NS B3K 5X5

Each TA invoice must be supported by:

- (a) Task Authorization invoices must show the reference Contract and Task numbers.
- (b) a list of all expenses, in accordance with the TA;
- (c) a copy of time sheets to support the time claimed;
- (d) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;

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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 **Nova Scotia**.

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 [2010C](#) (2020-05-28), Services (medium complexity);
- (c) Annex A, Statement of Work;

- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex G, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____

7.12 SACC Manual Clause

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations
[D5328C](#) (2014-06-26), Inspection and Acceptance

7.13 Insurance – Specific 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](#)".

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File No. - N° du dossier
HAL-0-85227

Buyer ID - Id de l'acheteur
HAL323
CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

STATEMENT OF WORK

(Attached)

Department of National Defence



Specification

Service Contract

**Aerodrome Wildlife Control Program
for
12 Wing Shearwater**

CFB Halifax, NS

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	5
01 35 30	Health and Safety Requirements	9
01 35 35	DND Fire Safety Requirements	5
01 35 43	Environmental Procedures	2
01 74 11	Cleaning	1
01 90 00	Aerodrome Wildlife Control	6

PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 01 90 00 - Aerodrome Wildlife Control.
- 1.2 DEFINITIONS .1 Aerodrome:
- .1 Is defined as any areas of land, water (including the frozen surface thereof) or other supporting surface used or designed, prepared or equipped for use for the arrival, departure, movement or servicing of aircraft and includes any buildings, installations or equipment.
- .2 WATCO:
- .1 Wing Air Traffic Control Officer.
- .3 Wildlife:
- .1 Refers to animal, bird or reptile whose presence could present a hazard to the safety of flying operations or present a hazard to the well being of any person.
- 1.3 DESCRIPTION OF WORK .1 Work under this Service Contract comprises the furnishing of all labour, material, tools, equipment, and transportation required for the control of wildlife at the 12 Wing Shearwater aerodrome and surrounding areas, as specified herein.
- .2 In addition to above, wildlife control services are to be provided at Hartlen's Point and the remainder of the DND property on an "as requested" basis. All requests for off aerodrome wildlife control must be approved on a case-by-case basis by the Wing Air Traffic Control Officer (WATCO) or his/her designate the NCO IC MFAU and the Departmental Representative.
- 1.4 DEPARTMENTAL REPRESENTATIVE .1 All reference to the Departmental Representative in this specification, who is the Contract Inspector which is representing the Real Property Operations Section - Halifax (RPOS(H)).
-

1.5 SCOPE OF WORK

- .1 Wildlife control services to be provided under this Service Contract comprises a control of wildlife program at 12 Wing Shearwater aerodrome.
 - .1 The objectives of carrying out this wildlife control are to manage the safety risks of wildlife hazards to aircraft to the lowest reasonably practical level through dispersal and removal of wildlife:
 - .1 in the aerodrome environment; and
 - .2 in both maintained and priority areas.
 - .2 In addition to wildlife control duties, the Contractor will also provide briefings and demonstrations as directed by the site authority (SA).
 - .3 Submit reports to WATCO as per Section 01 90 00 - Aerodrome Wildlife Control.
 - .4 Provide WATCO with a Wildlife Control Plan on the second year of the Contract specific to the 12 Wing Shearwater aerodrome.
 - .5 Conduct clean up.
- .2 The Contractor will be notified of additional work as requested by WATCO and the Departmental Representative with the issue of a DND 626 "Task Authorization" form for the following:
 - .1 wildlife control at Hartlen Point and the rest of the DND property.

1.6 WORK NOT INCLUDED

- .1 The scope of this requirement does not include the application of pesticides, herbicides and other products used for the control of weeds, insects, rodents and other pests for purposes beyond wildlife control.
-

1.7 LOCATIONS OF JOB SITES

- .1 The Contractor must perform wildlife control on all lands, structures and facilities owned and/or operated by 12 Wing Shearwater and CFB Halifax and on any other associated lands, structures or facilities as directed by the SA or Departmental Representative.
 - .1 Areas covered under this Service Contract include but not limited to:
 - .1 12 Wing Shearwater - Eastern Passage, NS; and
 - .2 Hartlen Point Golf Course - Eastern Passage, NS.

1.8 SITE ACCESS

- .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
- .2 While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base/Wing Authorities.

1.9 PRE-JOB MEETING

- .1 Immediately upon receipt of award of Service Contract, the successful Contractor will contact the Departmental Representative to arrange a pre-job meeting prior to commencement of any work.
- .2 The Departmental Representative will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting.

1.10 WORKMANSHIP

- .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
 - .2 Do not employ any unfit person or anyone unskilled in their required duties. The Departmental Representative reserves the right to require the dismissal from the site, workers deemed incompetent, careless or insubordinate.
-

- 1.10 WORKMANSHIP (Cont'd)
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Departmental Representative whose decision is final.
 - .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
 - .5 Whenever the Contractor uses subcontractors, they too must perform to and comply with all requirements.
- 1.11 CONTRACTOR'S USE OF SITE
- .1 Access to sites in accordance with Base/Wing Standing Orders and as directed by the Departmental Representative and site authorities in the pre-job meeting.
 - .2 Do not unreasonably encumber site with materials or equipment.
 - .3 Move stored products or equipment which interferes with operations of Departmental Representative or other Contractors.
 - .4 Movement to and around the sites subject to restrictions imposed by the Base/Wing Commander.
 - .5 Obtain and pay for use of additional storage or work areas needed for operations.
- 1.12 PARKING
- .1 In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. Maintain and administer this space as directed.
- 1.13 CODES AND STANDARDS
- .1 Perform work in accordance with the latest edition of the National Building Code of Canada (NBC), Canada Labour Code Part II, and any other federal, provincial or local code applicable. In any case of conflict or discrepancy, the more stringent requirements will apply.
 - .2 Meet or exceed requirements of Contract documents, specified standards, codes and referenced documents.
-

1.13 CODES AND STANDARDS (Cont'd) .3 Adhere to all regulations and procedures contained in Canadian Air Command Manual 2-813 "Aerodrome Bird and Animal Control" and Transport Canada TP 11500 "Wildlife Control Procedures Manual" and TP 13029 "Evaluation of the Efficacy of Products and Techniques for Airport Bird Control". Copy may be obtained from WATCO.

1.14 LOCATION OF EQUIPMENT .1 Location of equipment, fixtures and outlets indicated or specified are to be considered approximate.

.2 Locate equipment to provide minimum interference and maximum usable space for safety and access.

.3 Inform the Departmental Representative of impending installation and obtain his/her approval for actual location.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 WORK SAFETY
MEASURES

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

1.1 WORK SAFETY
MEASURES
(Cont'd)

.5

(Cont'd)

.2 Second Violation:

.1 Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC.).

.3 Third Violation:

.1 A third violation of a safety regulation may result in the termination of the Service Contract.

.4 Serious Violation:

.1 For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer (Violation documented on Standing Offer file, copy to Contractor and PSPC.).

1.2 HAZARD ASSESSMENTS

.1

Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:

.1 Initial Hazard Assessment:

.1 Carried out upon notification of Contract award and/or prior to commencement of Work.

.2 On-going Hazard Assessments:

.1 Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:

.1 new sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work;

.2 the scope of Work has been changed;

1.2 HAZARD ASSESSMENTS
(Cont'd)

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

1.3 ASBESTOS PRODUCT &
ASBESTOS ACTIVITY

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

1.4 HAZARDOUS MATERIAL
SPILL

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

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

1.5 FASTENING DEVICES
EXPLOSIVE ACTUATED

- .1 Explosive actuated devices must not be used without the approval of the Departmental Representative.
- .2 Operator must have the appropriate training before using the explosive actuated device.
- .3 Follow the manufacturer's safety guidelines and ensure the applicable personal protective equipment is used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Departmental Representative's approval and written permission from the DND Fire Department (hot work permit). Hot work permits and fire watch requirements will be provided by the DND Fire Department.
- .2 The ventilation system in the area of any hot work is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
 - .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
 - .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
 - .1 The personnel entering and working in confined spaces must have at all times valid certifications when working in confined spaces. The employees must provide proof of training and qualifications when requested by Departmental Representative or the Unit Safety Officer.
-

1.7 CONFINED SPACES
(Cont'd)

- .4 The Contractor to provide the Departmental Representative with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
 - .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.
- .6 The Contractor must have a written rescue plan posted on site.
- .7 Contractor must inform DND Fire Department and Central Heating plant before entering any service tunnel.

1.8 FALL PROTECTION

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

1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new and modified installations.
 - .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
-

- 1.9 ARC FLASH (Cont'd) .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.
- 1.10 SAFETY .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
- .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
- .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
- .3 All personnel are required to wear eye and face protection, in accordance with CSA Z94.3.1, Selection, Use, and Care of Protective Eyewear.
- .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
-

1.10 SAFETY <u>(Cont'd)</u>	.3	(Cont'd)
	.5	Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4, Selection, Use, and Care of Respirators.
	.4	The Departmental Representative will coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Service Contract.
1.11 SECURITY INCIDENT <u>RESPONSE</u>	.1	Security incident can be defined as any fact or event which could affect your personal or organizational security.
	.2	When performing Work on the premises of CFB Halifax/12 Wing Shearwater, security incidents or threats could occur at any time such as bomb threats, active intruder, lockdowns etc.
	.3	When a security incident occurs, the Contractor shall: .1 stop the work safely; .2 account for all your personnel in a secure area; .3 report to the building main office or facility manager for further directives; and .4 call the Departmental Representative.
	.4	The above actions must be taken also during Base/Wing security training exercises.
1.12 SITE SIGNS AND <u>NOTICES</u>	.1	Safety and instruction signs and notices: .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to latest version of "Signs and Symbols for the Workplace".
<u>PART 2 - PRODUCTS</u>		
<u>2.1 NOT USED</u>	.1	Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

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

-
- 1.6 SMOKING PRECAUTIONS
(Cont'd)
- .3 Smoking is prohibited in all buildings.
- .4 In all other areas, exercise care and comply with written or oral directives of the Departmental Representative for the use of smoking materials.
- 1.7 REPORTING FIRES
- .1 Report immediately all fire incidents as follows:
- .1 activate nearest fire alarm box; or
 - .2 dial 9-1-1 or designated number given at the time of briefing; and
 - .3 telephone the Departmental Representative.
- .2 Person activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.
- 1.8 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS
- .1 Notify DND Fire Department at least 48 hours prior to scheduling any work that may require fire alarm and/or protection systems to be:
- .1 obstructed in any way;
 - .2 shut-off; and/or
 - .3 left inactive at end of working day or shift without authorization from DND Fire Department.
- .2 Do not commence any such work until Departmental Representative confirms approval and direction by the DND Fire Department.
- .3 Fire hydrants, standpipes and hose systems will not be used for other than fire fighting purposes unless authorized by the Departmental Representative and the DND Fire Department.
-

1.9 BLOCKAGE OF ACCESS
FOR FIRE APPARATUS

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

1.10 RUBBISH AND WASTE
MATERIALS

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

1.11 FLAMMABLE AND
COMBUSTIBLE LIQUIDS

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

1.11 FLAMMABLE AND
COMBUSTIBLE LIQUIDS
(Cont'd)

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

1.12 HAZARDOUS
SUBSTANCES

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

1.13 FIRE INSPECTION

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

- | | | |
|--|----|---|
| <u>1.13 FIRE INSPECTION</u>
<u>(Cont'd)</u> | .3 | Co-operate with DND Fire Department during routine fire safety inspection of work site. |
| | .4 | Immediately remedy unsafe fire situations observed by DND Fire Department. |

PART 2 - PRODUCTS

- | | | |
|---------------------|----|-----------|
| <u>2.1 NOT USED</u> | .1 | Not used. |
|---------------------|----|-----------|

PART 3 - EXECUTION

- | | | |
|---------------------|----|-----------|
| <u>3.1 NOT USED</u> | .1 | Not used. |
|---------------------|----|-----------|

PART 1 - GENERAL

- 1.1 DEFINITIONS .1 Environmental Pollution and Damage:
- .1 Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
- .2 Environmental Protection:
- .1 Prevention/control of pollution and habitat or environment disruption during construction.
- 1.2 FIRES .1 Fires and burning of rubbish on site is not permitted.
- 1.3 DISPOSAL OF WASTE .1 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .2 Do not bury rubbish and waste materials on site.
- .3 All spills must be reported immediately to the Departmental Representative and cleanup will be done at Contractor's expense.
- 1.4 DRAINAGE .1 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- .2 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 PROJECT CLEANLINESS
- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
 - .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by the Departmental Representative. Do not burn waste materials on site.
 - .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
 - .4 Solid waste materials that are generated within Halifax Regional Municipality (HRM) and do not require specialized out of county disposal sites must be disposed of within the boundaries of the HRM at a licensed or approved facility as per bylaw S-600.
 - .5 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
 - .6 Effect a daily cleanup of the debris resulting from the Contractor's work and remove all hazardous impediments from the site at the end of each day's work, subject to the complete satisfaction of the Departmental Representative or his/her representative.

PART 2 - PRODUCTS

- 2.1 NOT USED
- .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED
- .1 Not used.

PART 1 - GENERAL

1.1 REFERENCES

- .1 Canadian Forces Air Command Manual 2-813 "Aerodrome Wildlife Control".
- .2 TP 11500 "Wildlife Control Procedures Manual"
- .3 TP 13029 "Evaluation of the Efficacy of Products and Techniques for Airport Bird Control".
- .4 12 Wing Environment Management System (EMS) Manual.
- .5 MARLANT SEMS (Safety and Environment Management System) Manual.

1.2 WORK INCLUDED

- .1 The work includes a successful Wildlife Control program.
 - .2 Work under this contract requires the following minimum manning on site:
 - .1 one (1) Wildlife Control Officer (qualified falconer).
 - .3 Provide a substitute qualified falconer as needed during vacation, illnesses or unforeseen event.
 - .4 During the second year of the Service Contract, provide WATCO with a wildlife control plan for 12 Wing Shearwater aerodrome.
 - .5 Provide a Wildlife Control Officer (qualified falconer), as requested by the Departmental Representative.
-

1.3 WILDLIFE CONTROL PROGRAM

- .1 WATCO is responsible for the implementation and execution of a successful Wildlife Control program. He/she must ensure that all aspects of any Contract regarding this program are strictly adhered to through the entire duration of the Service Contract. The Contractor or his/her approved replacement must liaise directly with WATCO or his/her representative as to any irregularities or requirement at 12 Wing Shearwater. Direct contact with other Base/Wing agencies with regards to the terms of the Service Contract, or any additional clarifications/changes to the Service Contract should be referred to the RPOS(H) Contracting Officer.
 - .2 Provide a Wildlife Control Officer (qualified falconer), on a five day a week basis Monday to Friday from dawn to dusk for the period of the Service Contract for the aerodrome. Although the number of daily hours will remain unchanged, the hours could fluctuate depending on the flying schedules and the success of the bird control work. A thorough check of the aerodrome must be completed prior to the first daily departure (aircraft) and every time deemed necessary thereafter and/or as directed by WATCO or his/her designated representative to maintain a wildlife free environment.
 - .3 After being released for the day, the above mentioned Wildlife Control Officer or an approved replacement will be provided on a 24 hour standby basis and be available with an emergency response time not exceeding one hour from receipt of call out.
 - .4 Provide wildlife control patrols on the aerodrome at least twice daily (Monday-Friday) and more often if required to counter the development of a serious wildlife problem and/or as directed by WATCO or his/her representative.
 - .5 The Contractor must be a member of any committee formed under the authority of the Wing Commander to deal with wildlife control. For reason of the flight safety implication of the Wildlife Control program, the Contractor will be required to participate in relevant committees and meetings, as determined by the site authority.
 - .6 Follow current rules and regulations for disposal of wild animals as issued by the Government of Nova Scotia.
-

1.3 WILDLIFE CONTROL
PROGRAM
(Cont'd)

- .7 Ensure that the Contractor's employees are covered with a minimum of \$1,000,000.00 liability insurance, proof of which must be available on demand.
- .8 In order to maintain 12 Wing Shearwater aerodrome operational requirements, the Contractor must provide as soon as possible a replacement qualified falconer for reasons of illness, vacation or unforeseen event preventing the existing falconer to perform work.

1.4 TRANSPORTATION

- .1 The successful Contractor is to provide suitably insured vehicles for movement both on and off the aerodrome and be responsible for the reliability and upkeep of such vehicles. Contractor's aerodrome vehicle is to be equipped with roof-mounted flashing yellow lights to the satisfaction of WATCO and a two-way radio compatible with CFB Shearwater ground frequency 149.35 MHz and ATF VHF frequency 126.2. These lights and radio must be operable at all times when the vehicle is on the aerodrome.
 - .2 The Contractor and his/her personnel must conform with the Standard Operating Procedures as detailed in 1 Canadian Air Division Orders, Wing Flying Orders and ATS Section Orders. Within 30 days of the beginning of the Service Contract, arrange through WATCO for all Service Contract personnel involved to be Ramp Defensive Driving Course (Ramp DDC) qualified and thereafter every new employee must be Ramp DCC qualified before being allowed to operate on the air field. Ramp DDC training will be provided by DND at no expense to either party. The above mentioned orders/procedures will be provided on award of Service Contract.
 - .3 While on the aerodrome, the Contractor's movements will be controlled by the Control Tower, when manned, through voice and/or visual signals or the Contractor will follow the guidelines for "uncontrolled aerodrome operating procedures" during the hours that the tower is not manned.
-

1.5 FOREIGN OBJECT
DAMAGE (FOD)

- .1 FOD is a major source of aviation hazards and the conduct of a meaningful anti-FOD program involves everyone. The Contractor must be aware of the consequences of FOD and he must allow only clean vehicles on the manoeuvring areas of the aerodrome at no additional expense to DND.
- .2 The Contractor and their employees while on the aerodrome are to keep a close watch for FOD. They must endeavour to pick up any FOD they encounter and dispose of it as prescribed by WATCO or his/her representative.
- .3 Report immediately to the control tower/ATS shift supervisor any irregularities or unserviceability of the aerodrome equipment and/or aircraft that could prove a hazard to flight safety.

1.6 MATERIALS

- .1 All chemicals used must be approved by the Federal Government, Provincial Government and the Base/Wing Commander or his/her delegated representative prior to use.

1.7 PERMITS AND LICENSES

- .1 The following permits/licenses are to be provided to WATCO or site authority on request:
 - .1 Province of Nova Scotia Department of Natural Resources, Falconry permit.
 - .2 Should the use of a dog required for wildlife control, the Contractor must have a permit from the Nova Scotia Department of Natural Resources for the use of a wildlife control dog.
 - .3 A permit to import birds into the Province for any birds that Contractor requires.
 - .4 An export permit to indicate Contractor has the permission of the Province involved to obtain birds from said Province.
 - .5 The Contractor must have a valid Animal Control License as issued by the provincial Government of Nova Scotia.
-

1.7 PERMITS AND LICENSES
(Cont'd)

- .1 (Cont'd)
- .6 The Contractor must possess any certificate of license as may be required under Municipal, Provincial or Federal Government regulations.
- .7 The Contractor must provide a copy to WATCO and the Departmental Representative a valid firearm acquisition and possession licence as may be required under municipal,provincial or federal government regulations.
- .8 Perform all work in strict accordance with guidelines set out by the Federal and Provincial Governments.

1.8 DATA COLLECTION AND
REPORT

- .1 Each flight of a bird of prey must be recorded. Observations and recording regarding the number of gulls or birds prior to each flight, the time, duration of flight, location and effectiveness must be recorded by the person in charge of the birds of prey.
- .2 The Wildlife Control Officer must keep records of pests encountered that will have been dispatched, scared away or by some other means disposed of.
- .3 Submit to WATCO, in writing a monthly report including the information above, as well as the number and duration of calls and action taken, within the first 15 days of the following month.
- .4 Submit to WATCO and Departmental Representative a report by March 1st each year depicting the date of capture, type of bird, number of birds/animals, method of destruction and method of disposal for onward transmission to the Canadian Wildlife Service. The reports should also include recommendations as to minimize the risks to safety posed by wildlife on or about the aerodrome in the future.
- .5 No photography will be permitted unless authorized by 12 Wing Shearwater CO OSS.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.
-

PART 3 - EXECUTION

3.1 12 WING SHEARWATER
AND AREA

- .1 The Contractor must have available for use a minimum of two (2) birds of prey to ensure the utmost bird control protection to all aircraft in, out and at 12 Wing Shearwater. These birds of prey must be natural enemies of the wildlife to be controlled.
- .2 The purchase, use, storage transportation and utilization of pyrotechnics and ordinance to supplement the above mentioned use of birds of prey in this bird control program is at the discretion of the falconer. All licenses and permits for the above are the responsibility of the Contractor.
- .3 The use of firearms for the intended culling of birds or animals on the airfield requires prior permission from WATCO.
- .4 All traps used to contain animals on the airfield must be a humane trap and release system. All trapped animals must be relocated to an appropriate area away from the airfield.
- .5 The use and storage of ordinance, chemicals and other equipment must meet all safety precautions prescribed by Canadian Armed Forces Safety Standards which are available upon request.
- .6 The Contractors will make themselves available for giving tours, as tasked by WATCO, when airfield work load permits.
- .7 The Wildlife Control Officer must inform the Tower of any levels of activity of wildlife on the airfield or any possible hazards to flight safety observed. Levels of activity are to be reported as light, moderate or heavy.
- .8 Pound facilities must meet accepted standards (e.g. municipal and/or county).
- .9 Provide a dead bird and animal pickup service and dispose of same, off the confines of DND property, and in accordance with appropriate municipal and county bylaws.
- .10 Provide for appropriate removal/relocation of unclaimed, impounded animals.

ANNEX “B”

BASIS OF PAYMENT

The price of the bid will be evaluated for the performance of the work as follows:

- The bid will be evaluated in Canadian dollars, the Goods and Services tax or the Harmonized Sales Tax excluded.
- The offeror must complete the chart in its entirety to be found compliant.
- The lowest overall evaluation price will be determined as follows: **Bid = Initial Period Total + Option Year 1 Total + Option Year 2 Total + Option Year 3 Total + Option Year 4 Total.**

1. Initial Contract Period (Estimated 01 July 2021 – 30 June 2022)

Scheduled Work

Description	Quantity (A)	Monthly Rate (B)	Extended Total (C) = (A) x (B)
Firm all-inclusive monthly rate to provide all costs associated with the performance of this Wildlife Control contract for 12 Wing Shearwater on a daily basis as per the requirement.	12 months	\$ _____	\$ _____
		Yearly Total (D)	\$ _____

Unscheduled Work (Estimated at 10 hours per month x 12 months)

Description	Quantity (A)	Hourly Rate (B)	Extended Total (C) = (A) x (B)
Firm all-inclusive hourly rate to provide on an as and when requested basis Wildlife Control for other DND locations within HRM (e.g. CFB Halifax, NAD, Hartlen Point, Osbourne Head and other locations within Dartmouth).	120 hours	\$ _____	\$ _____
		Yearly Total (E)	\$ _____

Initial Period Total (D + E)	\$ _____
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2. Option Year 1 (Estimated 01 July 2022 – 30 June 2023)

Scheduled Work

Solicitation No. - N° de l'invitation
W684H-210029/A
Client Ref. No. - N° de réf. du client
W684H-21-0029

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-0-85227

Buyer ID - Id de l'acheteur
HAL323
CCC No./N° CCC - FMS No./N° VME

Description	Quantity (A1)	Monthly Rate (B1)	Extended Total (C1) = (A1) x (B1)
Firm all-inclusive monthly rate to provide all costs associated with the performance of this Wildlife Control contract for 12 Wing Shearwater on a daily basis as per the requirement.	12 months	\$ _____	\$ _____
Yearly Total (D1)			\$ _____

Unscheduled Work (Estimated at 10 hours per month x 12 months)

Description	Quantity (A1)	Hourly Rate (B1)	Extended Total (C1) = (A1) x (B1)
Firm all-inclusive hourly rate to provide on an as and when requested basis Wildlife Control for other DND locations within HRM (e.g. CFB Halifax, NAD, Hartlen Point, Osbourne Head and other locations within Dartmouth).	120 hours	\$ _____	\$ _____
Yearly Total (E1)			\$ _____

Option Year 1 Total (D1 + E1)	\$ _____
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3. Option Year 2 (Estimated 01 July 2023 – 30 June 2024)

Scheduled Work

Description	Quantity (A2)	Monthly Rate (B2)	Extended Total (C2) = (A2) x (B2)
Firm all-inclusive monthly rate to provide all costs associated with the performance of this Wildlife Control contract for 12 Wing Shearwater on a daily basis as per the requirement.	12 months	\$ _____	\$ _____
Yearly Total (D2)			\$ _____

Unscheduled Work (Estimated at 10 hours per month x 12 months)

Description	Quantity (A2)	Hourly Rate (B2)	Extended Total (C2) = (A2) x (B2)
Firm all-inclusive hourly rate to provide on an as and when requested basis Wildlife Control for other DND locations within HRM (e.g. CFB Halifax, NAD, Hartlen Point, Osbourne Head and other locations within Dartmouth).	120 hours	\$_____	\$_____
Yearly Total (E2)			\$_____

Option Year 2 Total (D2 + E2)	\$_____
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4. Option Year 3 (Estimated 01 July 2024 – 30 June 2025)

Scheduled Work

Description	Quantity (A2)	Monthly Rate (B2)	Extended Total (C3) = (A2) x (B2)
Firm all-inclusive monthly rate to provide all costs associated with the performance of this Wildlife Control contract for 12 Wing Shearwater on a daily basis as per the requirement.	12 months	\$_____	\$_____
Yearly Total (D3)			\$_____

Unscheduled Work (Estimated at 10 hours per month x 12 months)

Description	Quantity (A2)	Hourly Rate (B2)	Extended Total (C3) = (A2) x (B2)
Firm all-inclusive hourly rate to provide on an as and when requested basis Wildlife Control for other DND locations within HRM (e.g. CFB Halifax, NAD, Hartlen Point, Osbourne Head and other locations within Dartmouth).	120 hours	\$_____	\$_____
Yearly Total (E3)			\$_____

Option Year 3 Total (D3 + E3)	\$_____
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5. Option Year 4 (Estimated 01 July 2025 – 30 June 2026)

Scheduled Work

Description	Quantity (A2)	Monthly Rate (B2)	Extended Total (C4) = (A2) x (B2)
Firm all-inclusive monthly rate to provide all costs associated with the performance of this Wildlife Control contract for 12 Wing Shearwater on a daily basis as per the requirement.	12 months	\$_____	\$_____
Yearly Total (D4)			\$_____

Unscheduled Work (Estimated at 10 hours per month x 12 months)

Description	Quantity (A2)	Hourly Rate (B2)	Extended Total (C4) = (A2) x (B2)
Firm all-inclusive hourly rate to provide on an as and when requested basis Wildlife Control for other DND locations within HRM (e.g. CFB Halifax, NAD, Hartlen Point, Osbourne Head and other locations within Dartmouth).	120 hours	\$_____	\$_____
Yearly Total (E4)			\$_____

Option Year 4 Total (D4 + E4)	\$_____
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Bid = Initial Period Total + Option Year 1 Total + Option Year 2 Total + Option Year 3 Total + Option Year 4 Total	\$_____
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End of ANNEX B

Solicitation No. - N° de l'invitation
W684H-210029/A
Client Ref. No. - N° de réf. du client
W684H-21-0029

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-0-85227

Buyer ID - Id de l'acheteur
HAL323
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(Attached)



**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	National Defence	2. Branch or Directorate / Direction générale ou Direction RPOU(A) Sect Halifax
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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
Work under this Service Contract comprises the furnishing of all labour, material, tools, equipment and transportation required for the control of birds and animals in the aerodrome area of 12 Wing Shearwater as indicated in Specification W684H-21-0029 dated 2020-11-03

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non 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) No / Non 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. No / Non 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? No / Non 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"/>
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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"/>



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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui

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

Special comments:
Commentaires spéciaux : Escort will be provided as required IAW site USS security protocols.

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



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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET		
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL					A	B	C	CONFIDENTIEL		TRÈS SECRET
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"/>						
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"/>						
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"/>						

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

No / Non Yes / Oui

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

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

No / Non Yes / Oui

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

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ANNEX "D"

EVALUATION

MANDATORY CRITERIA

The mandatory requirements below shall be met prior to the bid being given further consideration. It is suggested that the bidder provide sufficient detail as to ensure that the evaluation team may adequately assess compliance. To be considered responsive, a bid must meet all of the following mandatory evaluation criteria. Offers not meeting all of the mandatory requirements will be given no further consideration.

The offeror must provide evidence of its experience and past performance by referencing a minimum of three (3) projects or contracts completed within the last five (5) years in the use of birds of prey as a method of Wildlife Control, wherein three (3) of those years were in an aerodrome environment. Merely stating that the offeror has been in business or performing wildlife control contracts/projects within the last five (5) years does not constitute evidence nor past performance. The Start and completion dates for each project must be completed by each offeror. For evaluation purposes, Projects on or after March 01, 2016 constitutes past 5 years.

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

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Brief Description of Project or Contract:

POINT RATED CRITERIA

Your Technical and Management proposal will be evaluated and scored in accordance with the following evaluation criteria. It is suggested that the bidder addresses these criteria in sufficient depth in their proposal as to ensure that the evaluation team may adequately assess the bidder's capabilities. The Bidder must address each item listed below and reference the criteria in your proposal to demonstrate and support your compliance. Bidders should indicate where in their proposal they met the requirement.

Technical – Total Points Available 800, Minimum Points Required 600

Item	Criteria	Detailed Criteria	Max Points
1.	Demonstrated understanding of Scope and Objective.	<p>Total understanding of the requirement issues and hazards, as well as understanding patterns and habits of wildlife.</p> <p>Some understanding of the requirement issues and hazards, as well as understanding patterns and habits of wildlife.</p> <p>Limited understanding of the requirement issues and hazards, as well as understanding patterns and habits of wildlife.</p> <p>No understanding of the requirement issues and hazards, as well as understanding patterns and habits of wildlife.</p>	300
2.	Proposed work feasibility, approach and methodology.	<p>Provide a detailed plan to successfully control bird and wildlife population in an aerodrome environment.</p> <p>Provide a basic plan to control bird and wildlife population.</p> <p>Provide a plan to control bird and wildlife population that is unclear and likely not succeed.</p>	300
3.	Recognition of direct as well as peripheral problems.	<p>Possess all required permits and licenses for falconry and wildlife control including additional exceptional licenses possibly required.</p> <p>Possess all required permits and licenses for falconry and wildlife control only.</p>	150
			0
			100
			50

	Possess adequate resources, schedule to provide service requested during normal hours and within 1 hour after hours emergency call-up. Possess backup resources.	100
4.	Adequacy of level of effort, work plan and schedule.	50
	Possess limited resources, schedule to provide service requested during normal hours and within 1 hour after hours emergency call-up. Possess limited backup resources.	0
	Possess limited resources, schedule to provide service requested during normal hours and within 1 hour after hours emergency call-up. Possess no backup resources.	

Management Plan – Total Points Available 540, Minimum Points Required 290

Item	Criteria	Detailed Criteria	Max Points
		All personnel WHMIS trained with additional safety training.	100
		Some personnel WHMIS trained with additional safety training.	50
1.	Qualifications of all key personnel.	All falconers are members of Falconer's Association.	50
		Some falconers are members of Falconer's Association.	25
		Not member of Falconer's Association	0
2.	Relevant experience company and personnel.	Provide detailed description of previous projects similar in size and nature which have been successfully completed.	150

				75
		Provide description of previous projects slightly smaller in size and nature which have been successfully completed.		
		Provide no description of previous projects similar in size and nature which have been successfully completed.		0
		Aerodrome Wildlife control experience 5+ years.		100
		Aerodrome Wildlife control experience 3-5 years.		50
		Aerodrome Wildlife control experience 0-3 years.		0
		Provide replacement falconer within 24 hours.		100
		Provide replacement falconer within 48 hours.		50
		Provide replacement falconer within 1 week.		10
		Strong organizational skills and availability.		20
		Limited organization skills and limited availability.		0
		Clear reporting structure.		20
		Limited reporting structure.		10
3.	Commitment to the aerodrome.			

ANNEX "E"

INFORMATION FOR CODE OF CONDUCT CERTIFICATION

[PLEASE COMPLETE AND SUBMIT WITH BID]

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

3. For a Joint Venture - the names of all current members of the Joint venture;

4. For an individual - the full name of the person;

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ANNEX "F"

ELECTRONIC PAYMENT INSTRUMENTS

Please identify which electronic payment instruments you are willing to accept for payment of invoices.

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

ANNEX "G"

INSURANCE REQUIREMENTS

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation 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, 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. 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.
 - 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. Employees and, where applicable, Volunteers must be included as Additional Insured.
 - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
 - g. 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.
 - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
 - i. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.
 - j. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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*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.

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ANNEX "H"

DND 626 TASK AUTHORIZATION FORM

(Attached)

**TASK AUTHORIZATION
 AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location – Expédiez à	_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ANNEX "I"

USAGE REPORTS

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TA's under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under the Contract is not exceeded.

Each Task Authorization Usage Report must include all of the completed TA's for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (HST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (HST INCLUDED)	COMMENTS
Total Dollar Value of TA's for this period:			
Accumulated TA's to Date (Cumulative Dollar Value + Period Dollar Value):			

Check this box if you are submitting a NIL REPORT. (We have not done any business with Canada under this Contract for this period)

SEND TO:

Stewart.Grant@pwgsc.tpsgc.gc.ca

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ANNEX "J"

Virtual Site Visit

(Attached)



National
Defence

Défense
nationale

ASSISTANT DEPUTY MINISTER (INFRASTRUCTURE AND ENVIRONMENT)
REAL PROPERTY UNIT ATLANTIC SECTION HALIFAX



Annex J
Annexe J

W684H-210029

Aerodrome Wildlife Control Program

Virtual Site Visit

12 Wing Shearwater



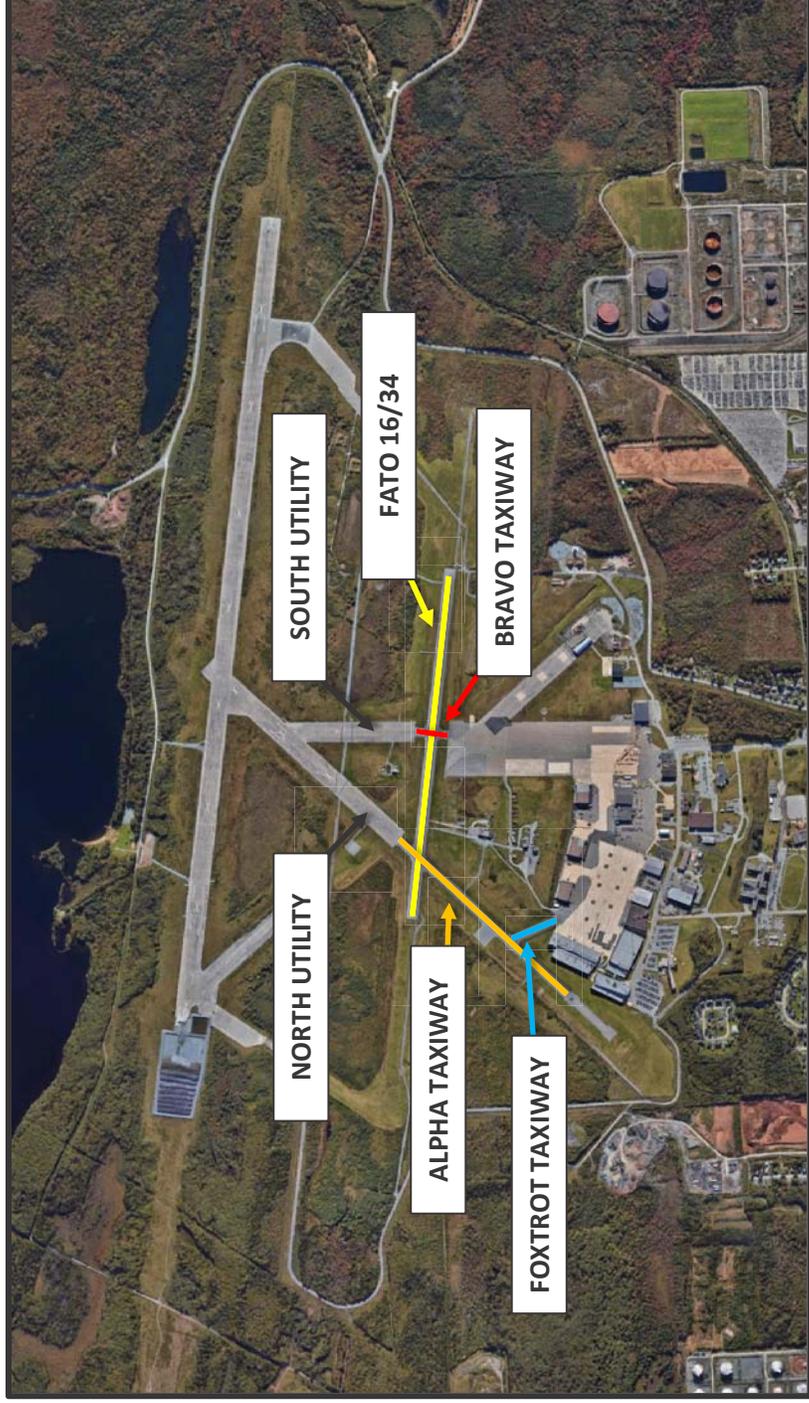
12 WING SHEARWATER



12 WING SHEARWATER



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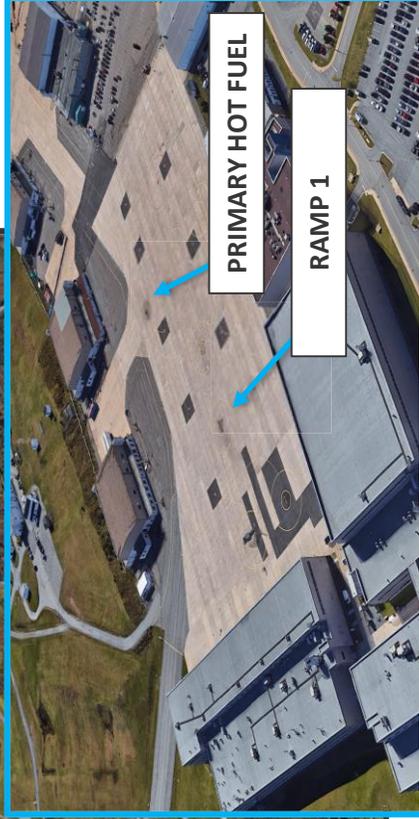


12 WING SHEARWATER



FIREHALL

CONTROL TOWER

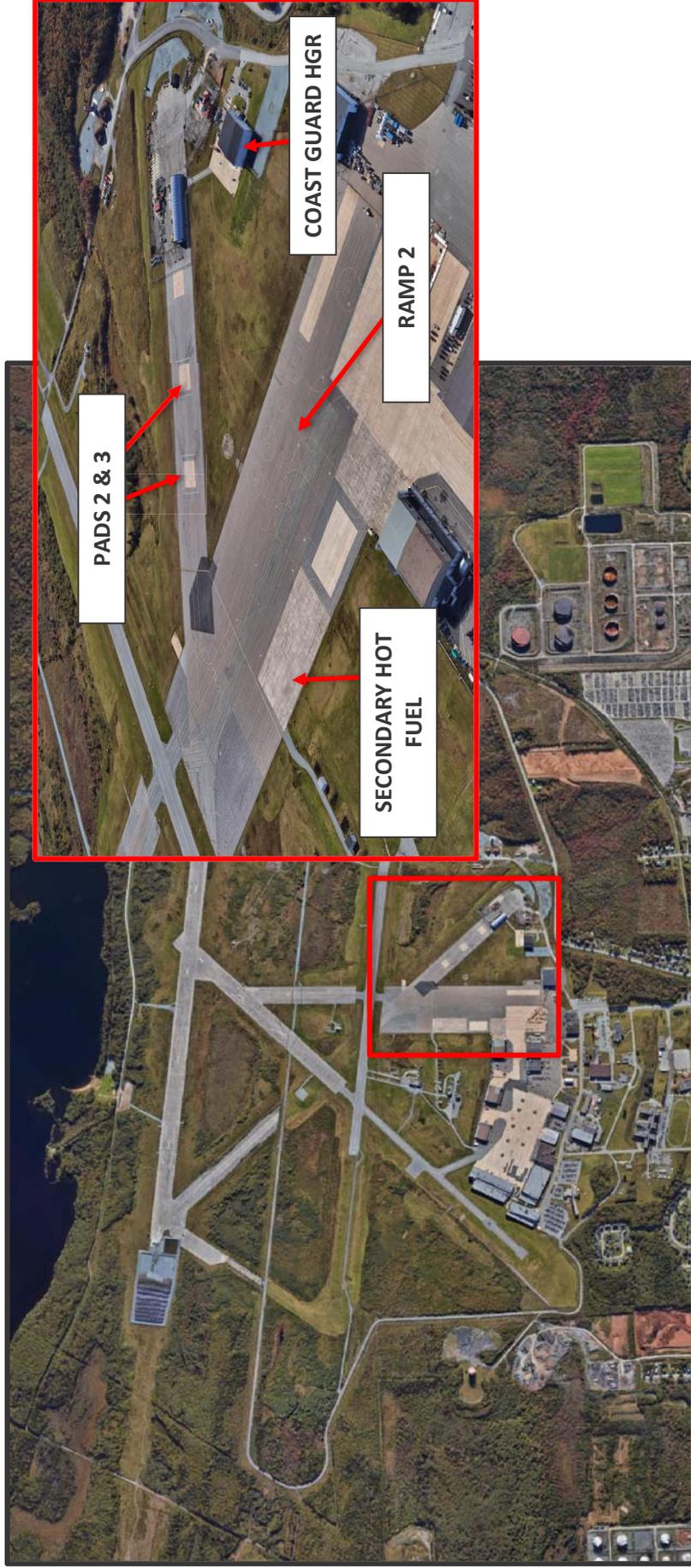


PRIMARY HOT FUEL

RAMP 1



12 WING SHEARWATER



12 WING SHEARWATER

