



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada
See herein for bid submission
instructions/
Voir la présente pour les
instructions sur la présentation
d'une soumission
NA
Ontario

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 Snow and Ice Control - CFB Trenton | |
| Solicitation No. - N° de l'invitation W0125-21WR14/A | Date 2021-05-27 |
| Client Reference No. - N° de référence du client W0125-21WR14 | |
| GETS Reference No. - N° de référence de SEAG PW-\$KIN-930-8401 | |
| File No. - N° de dossier KIN-0-54099 (930) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-06-30 Heure Avancée de l'Est HAE | |
| 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: Littlefield, Mike | Buyer Id - Id de l'acheteur kin930 |
| Telephone No. - N° de téléphone (613) 449-4206 () | FAX No. - N° de FAX (613) 545-8067 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 8 Wing Trenton WTN/EME Sqn 7 Winnipeg Avenue, Bldg 605 Astra, ON K0K 3W0 | |

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

Public Works and Government Services / Travaux publics et
services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Financial 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 Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 To provide all labour, materials, and equipment required to provide snow removal and the spreading of salt and/or sand for the Department of National Defence, 8 Wing, at CFB Trenton, Astra, Ontario, Canada as well as other outlying areas identified herein. The initial period of the services will be from 1 November 2021 to 31 March 2022 inclusive. The contract will also include an option to extend for four additional one year periods.
- 1.2.2 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity – Certification.
- 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: 120 days

2.2 Submission of Bids – epost only

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

PWGSC Ontario Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.orreceptiondessomissions-orbidreceiving.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.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 Ontario.

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

2.6 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex C 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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bids which fail to meet each of the mandatory technical criteria will be declared non-responsive and will receive no further evaluation. Each mandatory technical criteria must be addressed separately.

| Item | Mandatory Technical Criteria | Quote Specific Page in Proposal |
|------|--|---------------------------------|
| MTC1 | <p>The Bidder must submit proof, by way of written references, of having held a minimum of 1, 6 month contract, demonstrating the Contractor's snow removal and ice control commercial experience similar in nature to the STATEMENT OF WORK. The purpose of this is for the validation of the Bidder's ability to meet the requirements of this RFP. The Bidder's written reference(s) must include;</p> <ul style="list-style-type: none"> • the reference's name; • name of the reference's business; • the reference's address; • phone and fax numbers; • the size in the area of the contracted work; and • the timeframe the work was conducted in under the reference's contract. <p>All references of previous work provided, must be for work conducted within the past five years.</p> <ul style="list-style-type: none"> • Annex F can be used to provide required information. | <hr/> |
| MTC2 | <p>Bidders must provide proof, in the form of an equipment list and photographs, that they possess the proposed equipment that is capable of meeting or exceeding the requirements specified in Annex A - Statement of Work, Section 6 - Equipment. The equipment list must include all equipment, indicating the year, make and model that they will be using to complete the work in the contract.</p> <ul style="list-style-type: none"> • Annex F can be used to provide required information. | <hr/> |

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Bidders must provide firm rates for all line items in Canadian funds, in accordance with Annex B, Pricing Basis A, B and C. Pricing provided in Pricing Basis A for any given single period within a contract period (November to March), cannot exceed 30% of the overall price for the entire contract period.

- a. The Bidder's Lot Pricing for all five yearly periods, in Pricing Basis A, will be totalled, to arrive at the Bidder's Evaluated Price for Pricing Basis A.
- b. The Bidder's pricing for the six "additional" work items to be performed on an "as and when requested" basis, will be multiplied by the estimated usages provided, and added together, to arrive at the Bidders Evaluated Price for Pricing Basis B.
- c. The price for Contract Financial Security Fees (Annex B, Pricing Basis C) will be the Annual Cost.

The above process (a, b & c) will be used in calculating Overall Total Evaluated Price for each year of the Contract from years 1 through 5 (including options).

The Total Evaluated Price, used to determine lowest bid, will be the sum of years 1 through 5 (including options) at Annex "B", Basis of Payment.

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

4.2 Basis of Selection – Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

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KIN-0-54099

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - FINANCIAL REQUIREMENTS

6.1 Financial Capability Requirement

1. The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
 - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
 - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
 - c. If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
 - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
 - d. A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
 - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
 - f. A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
 - g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major

items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
4. **Financial Information Already Provided to PWGSC:** The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
 - a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
 - b. the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.
5. **Other Information:** Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
6. **Confidentiality:** If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).
7. **Security:** In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

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.

7.1.1 Task Authorization

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

7.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 1 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.

7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00. 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.

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

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The annual periods are defined as follows:

- 1st period: 1-December-2021 to 15-April-2022;
- 2nd period: 1-December-2022 to 15-April-2023;
- 3rd period: 1-December-2023 to 15-April-2024;
- 4th period: 1-December-2024 to 15-April-2025;
- 5th period: 1-December-2025 to 15-April-2026.

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

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by **To be filled in at Contract award**. 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

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

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The work is to be performed during the period of 1-November-2021 to 30-June-2021 inclusive.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mike Littlefield
Title: Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Address: 86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3

Telephone: (613) 449-4206
E-mail address: mike.littlefield@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.

Solicitation No. - N° de l'invitation
W0125-21WR14/A
Client Ref. No. - N° de réf. du client
W0125-21-WR14

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-0-54099

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

7.5.2 Project Authority

The Project Authority for the Contract is:
(to be inserted by PSPC upon contract award)

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

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

In its absence, the Project Authority is:

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

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

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

7.5.3 Contractor's Representative (To be filled in by the Bidder)

Name: _____
Title: _____
Address: _____

Telephone No: _____
Facsimile No: _____
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: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment – Firm Lot Price

For the Work described in Pricing Basis “A” of the Basis of Payment in Annex B:

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

For the firm price portion of the Work only, 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 Basis of Payment – Firm Unit Price(s) - Task Authorizations

For the Work described in Pricing Basis “B” of the Basis of Payment in Annex B:

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

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

7.7.3 Basis of Payment - Contract Financial Security Fees

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, plus a fixed fee in accordance with Pricing Basis C, Contract Financial Security Fees at annex B, to a ceiling price of \$ _____ (**insert amount at contract award**).

7.7.4 Limitation of Price

SACC *Manual* clause [C6000C](#) (2017-08-17) Limitation of Price

7.7.5 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

7.7.6 Monthly Payment

SACC Manual Clause [H1008C](#) (2008-05-12), Monthly Payment

7.7.7 T1204 - Direct Request by Customer Department

SACC Manual Clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

7.7.8 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

7.7.9 Time Verification

SACC Manual Clauses [C0711C](#) (2008-05-12) Time Verification

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. The date of the invoice;
 - b. The Contractor's invoice number;
 - c. The Contractor's mailing address;
 - d. The Contract number as assigned by Public Works and Government Services Canada;
 - e. The service period.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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 _____ (*insert the name of the province or territory as specified by the Bidder in its bid*).

7.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions [2035](#) (2020-05-28) General Conditions – Higher Complexity - Services;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex D, Insurance Requirements;
- f) Annex E, DND 626 Task Authorization;
- g) Annex I, Drawings;
- h) the signed Task Authorizations (including all of its annexes, if any);
- i) the Contractor's bid dated _____.

7.12 Foreign Nationals (Canadian Contractor or Foreign Contractor)

(to be updated at time of award)

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

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

7.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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 Financial Security

1. The Contractor must provide the Contracting Authority with financial security within 30 calendar days after the date of contract award. The financial security must be in the form of a security deposit as defined in SACC clause [E0008C](#) in the amount of \$150,000 for the entire contract period, including any extension.
2. If, for any reason, Canada does not receive the security deposit in the amount set out above within the specified period, the Contractor will be in default. Canada may, at its discretion, retain the bid financial security and accept another bid, reject all bids or issue a new bid solicitation.
3. If the security deposit is in the form of government guaranteed bonds with coupons, all coupons that are unmatured at the time the security deposit is provided must be attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
4. If the security deposit is in the form of a bill of exchange, Canada will deposit the bill of exchange in an open account in the Consolidated Revenue Fund. Bills of exchange that are deposited to the credit of the Consolidated Revenue Fund will bear simple interest, calculated on the basis of the rates which are in effect during the period the deposit is held. These rates are published monthly by the Department of Finance and are set to be equal to the average yield on 90-day Treasury Bills, less 1/8 of 1 percent. Interest will be paid annually or, when the security deposit is returned to the Contractor, if earlier. The Contractor may, however, request Canada to hold and not cash the bill of exchange, in which case no interest will become payable.
5. Canada may convert the security deposit to the use of Canada if any circumstance exists which would entitle Canada to terminate the Contract for default, but any such conversion will not constitute termination of the Contract.
6. When Canada so converts the security deposit:
 - a. the proceeds will be used by Canada to complete the Work according to the conditions of the Contract, to the nearest extent that it is feasible to do so and any balance left will be returned to the Contractor on completion of the warranty period; and
 - b. if Canada enters into a contract to have the Work completed, the Contractor will:
 - i. be considered to have irrevocably abandoned the Work; and
 - ii. remain liable for the excess cost of completing the Work if the amount of the security deposit is not sufficient for such purpose. "Excess cost" means any amount over and above the amount of the Contract Price remaining unpaid together with the amount of the security deposit.
7. If Canada does not convert the security deposit to the use of Canada before completion of the contract period, Canada will return the security deposit to the Contractor within a reasonable time after such date.
8. If Canada converts the security deposit for reasons other than bankruptcy, the financial security must be reestablished to the level of the amount stated above so that this amount is continued and available until completion of the contract period.

7.14.1 SACC Manual clause [E0008C](#) (2014-09-25) Security Deposit Definition – Contract

7.15 SACC Manual Clauses

SACC *Manual* clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations
SACC *Manual* clause [B9028C](#) (2007-05-25) Access to Facilities and Equipment

7.16 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.17 Dispute Resolution

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

ANNEX A

STATEMENT OF WORK

1. Overview

The Contractor must provide all labour, materials, and equipment required to provide snow and ice removal and the spreading of salt and sand for the Department of National Defence, 8 Wing, at CFB Trenton, Astra, Ontario, Canada, MACRX and Point Petre.

2. Definitions

| | |
|--------------------|---|
| Windrows: | A bank of snow formed when plowed snow (or other material) is deflected to the left or right of the vehicle path as discharged by the plow. |
| Snowdrift: | A deposit of snow sculpted by wind into a mound during a snowstorm. |
| Continuous: | Without break, twenty-four (24) hours per day, seven (7) days per week from the beginning of contract period to end of contract period, except while during freezing rain or sleet. |
| Snow Dump Areas: | Designated area for snow dumping. Locations are as per attached maps. |
| SNIC Co-ordinator: | The Heavy Equipment Supervisor (Sgt IC Heavy Equipment) who is the overall coordinator for all Snow and Ice Removal on the operational and administrative sections of the Base and Satellite Sites. |
| Salt: | Road safe grade salt to be used for deicing and anti-icing of roads. |
| Sand: | A loose granular material that results from the disintegration of rocks, consists of particles smaller than gravel but coarser than silt. Must be free from loam and dry with 100% passing through a 10 mm sieve. |

3. Deliverables

The work under this contract comprises the provision of all labour, materials, and equipment required to provide snow removal and spreading of salt and sand within areas of 8 Wing CFB Trenton.

The Contractor will be contacted by the Technical Authority (TA) (Sgt IC Heavy Equipment) or the SNIC Duty Crew Chief when local accumulation of snow has reached 2.0 cm or prior to the precipitation of freezing rain. When contacted, the contractor must be on site conducting operations within one (1) hour of notification.

The contractor is responsible for carrying out the following operations:

- Plowing of snow during and after a snowfall / weather event resulting in an accumulation of 2 cm;
- Applying salt and sand before freezing rain begins and before wet pavement freezes due to temperature change;
- Plowing / scraping of slush, snow and ice after an accumulation of 2 mm;
- Pushing back of snow, windrows or snowdrifts at intersections and roadways;

- Applying salt on roadways and sand in parking lots identified in Red, Blue & Yellow priority areas in accordance with 8 Wing's most recent SNIC Plan (Annex I), after every snow fall / weather event, or when plowing / scraping is complete;
- Applying sand to designated areas (Annex I); and
- Loading and hauling of snow from any areas on DND property to one or more designated snow dump areas.

The Project Authority (PA) is Officer Commanding Transportation and Electrical & Mechanical Engineering (OC TEME) who reserves the right to recommend to the Contracting Authority (CA) that areas be added or removed at any point during the contract.

4. Task Authorizations

In accordance with the issued Task Authorization, from the Technical Authority (TA) (Sgt IC Heavy Equipment) or the SNIC Duty Crew Chief, the contractor must be on site conducting operations within one (1) hour of notification.

A DND Task Authorization can be issued for the following services:

- Additional plowing of snow during and after a snowfall / weather event;
- Additional plowing / scraping of slush, ice and or snow;
- Additional pushing back of snow, windrows or snowdrifts at intersections and roadways;
- Application of salt on roadways or sand in parking lots; and / or
- Additional loading and hauling of snow from any areas on DND property to one or more designated snow dump areas.

5. Requirements

Services are based on a maximum accumulation of 300 cm of snow/ice precipitation for its duration. Snow/Ice precipitation will be measured from November 1st to completion of the current contract year. If 300 cm of accumulation occurs prior to the completion of the contract year, the Contractor must continue to carry out obligations as per the contract until 01:00 hrs the following day at no additional cost.

When snow and ice clearing is required after the Government of Canada Weather Website Weather Office https://weather.gc.ca/city/pages/on-126_metric_e.html has determined that 300 cm of accumulation has been reached for Trenton, Ontario, the TA will issue a DND Task Authorization detailing the priority and number of square meters or areas to be cleared.

When application of ice control salt and/or sand is required after the 300 cm milestone has been reached, the TA will issue a DND Task Authorization detailing the priority and areas which require application of salt and/or sand. Every load of salt and/or sand applied after the 300 cm milestone has been reached will be communicated with the SNIC Duty Crew Chief.

When loading and hauling accumulated snow to snow dump areas is required after the 300 cm milestone has been reached, the TA will issue a DND Task Authorization and detail the priorities.

6. Equipment

The Contractor shall ensure that all snow removal and sanding/salting equipment used corresponds to the work being performed.

The Contractor must have the following equipment available throughout the duration of the contract period in order to effectively provide expedient snow and ice control services:

1. Minimum of 2 front end loaders with a minimum 3 cubic yard dump bucket for the purpose of stock piling snow;
2. Minimum two 2 trucks with front and side plow or equivalent with the capability of casting snow 6 feet off the roadway;
3. Minimum of 2 dump trucks with minimum 10 cubic yard box for each truck for hauling snow; and
4. Minimum of 2 sand/salt vehicles with a minimum 3 tonne capacity. Sand/salt vehicles can be the same vehicles as identified in Item #2 if configured as one complete unit.

All vehicles used in the provision of services must conform to the Truck Transportation Act (TTA) and the Motor Vehicle Transportation Act (MVTA). All equipment must be equipped with applicable warning lights in accordance with the Highway Traffic Act (HTA), visible from all directions, equipped with back-up beepers and signs designating safety precautions.

All vehicles must have approved Ontario government vehicle inspection certification, and upon request shall provide proof of certification to TA. Upon request, Contractor must provide to the TA all applicable ownership, safety inspection certification, proof of insurance, and / or rental / purchase agreements within seven (7) days of contract award. DND reserves the right to have the Province of Ontario's Ministry of Transport (MTO) inspect the Contractor's equipment at any time.

6.1 Equipment Storage

Storage of contractor's equipment to perform work outlined in the SOW can be parked in the parking lot near the cadet camp. Parking at this location is at the contractor's own risk. Additionally, the contractor will not utilize any power outlets within the area to power any aspect of their equipment including, but not limited to, block heaters.

Storage of contractor's fuel, salt and sand is strictly prohibited on CFB Trenton property.

6.2 Workmanship

The contractor shall retain a sufficient number of licensed operators to provide continuous snow removal operations.

6.3 Site Conditions

Within thirty (30) days of award of contract, the Contractor, TA and/or PA, Transportation Controller, and all other DND personnel as deemed appropriate by CA (Contracting Authority), must make a mandatory annual pre-SNIC inspection of the grounds to determine the existence of damages, if any. If the Contractor fails to perform the pre-inspection, the Contractor may be held accountable for damages.

Throughout the duration of the contract period, the Contractor shall repair any and all damages caused by his/her personnel or equipment within thirty (30) working days, to the conditions that existed before the damages occurred. If the contractor fails to complete repairs within the timeframe agreed upon, repairs will be authorized to be completed by DND, and the cost will be deducted from Contractor's payment.

6.4 Priorities

Continuous SNIC operations are required to clear roadways and parking lots of snow and ice. The contractor will perform SNIC operations on the locations illustrated at Annex I by order of priority and in accordance with the time limits listed below. Roadways and parking lots are to be cleared of ice and snow such that the accumulation of snow does not exceed 2 cm prior to the time the precipitation begins and until the time it stops. During weather events with continuous precipitation, the contractor will carry out SNIC operations by order of priority until the 2 cm accumulation threshold is passed at which time the time limits

prescribed for each priority area will restart and the contractor will restart SNIC operations at the highest priority locations.

Priority 1 (Red) –The contractor will complete SNIC operations at emergency and primary route areas and critical parking lots no later than 4 hours after the snowfall ends (including applying salt to primary route areas and sand to critical parking lots).

Priority 2 (Blue) - The contractor will complete SNIC operations at secondary parking lots and secondary roadways no later than 12 hours after the snowfall ends (including applying sand to secondary parking lots and salt to secondary roadways).

Priority 3 (Yellow) - The contractor will complete SNIC operations at parking lots and non-critical roadways no later than 32 hours after the snowfall ends (including applying sand to parking lots and salt to non-critical roadways).

All sand and salt must be applied in the following manner:

Salt is to be applied to all Priority routes with the exception of those areas identified in Annex I, Drawings as SAND ONLY.

Operational requirements may cause snow and ice control priorities to change. The TA or SNIC Duty Crew Chief reserves the right to issue to the Contractor amendments to the priorities as required. These instructions may be issued either verbally or in writing. Priority changes may pertain to the loading and hauling of accumulated precipitation, as well as the time at which the work may be carried out. The Contractor shall comply with changes to priorities given by the TA or SNIC Duty Crew Chief.

6.5 Plowing

Plowing must be performed on roadways to the full width of the asphalt pavement (curb to curb), parking areas, or other travelled surfaces. It is the Contractor's responsibility to clear the roads by pushing and banking snow / ice along the roads or onto adjacent areas as the case may be. The TA or SNIC Duty Crew Chief will determine the location where the snow / ice will be pushed, piled, or banked. Snow / ice shall not be pushed or banked onto sidewalks, or against fences, transformers, buildings, or any other infrastructure. Parking area shall be cleared of snow / ice and must not be piled on soft surface area such as grass or gravel from parking lots. All snow / ice windrows plowed by the City of Quinte West that block entrances to 8 Wing CFB Trenton are to be removed by the Contractor.

6.6 Snow and Ice Control Materials

All salt/sand are to be supplied by the Contractor. Loading of salt/sand is the Contractor's responsibility. Salt is to be applied to roadways and sand to parking lots in order to prevent vehicle skidding and pedestrian slip and falls.

The winter maintenance charts of the MTO must be used as a general guide in the application of salt/sand for the prevention of ice formation on the roads and parking lot surfaces.

Particular attention shall be paid to roadway entrances/exits. Where unsafe conditions constitute a safety hazard, salt/sand shall be applied within one (1) hour of notification from the TA or SNIC Duty Crew Chief. DND reserves the right to correct all unsafe conditions resulting from the Contractor not responding within the aforementioned timeframe, and can withhold the costs of doing so from the Contractor's payment.

6.7 Intersections

All intersections shall be cleared of windrows to a minimum of three (3) meters in all directions from the edge of the intersection.

6.8 Hauling Snow

Snow piles on hard surface areas must be cleared up to 80% of the accessible space within the parking lots and up to 12 feet in height prior to being hauled to designated snow dump areas, with the exception of the following spaces:

- Royal Canadian Air Force Air Warfare Center parking lot;
- Parade square;
- Medical centre; and
- Gym parking lot.

Surface areas of the above noted spaces are to be 100% cleared of snow within 12hrs after the end of a weather event. All snow requiring hauling is to be hauled to the designated snow dump areas.

7 Quality Assurance

The SNIC Duty Crew Chief or TA will ensure that all work carried out by the Contractor is in accordance with specifications outlined within the Statement of Work. The Contractor must indicate the name, address, and telephone number of his/her representative or assistant who must remain available to be contacted at all times throughout the duration of the contract period. Once a phone call has been placed to the Contractor or his/her representative for whatever reason, and the call is unanswered, the Contractor or his/her representative must return the phone call within one (1) hour. During all SNIC operations, the contractor's representative or assistant must remain on-site, available to respond to DND personnel. In the event of a change in the authorized representative / assistant, the Contractor must immediately notify the SNIC Duty Crew Chief or TA and confirm the new or temporary appointment in writing without delay.

7.1 Quality Control and Remedial Action

DND reserves the right to lease or use equipment and labour required to make up for any deficiencies on the part of the Contractor in the performance of this contract. Any costs incurred shall be charged to the Contractor and deducted from the Contractor's payment. Costs shall be based on DND Cost Factors Manual.

7.2 Snow Dumps

Snow dumps on DND property will be designated by the Technical Authority and maintained by DND personnel and equipment. Two proposed snow dump sites have been identified on the Snow and Ice Control Map in Annex I.

8. Off-Site Requirements

There are two off-site locations which will require Snow removal and Ice Control. Building MACSRX and Point Petre.

8.1 Building MACSRX

Snow removal and Ice Control at the building located at 21124 Loyalist Pkwy 33 Carrying Place K0K 1L0 is to be covered 24 hours per day, 7 days pr week. Additional equipment provided by the contractor can be stored on-site.

8.2 Point Petre – As requested

Snow removal and Ice Control at the building located at 275 Point Petre Rd, ATHOL Township , Prince Edward County K0K 1P0 is only required when called. When services are required, the Technical Authority will issue a Task Authorization to have the work completed. Additional equipment provided by the contractor can be stored on-site.

8.3 Additional Target Areas

Additional Target Areas identified on current maps located outside of the North and South gated areas requiring service. These areas are to be cleared of all snow and ice.

| <i>SERVICE AREAS (identified in attached drawings see Annex I)</i> | |
|---|---|
| #1 | Areas at CFB Trenton south of Highway 2, including Baker Island |
| #2 | 2 Air Movements Squadron Passenger Terminal Parking Lot; |
| #3 | Quinte Air Terminal |
| #4 | Recreational Center Complex |
| #5 | Wing Chapel |
| #6 | RCAF Flyers Arena |
| #7 | National Air Force Museum of Canada |
| #8 | Military Family Resource Centre (MFRC) |
| #9 | North Side Sports Fields/ Medical Centre parking lot |
| #10 | Canadian Forces Housing Agency (CFHA) parking lot |

ANNEX B

BASIS OF PAYMENT

- B.1 All prices in Pricing Basis A are firm all-inclusive prices in Canadian currency, FOB Destination for Snow and Ice Control services as specified in the Statement of Work, Annex A. GST/HST is to be charged as applicable and must be shown as a separate item on all invoices.

Snow and Ice Control services are based on a maximum precipitation of 300.0 cm of normal snow for all areas identified in Annex H during the current period of the Contract.

The tool used to track total snowfall accumulation is the Government of Canada Weather Website found at: https://weather.gc.ca/city/pages/on-126_metric_e.html

The contractor shall be paid the predetermined rates at the end of each month of the contract year and may not request any advance payments prior to or during any of the snow periods covered in the contract.

- B.2 All prices in Pricing Basis B are firm all-inclusive prices in Canadian currency for Extra Services and Material on an "as-and-when" required basis in accordance with the Statement of Work in Annex A. All prices must include the applicable overhead which includes but is not limited to supervision and administration since they are not included elsewhere in Pricing Basis B. Written Task Authorizations (TASK AUTHORIZATION FORM DND 626) are required prior to the provision of goods and services in Pricing Basis B.

If total precipitation exceeds 300.0 cm of snowfall during the contract period or if the Project Authority requests snow clearing for areas not specified on the drawing, an additional payment will be made based on 100 sq. meters of area cleared per cm of precipitation.

The estimated usage figures are only an approximation of requirements given in good faith. This does not constitute an agreement by Canada to order any or all of the said services.

- B.3 All prices in Pricing Basis C are firm all-inclusive prices in Canadian currency for Contract Financial Security Fees. The cost associated with Contract Financial Security Fees will be divided by 5 and paid equally each month.

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Pricing Basis A: Period Rates

*Pricing for any given single period, within a contract period (November to March) cannot exceed 30% of the overall price for the entire contract period.
(italic to be removed at time of contract award.)*

| Timeframes | Year 1 1-Nov-2021 to 31-Mar-2022 | Option 1- Year 2 1-Nov-2022 to 31-Mar-2023 | Option 2- Year 3 1-Nov-2023 to 31-Mar-2024 | Option 3- Year 4 1-Nov-2024 to 31-Mar-2025 | Option 4- Year 5 1-Nov-2025 to 31-Mar-2026 |
|---|---|---|---|---|---|
| First Period: Month of November (30 days) | \$ _____ /lot <i>For the period</i> |
| First Period: Month of December (31 days) | \$ _____ /lot <i>For the period</i> |
| Second Period: Month of January (31 days) | \$ _____ /lot <i>For the period</i> |
| Third Period: Month of February (28 or 29 days) | \$ _____ /lot <i>For the period</i> |
| Fourth Period: Month of March (31 Days) | \$ _____ /lot <i>For the period</i> |

**Pricing Basis B: Task Authorization
– Extra Services and Material on an “as-and-when” required basis**

YEAR 1

| Item # | Description | Year 1 1-Nov-2021 to 31-Mar-2022 | | |
|--------|--|-------------------------------------|---|----------------|
| | | Estimated Usage | Unit Price | Extended Price |
| 01 | Snow Removal of an area of 100 square metres per centimetre of snow. | 20 | \$ _____ / per 100 m2 per cm of snow. | \$ _____ |
| 02 | Application of abrasive, including labour, material and equipment. | 10 metric tonnes | \$ _____ / per metric tonne | \$ _____ |
| 03 | Application of treated abrasive, including labour, material and equipment. | 50 metric tonnes | \$ _____ / per metric tonne | \$ _____ |
| 04 | Loading of snow, complete with equipment and labour. | 20 hours | \$ _____ / per hour | \$ _____ |
| 05 | Hauling of snow, complete with equipment and labour. | 20 hours | \$ _____ / per hour | \$ _____ |
| 06 | Snow and Ice control measures for Point Petre location | 40 | \$ _____ / per occurrence | \$ _____ |
| | | | Year 1 Total: | \$ _____ |

OPTION 1 – YEAR 2

| Item # | Description | Year 2 1-Nov-2022 to 31-Mar-2023 | | |
|--------|--|-------------------------------------|---|----------------|
| | | Estimated Usage | Unit Price | Extended Price |
| 01 | Snow Removal of an area of 100 square metres per centimetre of snow. | 20 | \$ _____ / per 100 m2 per cm of snow. | \$ _____ |
| 02 | Application of abrasive, including labour, material and equipment. | 10 metric tonnes | \$ _____ / per metric tonne | \$ _____ |
| 03 | Application of treated abrasive, including labour, material and equipment. | 50 metric tonnes | \$ _____ / per metric tonne | \$ _____ |
| 04 | Loading of snow, complete with equipment and labour. | 20 hours | \$ _____ / per hour | \$ _____ |
| 05 | Hauling of snow, complete with equipment and labour. | 20 hours | \$ _____ / per hour | \$ _____ |
| 06 | Snow and Ice control measures for Point Petre location | ??? | \$ _____ / per occurrence | \$ _____ |
| | | | Year 2 Total: | \$ _____ |

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OPTION 2 – YEAR 3

| Item # | Description | Year 3 1-Nov-2023 to 31-Mar-2024 | | |
|---------------|--|-------------------------------------|---|----------------|
| | | Estimated Usage | Unit Price | Extended Price |
| 01 | Snow Removal of an area of 100 square metres per centimetre of snow. | 20 | \$ _____ / per 100 m2 per cm of snow. | \$ _____ |
| 02 | Application of abrasive, including labour, material and equipment. | 10 metric tonnes | \$ _____ / per metric tonne | \$ _____ |
| 03 | Application of treated abrasive, including labour, material and equipment. | 50 metric tonnes | \$ _____ / per metric tonne | \$ _____ |
| 04 | Loading of snow, complete with equipment and labour. | 20 hours | \$ _____ / per hour | \$ _____ |
| 05 | Hauling of snow, complete with equipment and labour. | 20 hours | \$ _____ / per hour | \$ _____ |
| 06 | Snow and Ice control measures for Point Petre location | 40 | \$ _____ / per occurrence | \$ _____ |
| Year 3 Total: | | | | \$ _____ |

OPTION 3 – YEAR 4

| Item # | Description | Year 4 1-Nov-2024 to 31-Mar-2025 | | |
|---------------|--|-------------------------------------|---|----------------|
| | | Estimated Usage | Unit Price | Extended Price |
| 01 | Snow Removal of an area of 100 square metres per centimetre of snow. | 20 | \$ _____ / per 100 m2 per cm of snow. | \$ _____ |
| 02 | Application of abrasive, including labour, material and equipment. | 10 metric tonnes | \$ _____ / per metric tonne | \$ _____ |
| 03 | Application of treated abrasive, including labour, material and equipment. | 50 metric tonnes | \$ _____ / per metric tonne | \$ _____ |
| 04 | Loading of snow, complete with equipment and labour. | 20 hours | \$ _____ / per hour | \$ _____ |
| 05 | Hauling of snow, complete with equipment and labour. | 20 hours | \$ _____ / per hour | \$ _____ |
| 06 | Snow and Ice control measures for Point Petre location | 40 | \$ _____ / per occurrence | \$ _____ |
| Year 4 Total: | | | | \$ _____ |

OPTION 4 – YEAR 5

| Item # | Description | Year 5 1-Nov-2025 to 31-Mar-2026 | | |
|--------|--|-------------------------------------|---|----------------|
| | | Estimated Usage | Unit Price | Extended Price |
| 01 | Snow Removal of an area of 100 square metres per centimetre of snow. | 20 | \$ _____ / per 100 m2 per cm of snow. | \$ _____ |
| 02 | Application of abrasive, including labour, material and equipment. | 10 metric tonnes | \$ _____ / per metric tonne | \$ _____ |
| 03 | Application of treated abrasive, including labour, material and equipment. | 50 metric tonnes | \$ _____ / per metric tonne | \$ _____ |
| 04 | Loading of snow, complete with equipment and labour. | 20 hours | \$ _____ / per hour | \$ _____ |
| 05 | Hauling of snow, complete with equipment and labour. | 20 hours | \$ _____ / per hour | \$ _____ |
| 06 | Snow and Ice control measures for Point Petre location | 40 | \$ _____ / per occurrence | \$ _____ |
| | | | Year 5 Total: | \$ _____ |

Pricing Basis C: Contract Financial Security Fees

The cost associated with Contract Financial Security Fees will be divided by 5 and paid equally each month.

| | Contract Financial Security Cost |
|-------------------------------|----------------------------------|
| Year 1 –Annual Cost | \$ _____ /per year |
| OPTION 1 – Year 2 Annual Cost | \$ _____ /per year |
| OPTION 2 – Year 3 Annual Cost | \$ _____ /per year |
| OPTION 3 – Year 4 Annual Cost | \$ _____ /per year |
| OPTION 4 – Year 5 Annual Cost | \$ _____ /per year |

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ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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

ANNEX D

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

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

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

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2. Automobile Liability Insurance

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

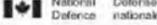
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ANNEX E

DND TASK AUTHORIZATION FORM 626

| | | | |
|--|---|--|---|
|  National Défense Défense nationale | | 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 - A | 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 priés 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 - Expéditeur à | Date _____ for the Department of National Defence pour le ministre de la Défense nationale | | |
| Delivery/Completion date - Date de livraison/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 ministre des Travaux publics et services gouvernementaux | | | |
| DND 626 (01-00) 7530-21-877-1058 | | Design: Form Management 0314050 Conception: Gestion des formulaires 0934062 | |

**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/colling 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/Reduction
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.

Expédiez à
Envoyez 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 collaboration. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celles/celles qui s'appliqueront 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 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 inscrit 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 contractuelle 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.

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ANNEX F

**BIDDER EXPERIENCE STATEMENTS
and
CONTRACTOR PROPOSED EQUIPEMENT LIST**

Reference #1

| | |
|--|--------------------------|
| Name of the reference's business: | |
| Reference's name: | |
| Reference's address: | |
| Reference's Phone and fax numbers and email address: | Phone: Fax: Email: |
| The area size of the contracted work: | _____ M ² |
| Contract Start Date (Month Year): | |
| Contract Completion Date (Month Year): | |
| Brief Summary of Work Performed: | |

CONTRACTOR PROPOSED EQUIPMENT LIST

| Equipment Type | Proposed Equipment |
|---|---|
| 1. Minimum 2 front end loaders with minimum of 3 yard bucket with traction for snow clearing and snow loading of trucks with sufficient reach to fill the trucks; | <p><u>Loader #1 - Pictures</u> Year: Make: Model: Description:</p> <p><u>Loader #2 - Pictures</u> Year: Make: Model: Description:</p> |
| 2. Minimum two 2 trucks with front and side plow or equivalent with the capability of casting snow 6 feet off the roadway; | <p><u>Vehicle #1 - Pictures</u> Year: Make: Model: Description:</p> <p><u>Vehicle #2 - Pictures</u> Year: Make: Model: Description:</p> |

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| | |
|---|---|
| <p>3. Minimum of 2 dump trucks with minimum 10 cubic yard box for each truck for hauling snow;</p> | <p><u>Dump Truck #1 - Pictures</u> Year: Make: Model: Description:</p> <p><u>Dump Truck #2 - Pictures</u> Year: Make: Model: Description:</p> |
| <p>4. Minimum of 2 sand/salt vehicles with a minimum 3 tonne capacity. Sand/salt vehicles can be the same vehicles as identified in Item #2 if configured as one complete unit.</p> | <p><u>Vehicle #1 - Pictures</u> Year: Make: Model: Description:</p> <p><u>Vehicle #2 - Pictures</u> Year: Make: Model: Description:</p> |

ANNEX G

ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

ANNEX H to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX I

DRAWINGS

DESIGNATED AREAS FOR SAND ONLY

NORTH SIDE AREA #1



NORTH SIDE AREA #2



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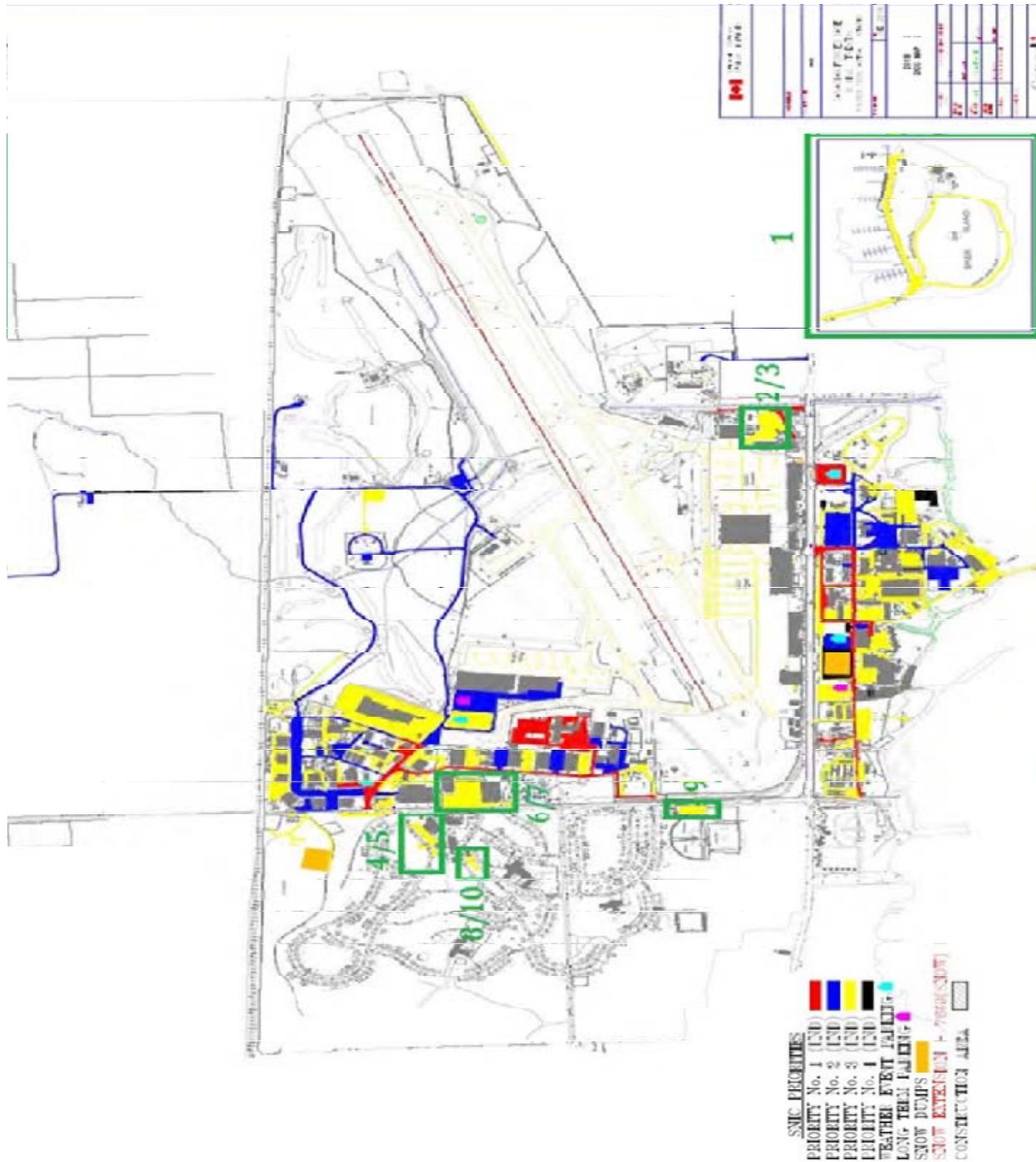
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SOUTH SIDE AREA #1



SNOW AND ICE CONTROL MAP – CFB Trenton

(see electronic attachment for greater detail)



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SNOW AND ICE CONTROL MAP – POINTE PETRE
275 Point Petre Rd, ATHOL Township, Prince Edward County K0K 1P0
(see electronic attachment for greater detail)

