



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

Address enquiries to the Contracting Authority @
cynthia.lamorie@tpsgc-pwgsc.gc.ca

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada Supply and
Services Operation
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3

Title - Sujet Snow Removal and Ice Control Déneigement et déglacage	
Solicitation No. - N° de l'invitation W6890-220064/A	Date 2021-09-03
Client Reference No. - N° de référence du client W6890-220064	
GETS Reference No. - N° de référence de SEAG PW-\$PET-907-1691	
File No. - N° de dossier PET-1-55008 (907)	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 2021-09-22 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: Lamorie, Cindy	Buyer Id - Id de l'acheteur pet907
Telephone No. - N° de téléphone (613) 401-3643 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 22 WING CFB NORTH BAY GD STATION MAIN, CONST.& ENG B4 9 MANSTON CRESCENT HORNELL HEIGHT Ontario P0H1P0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Solicitation No. - N° de l'invitation
W6890-220064/A
Client Ref. No. - N° de réf. du client
W6890-220064

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-1-55008

Buyer ID - Id de l'acheteur
PET907
CCC No./N° CCC - FMS No./N° VME

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THIS SOLICITATION HAS SECURITY REQUIREMENTS

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1** The work under this requirement include the provision of all labour, supervision, materials, tools, fuel, travel expenses and equipment to conduct snow and ice control (SNIC) operations to include ploughing, sanding, sweeping, snow hauling and rooftop snow removal from various locations at 22 Wing North Bay and remote sites.

The active SNIC season is from 15 October to 30 April each year however, the Contractor is expected to provide year round service for the out of season periods in the event of abnormal weather.

This is an annual service contract to be invoiced over six (6) months from November to April for all years including the option year.

It is the intent of the Crown to award one (1) contract for this requirement. The period of the contract will be from date of award to 30 September 2024, with the irrevocable option to extend the period of the Contract by one (1) additional one-year period.

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security

clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website”.

1.2.3 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.”

1.2.4 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.

1.4 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

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

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 RFSO:

PWGSC Ontario Region Bid Receiving Unit

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

TPSGC.orreceptiondessoumissions-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 Instruction [2003](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Bids responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Proposal closing date.

Transmission of bids by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servants

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Transmission of offers by facsimile or hardcopy to PWGSC 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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

- 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 “F” Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.3 Exchange Rate Fluctuation

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

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 mandatory and technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.

- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to

achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 (2017-07-31) Technical Evaluation

4.1.2.1 (2017-07-31) Mandatory Technical Criteria

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how each Mandatory Technical Criteria is met or addressed. Bidders should clearly indicate in their bid where the substantial information for each of the Mandatory Technical Criteria sections identified below can be found.

Bids not meeting all of the Mandatory Technical Criteria listed below will be given no further consideration.

MTC #	MTC Description
1	<p>The Bidder must have documented a minimum of five (5) years' experience within the last ten (10) years from the date of bid closing showing snow removal services similar to size and complexity. The documented experience must include a minimum of three (3) references, dates, scope of duties and description of the requirement. Bidder must clearly demonstrate their experience includes work that is similar in scope to the requirement identified in the solicitation.</p> <p>To demonstrate their experience, the Bidder must provide, as a minimum, the following:</p> <ul style="list-style-type: none">a) A description of the experience, including start and end dates (month/year) of work and scope of duties in writing and submitted using the Contract Experience Form at Annex "H"; andb) *Client/customer contact information for all described experience. The Bidder's client/customer contact(s) may be contacted to confirm the information provided.

Reference Checks:

- (A) For reference checks evaluated at Phase III of the Phased Bid Compliance Process, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders on the same day using the e-mail address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement unless the response is received within 5 working days of the date that Canada's e-mail was sent.
- (B) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and e-mail address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.

- (C) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (D) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
- (E) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.

4.1.3 Financial Evaluation

4.1.3.1 Mandatory Financial Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration:

- a) Pricing must be provided for all items and all pricing periods.
- b) Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment in Canadian Funds.

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

4.1.3.2 Financial Evaluation Criteria

For evaluation purposes only, to calculate the bidder's evaluated price the following formula will apply:

Pricing Basis "A". The evaluated price for Pricing Basis "A" will be the sum of the Per Month price for all years (including the option year) multiplied by the estimated number of months.

Pricing Basis "B". The evaluated price for Pricing Basis "B" for each line item will be the Estimated Usage per Year multiplied by the Firm unit price for all years (including the option year).

The evaluated price is the sum of all extended prices for Pricing Basis "A" and pricing Basis "B".

4.2 Basis of Selection

4.2.1 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.

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Board of Directors Certification

In accordance with the **Ineligibility and Suspension Policy**, Section 17, Bidders are required to provide a list of their Board of Directors as part of their bid. Bidders are requested to complete Annex "J" - Additional Certification Information 1. Board of Directors.

5.2.3.2 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) as part of their bid. Bidders are requested to complete Annex "J" - Additional Certification Information 2. Procurement Business Number (PBN). Suppliers may register for a PBN online at **Supplier Registration Information** (SRI). 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Insurance Requirements

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

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the

request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 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.

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

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, 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 and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority within twenty-four (24) hours 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 Technical 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 Technical Authority may authorize individual task authorizations up to a limit of \$25,000, Applicable Taxes included, inclusive of any revisions.

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

7.1.1.3 Canada's Obligation – Portion of 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 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 to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and a title or a brief description of each authorized task;
- 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 the Technical Authority. 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 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

Security Requirement for a Canadian Supplier

1. The Contractor/Offeror, must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to sensitive work site (s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are **NOT** to be awarded without prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide attached at Annex 'D', and
 - (b) Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of award – 30 September 2024 inclusive with the irrevocable option to extend the contract by one (1), one year option.

7.4.2 Option to Extend the Contract

The Contractor grants Canada the irrevocable option to extend the term of the contract by up to one (1) additional one year period 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 thirty (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 "A" of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

Solicitation No. - N° de l'invitation
W6890-220064/A
Client Ref. No. - N° de réf. du client
W6890-220064

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-1-55008

Buyer ID - Id de l'acheteur
PET907
CCC No./N° CCC - FMS No./N° VME

The Contracting Authority for the Contract is:

Name: Cindy Lamorie
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 101 Menin Rd, Garrison Petawawa

Telephone: 613-401-3643
Facsimile: 613-687-6656
E-mail address: cynthia.lamorie@pwgsc-tpsgc.gc.ca

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

7.5.2 Technical Authority [Note to Bidders: Canada will insert information at time of Contract Award]

The Technical Authority for the Contract is:

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

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

The Technical Authority named above 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 Technical Authority, however the Technical 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 [Note to Bidders: Please fill out required information]

Name and telephone number of the person responsible for:

General Enquiries

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

Procurement Business Number: _____

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 – Pricing Basis “A” – Firm Requirement

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex “B” – Pricing Basis “A” – Firm Requirement, for a cost of \$_____ *[Note to Bidders: Canada will insert information at time of Contract Award]*. Customs duties are included Applicable Taxes are extra.

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

7.7.2 Basis of Payment – Pricing Basis “B” – Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B – Pricing Basis “B”, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. *[Note to Bidders: Canada will insert information at time of Contract Award]*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

7.7.4 Method of Payment

7.7.4.1 Pricing Basis "A" – Firm Requirement

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

7.7.4.2 Pricing Basis "B" – Task Authorizations

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

7.7.5 SACC Manual Clauses

SACC Manual clause [C0710C](#) (2007-11-30) Time and Contract Verification

SACC Manual clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer D

7.7.6 Electronic Payment of Invoices – Contract

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

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

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. Task Authorization Number (if applicable);
 - b. Building number and/or locations;
 - c. Cost broken down as per pricing basis;
 - d. Date on invoice plus date work completed;
 - e. Contract number; and
 - f. Copies of time sheets and GPS reports as/when requested by the Technical Authority.
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.

The final invoice for each year will not be paid until completion of all snow clearing operations, Technical Authority post season inspection, and restoration of damaged areas in accordance with the Statement of Work Para 6.3.

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 _____ (Note to Bidder – If applicable, Canada will 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 C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____, (Note to Bidder's: Canada will insert information at time of award.)

7.12 Insurance – Specific 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.

7.13 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within thirty (30) calendar days after the date of contract award:
 - a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of 10 percent of the Contract Price; or
 - b. a security deposit as defined in clause [E0008C](#) in the amount of 10 percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in [Treasury Board Contracting Policy, Appendix L](#), Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are 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.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

7.13.1 SACC Manual Clauses

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

7.14 Inspection and Acceptance

The Technical 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.

7.15 SACC Manual Clauses

SACC Manual clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations

Solicitation No. - N° de l'invitation
W6890-220064/A
Client Ref. No. - N° de réf. du client
W6890-220064

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-1-55008

Buyer ID - Id de l'acheteur
PET907
CCC No./N° CCC - FMS No./N° VME

7.16 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

Snow and Ice Control Operations (SNIC) 22 Wing North Bay

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1.0. Identification

- 1.1. Work under this requirement consists of the provision of all labour, supervision, materials, tools, fuel, travel expenses and equipment to conduct snow and ice control (SNIC) operations to include ploughing, sanding, salting, snow hauling and rooftop snow removal from various locations at 22 Wing North Bay and remote sites.
- 1.2. The active SNIC operations season is from 15 October to 30 April each year however the Contractor must provide year round services for the out of season periods in the event of abnormal weather.

2.0 Standards

- 2.1.1 National Fire Code (NFC)
- 2.1.2 Ministry Transportation Ontario (MTO) Operators License

- 2.1.3 Vehicle Licences
- 2.1.4 Ontario Health and Safety Act (OHSA)

3.0 Security Requirements

- 3.1.1 The Contractor and all personnel employed by the Contractor accessing the General Restricted Area (GRA) must hold security clearances of RELIABLE issued by PSPC/CSID. Workers are also required to have Secure Area Passes (SAP) filled out for access through the controlled point of entry into the GRA.
- 3.1.2 All work performed inside the GRA will be subject to the following restrictions and procedures:
 - 3.1.2.1 Contractor's personnel must report to the Military Police Detachment Guard House located at 120 Stanmore Dr. for log in and issuance of access badge. Personnel with RELIABLE clearance will not require an escort while inside the GRA. However, all vehicles and large hand carried containers will be subject to thorough inspection by the commissionaires or Military Police upon each and every entry through the control point. Vehicles and equipment are also subject to search and may be searched when departing the GRA.
 - 3.1.2.2 The regular on duty commissionaires or Military Police will attend vehicle/equipment checkpoint and will issue passes, log workers and sweep vehicles/equipment. Contractor will not be able to enter or leave the GRA without commissionaire's or Military Police knowledge/approval.
 - 3.1.2.3 No vehicles/equipment, storage containers, materials or supplies shall be stored in or left unattended within the GRA.
 - 3.1.2.4 DND reserves the right to remove any worker from the site and/or restrict any worker from having any involvement with the project if the individual is found to be considered a security risk.

4.0 Site Control and Access

- 4.1.1 All personnel assigned to the Main site for snowplowing related activities must report and sign in/sign out at the Military Police Guard House located at 120 Stanmore Dr.

5.0 Safety Plan

- 5.1.1 The Contractor must develop a safety plan for this requirement. This must be communicated to the Technical Authority and the Contractor's staff. Safety plans shall not be relegated to a simple "one-size fits all" format. Each situation must be tailored specifically to address the on-site conditions.

6.0 Technical requirement

6.1 General

- 6.1.1 The Contractor must provide GPS tracking on all equipment such as loaders, ploughs, sanders, dump trucks and patrol vehicles as requested.
- 6.1.2 The Contractor must provide equipment and trucking capacity with operators to perform snow removal duties at 22 Wing and designated remote sites.
- 6.1.3 The Contractor must have a de-icing strategy with the use of sand and salt abrasives.
- 6.1.4 Designated work sites are detailed in Section 7.0 "Areas to be serviced" and consist of groups of building entrances, sidewalks, parking areas and roadways.

- 6.1.5 Area maps detailing order to execution of all areas to be cleared are attached at **Appendix 4 to Annex A.**
- 6.1.6 Any hazmat spills must be reported immediately to Wing Environmental Officer (705-494-2011 ext.2297 or cell 705-492-3478)) and to the Technical Authority.
- 6.1.7 A portable hazmat spill kit capable of containing a ten (10) liter spill must be carried on all of the Contractors equipment at all times.
- 6.1.8 Disposal of oil and oily refuse must be transported by appropriate means and disposed of at an approved facility off DND property.
- 6.1.9 Contractor's equipment or actions resulting in a hazmat spill must be the financial responsibility of the Contractor in regards to cleanup.
- 6.1.10 Conduct cleaning and disposal operations to comply with local ordinates and anti-pollution laws. There must be no onsite disposal of waste.
- 6.1.11 All equipment utilized at 22 Wing North Bay must be mechanically fit, display the Contractor's company logo or identification and have appropriate working lights/audible signals as per provincial regulations.

6.2 Pre-season meetings – Site Inspection

- 6.2.1 The Contractor must attend a pre-commencement meeting at 22 Wing North Bay with the Technical Authority upon contract award.
- 6.2.2 The Contractor must meet annually with the Technical Authority prior to the snow season to discuss contract performance and expectations. The Contractor shall provide names and phone numbers of personnel authorized to direct Snow Operations. The Technical Authority will also provide to the Contractor, the names and phone numbers of designated DND personnel authorized to request services.
- 6.2.3 The Contractor must visit with the Technical Authority all areas requiring service under this contract prior to the snow season and no later than 01 October each year to ensure all snow paths are clear of debris, and stored equipment or materials are identified. Damaged areas or discrepancies will be noted and recorded at this time.

6.3 Damages

- 6.3.1 The Contractor must take care and prevent damage to trees, signs, light stands, curbs, and lawn or grassed areas, walkways, catch basins, parking lot surfaces or other obstacles.
- 6.3.2 Hydrant locations must be identified with a six (6) foot red marker by the Contractor and all other obstacles must be noted during pre-commencement and pre-season meetings.
- 6.3.3 An annual inspection of areas to assess damages done during snow removal must occur each year; no later than 30 April. The Contractor must be responsible for and will be notified by the Technical Authority of all damages discovered that were incurred during the snow season. At the end of the snow season, the Contractor must be solely and wholly financially liable for any reported damage and must comply with the instruction of the Technical Authority in returning Crown property to its pre-season condition.
- 6.3.4 Restoration of damaged areas must commence no later than 01 May each year and be completed by 01 June annually.

6.4 Communication

- 6.4.1 The Contractor must maintain a 24 hour 7 day per week phone system including email, text and camera capability. The use of personal pagers or answering machines is unacceptable.
- 6.4.2 The Contractor's operational supervisor must have the capability to respond to service calls 24hr/7day per week and will maintain cell phone communication with the Technical Authority.
- 6.4.3 The Contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized person(s) shall be done at the Contractors risk with regard to non-payment. The end user is considered an unauthorized person.

6.5 Level of service

- 6.5.1 DND places a high importance on the delivery of this service. Operational areas relating to North America Aerospace Defence Command (NORAD) must be considered a high priority and such require the Contractor to dispatch enough personnel and equipment to ensure that these areas are supported under all including adverse weather conditions.
- 6.5.2 Service must be provided 7 days a week within one hour of the commencement of a snow or ice event with expected accumulations (based on Environment Canada forecast) of 5 cm (2") of snow for roads and parking areas as identified in Area maps, 3 cm (1") for entrances, steps and sidewalks identified in **Appendix 1 to Annex A** "Doors and Sidewalks" or upon notification by the Technical Authority of additional work under a Task Authorization.
- 6.5.3 Most ploughing and hauling must be performed during the overnight period between 1800 hrs – 0600 hrs however snow clearing measures may be warranted from 0600 – 1800 to ensure safe vehicular and pedestrian traffic. Caution under the daytime timings must be noted due to traffic congestion and pedestrian traffic.
- 6.5.4 Service must be provided in the order of priority as described in section 8.0 "Priority of Work".
- 6.5.5 Snow must not be ploughed against buildings, fences including security fences, onto walkways, or block access to garbage /recycle bins, doors, hydrants or equipment.
- 6.5.6 Vehicle entry points to all parking areas must be kept clear from curb to curb with no encroachment due to snow bank heights or accumulations and ensure maximum site lines are maintained.
- 6.5.7 Catch basin locations will be noted during the pre-season meeting. All catch basins must be cleared and visible each time the area is ploughed.
- 6.5.8 Hydrants located within the Contractor's area of responsibility must be cleared on all sides and visible during vehicular approach from either direction.
- 6.5.9 Within one hour of an ice event, freezing rain or black ice conditions all areas must start to receive a complete and thorough application of salt or sand/salt mixture applicable to the conditions to ensure grit and traction.
- 6.5.10 All areas of responsibility must be thoroughly sanded and salted ensuring complete and even coverage after each ploughing.
- 6.5.11 Stockpiles of snow must be placed in areas as indicated in Area maps Main site_snow_stockpiles or other areas as directed by the Technical Authority.
- 6.5.12 The Contractor may be required to provide labour/equipment support to address snow clearing of additional buildings, sidewalks and entrances, shoveling roofs, remove/relocate stockpiles, snow banks or windrows if

accumulations are too great and to maintain capacity for subsequent snow falls; this additional work will be authorized by the Technical Authority under a Task Authorization.

- 6.5.13 Snow piles bordering road entrances will not be permitted to accumulate more than one (1) meter in height in order to maintain site lines. Snow piles can be pushed onto specified grass areas however this will only occur with authorization from the Technical Authority. A layer of snow with a minimum depth of 15 cm (6 in) is to be maintained over grassed areas accessed by the contractor in order to alleviate potential damage.
- 6.5.14 In the event the contractor utilizes snow blowing equipment, snow may be blown onto open grassed or other areas. Snow must not be blown against buildings, onto road ways or sidewalks, cover signs, trees or garbage and recycle bins.

6.6 Initial Response Times

- 6.6.1 Snow ploughing and ice control operations must be started within one hour of the commencement of a snow, freezing rain, drifting snow due to winds, ice event or with expected accumulations (based on Environment Canada forecast) of 5 cm (2 in) or more for roads and parking areas and 3 cm (1") for Responsibilities".

6.7 Cycle times

- 6.7.1 Work must be continuous until all ploughing, sanding and/or salting has been completed.
- 6.7.2 Cycle time for completion of work in all areas described in section 7.0 from start of a snow, freezing rain or ice event is (36) hours.

6.8 End of storm performance

- 6.8.1 Snow and ice clearing of all areas to bare pavement is expected on building entrances, steps and sidewalks; up to one (1") of snow pack allowed on roads and parking areas.
- 6.8.2 Patrol is mobilized to initiate and provide ongoing maintenance.
- 6.8.3 A form must be filled out after each event detailing response time, surface conditions, weather conditions, personnel assigned to the site and additional details listed in SNIC event sheet found in **Appendix 3 to ANNEX A**.

6.9 Patrols – Ongoing maintenance

- 6.9.1 Stand-by service must be available in the form of a patrol. It is expected that the patrol (foreman) will have the experience and authority to control and direct resources and personnel in order to execute reactive measures as required to ensure changing conditions are addressed appropriately and to the standard stated in this contract.
- 6.9.2 The patrol must also monitor walkways, laneways, entrances, ramps and loading docks as described in section 5.0 for each area and execute reactive measures as required to maintain the level of service stated in this contract.
- 6.9.3 Trouble spots or areas experiencing wind-blown accumulations, snow banks, slush and ice build-up must be monitored, cleared, sanded and salted in order to maintain the level of service stated in this contract.
- 6.9.4 Extended snow and ice events up to an undetermined number of hours or days in nature will require patrols and maintenance ensuring primary routes, driving lanes are sanded and salted and maintained for safe passage to

- vehicular traffic. Hard pack is acceptable to the level of one (1) inch for roadways and parking lots.
- 6.9.5 Sandboxes indicated in **Appendix 1 to Annex A** "Doors and Sidewalks" and in Area maps must be kept stocked with a sand/salt mixture for spot sanding and replenished as needed. DND will supply the bins.

7.0 Areas to be Serviced

- 7.1 Area maps are attached at Annex D and correspond to each "area to be serviced" as described in this section.
- 7.2 The areas to be serviced are indicated on supplied maps containing highlighted areas and priority designations including legends with parking areas in square metres and roadway lengths in metres. All measurements are approximate.
- 7.3 **Area 1** - also identified as Priority One (1) as indicated on Area map Priority_1
- Area 2** - also identified as Priority Two (2) as indicated on Area map Priority_2
- Area 3** - also identified as Priority Three (3) as indicated on Area map Priority_3
- Area 4** - also identified as Priority Four (4) as indicated on Area Priority_4

8.0 Priority of Work

- 8.1 All areas included in section 6.0 and 7.0 of this specification and other areas "as and when" requested for service will be prioritized as either priority one, two, three or four. See Annex D for Area maps.
- 8.2 **Priority One areas** must be the first areas to be serviced and completed no later than 0600 hrs. It is expected that the contractor will provide ongoing and uninterrupted service and have the capability to provide snow and ice control for all of the areas listed.
- 8.3 **Priority Two areas** must be started at or near completion of the areas identified under priority one. It is expected that the contractor will provide ongoing and uninterrupted service for the areas listed.
- 8.4 **Priority Three areas** must be started after completion of the areas identified under priority two. It is expected that the contractor will provide ongoing and uninterrupted service for the areas listed.
- 8.5 **Priority Four areas** must be started after completion of areas identified under priority three. It is expected that the contractor will provide ongoing and uninterrupted service for the areas. Patrol will be underway to ensure all completed and remaining works are maintained to the standards in the contract and specification.
- 8.6 DND/CF operational tempos dictate the priority levels. The Technical Authority will advise the contractor in the event of priority level changes.

9.0 Areas of Concern

- 9.1 All designated handicap parking spaces/building access must receive extra attention ensuring safe and passable bare pavement.

9.2 Special attention must be paid to the surface conditions on all walkways, stairs, ramps, docks, walking entrances, and accesses. These areas will be cleared bare of snow and ice and receive treated salt and/or abrasives only to provide grit and traction to pedestrian traffic. Canopies over doorways on assigned buildings will also be cleared upon every response to snow removal/clearing of doorways.

9.3 A clearance of 12 inches (30.5 cm) must be maintained from doorways and overhead doors with motorized equipment; only manual shoveling is allowed in these areas to prevent damage. Vehicle gate tracks need to be cleared on regular basis and must be manually cleared (shovel) prior to plowing to avoid damaging DND equipment. This includes B127, Crash gates (2), North & South Portals.

9.4 Remove accumulated snow and ice from building roofs located in CFB North Bay as requested by the TA and described in section 11.0.

10.0 Equipment

- 10.1 The Contractor is permitted to store equipment at a designated site within 22 Wing boundaries and as agreed with the Technical Authority at the start of each season. Note that areas may change and are subject to operational commitments by DND/CF.
- 10.2 Snow clearing of the Contractor's designated parking area is the sole responsibility of the Contractor and no costs will be borne by DND.
- 10.3 Only equipment authorized under this contract is permitted to be stored on the Wing.
- 10.4 All contractor equipment utilized at 22 Wing will be identified and marked by the Contractor, operate with appropriate lighting assemblies, strobes and warning flashers or audible devices.
All equipment utilized under this requirement will have GPS installed and operational.
- 10.5 DND will not be held responsible for any contractor equipment or materials stored, in use or unattended at 22 Wing.
- 10.6 Only rubber tire/track equipment is to be used on site for the purpose of snow removal.

11.0 Rooftop Snow Removal

- 11.1 The removal of snow from roofs must be done on under a Task Authorization only when requested by the Technical authority.

11.2 Background

Department of National Defence, Canadian Forces Base (CFB) North Bay, requires the services of a contractor to remove accumulated snow and ice from building roofs located in CFB North Bay. The contractor must follow all federal and provincial guidelines in regards to Health & Safety of both workers and the public while performing the work.

11.3 Tasks

- 11.3.1 The Contractor must provide all labour, material, tools, equipment and supervision required to perform the work.
- 11.3.2 All work carried out under this contract must be conducted and completed during normal working hours Monday to Friday (0700 to 1630 hours) unless otherwise arranged and approved by the Project Authority (PA). High traffic times are 0630 – 0930hrs and 1500 – 1700hrs. Traffic control may be required.

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- 11.3.3 Access to CFB North Bay and/or to the work sites of this project could be interrupted at any time with little or no notice by operational and/or security requirements.
 - 11.3.4 The Contractor must comply with all Provincial, Federal, and Municipal regulations regarding Labour Code. This must include all requirements for working from heights, protection from falling debris and movement of equipment & vehicles.
 - 11.3.5 There are no anchor points on any roofs at CFB North Bay. The Contractor must provide all equipment to allow for the work to be completed in a safe manner.
 - 11.3.6 Contractor must provide a minimum of two days' notice to the PA as to when work will commence.
- 11.4 Execution
- 11.4.1 All roof areas must be cleared of accumulated snow and ice to within 100mm of the original roof surfaces.
 - 11.4.2 Non-metallic ice scrapers and ice chippers must be used.
 - 11.4.3 Snow and ice must be cleared from around all mechanical equipment, vents, plumbing stacks and roof drains as requested on the Task Authorization.
 - 11.4.4 The Contractor must protect all openings, roofing materials, mechanical equipment, roof drains, plumbing and electrical structures from damage during snow removal.
 - 11.4.5 All fallen snow and ice must be cleared from parking and roadway areas immediately after completion of work; snow and ice to be relocated as per the Project Authorities direction. The snow and ice will not be required to be hauled away by the Contractor.
 - 11.4.6 There must be access to all buildings and roadways while the work is being completed. If a temporary closure is required due to proximity of operation, the Contractor must coordinate the temporary closure with building staff.
- 11.5 The following roof areas shall form the basis of this assignment as identified in **Appendix 4 to Annex A** and drawing roofs, hydrants and bus shelters:
- 11.5.1 **Building 23 PSP Offices (Area A)** – Modified Bitumen Surface – Flat Roof - Remove drifted snow between walls of surrounding structures.
 - 11.5.2 **Building 23 Sports Stores & Squash Courts (Area B)** – Modified Bitumen Surface – Flat Roof Remove accumulated snow from highlighted area, clear around all mechanical equipment and building vents.
 - 11.5.3 **Building 14 Mess Kitchen (Area C)** – Modified Bitumen Surface – Flat Roof - Remove all snow in highlighted area, clear around all mechanical equipment and vent hoods
 - 11.5.4 **Building 15 Awning (Area D)** – Concrete Surface – Flat Roof Remove all snow and ice from awning along the loading dock area.
 - 11.5.5 **Building 33 (Area E)** –Modified Bitumen Surface – Flat Roof - Remove snow from upper and lower roofs, clear around all mechanical equipment and building vents.
- 11.6 Site Organization and clean-up
- 11.6.1 Work site must be signed to protect the public from falling ice and debris while conducting clearing operations. Traffic control must be provided by the Contractor as required.
 - 11.6.2 Work site must be maintained in an organized and safe manner at all times. Snow piles must be removed as soon as practical to maintain the safe

passage of vehicles and pedestrians. The Contractor must apply sand/salt as needed if conditions warrant.

- 11.6.3 The Contractor is responsible for final cleanup of the work area which must consist of the supervision and clean-up for the duration of the work period. On completion of the work requirement all equipment will be removed from the work area and the site will be left clean and tidy.

12.0 Hauling

- 12.1 The removal of snow must be done on under a Task Authorization if the stockpiles reach an undesirable height and only when requested by the Technical authority.
- 12.2 The Technical Authority has the right to utilize DND equipment and personnel to remove snow at their discretion.
- 12.3 Hauling operations will encompass load, haul and dump.
- 12.4 The Contractor must have the capability of removing, hauling and dumping up to 10,000 cubic yards of piled snow in a one week period, when requested in advance, to an approved snow dump located off DND premises.
- 12.5 Tracking of loads moved and dumped at the snow dump site must be captured utilizing Contractor's on-board GPS units and a printout provided to the Technical Authority within one business day after completion of the task authorization.

13.0 Abrasives

- 13.1 The Contractor must utilize "treated salt" only abrasives on this requirement.
- 13.2 The Contractor will procure and store treated salt abrasives off site.
- 13.3 Treated salt selected for this requirement must be approved by the Technical Authority along with the manufacturer's technical data and MSDS information.
- 13.4 Treated salt selected must demonstrate all of the following minimum characteristics;
- 13.4.1 Premier de-icing product;
 - 13.4.2 Good adhesion to roadway and lasting residual effects;
 - 13.4.3 Efficient brine phase at low temperatures of -15 deg C (5 deg F)
 - 13.4.4 Does not require pre-wetting;
 - 13.4.5 Non-staining;
 - 13.4.6 Natural and environmentally friendly additives.
- 13.5 Special attention must be paid to all sidewalks, walkways, stairs, ramps, docks, walking entrances and accesses to buildings and all designated handicap parking assigned to the contractor. These areas will be cleared bare of snow and ice and receive treated salt only applications to provide grit and traction to pedestrian traffic.
- 13.6 There is a requirement for "sand/treated salt" mix for applications after all ploughing operations and during freezing rain or ice events.
- 13.7 Sand and treated salt mix must be defined as a ratio (5:1) of sand and treated salt.
- 13.8 Sand/treated salt abrasives must be applied to all road, laneways and parking lots or parade squares in accordance with the level of service described in this specification.
- 13.9 Sand and treated salt procurement, mixing and off site storage must be the responsibility of the Contractor.

14.0 Sweeping

- 14.1 Sweeping on this requirement is defined as the sweeping, cleaning and disposal of sand, gravel and debris.
- 14.2 The contractor must provide sweeping services to all roadways, laneways, parking lots and parade squares, sidewalks, stairs, docks and entrances for all areas serviced under this contract.
- 14.3 The contractor is responsible to provide all equipment, personnel, supervision, materials and water truck capabilities to sweep and remove all sand, salt and debris

- and dispose off-site.
- 14.4 Sweeping must include complete and even, curb to curb, edge to edge removal and all stockpile sites located on adjacent grassy areas.
- 14.5 The contractor must commence sweeping operations annually no later than 30 April or as mutually agreed upon with the Technical Authority and to be completed no later than 30 May annually.

15.0 GPS Reports

- 15.1 GPS reports are required for all of the contractor's on-site activity regardless of date or time.
- 15.2 GPS system utilized under this requirement must have at minimum the capabilities for asset tracking as follows;
- 15.3 Customized reporting and real time information
- 15.4 Asset number and type of equipment.
- 15.5 Minute by minute GPS location by date and time.
- 15.6 Actual hours working.
- 15.7 Capability to set-up landmarks or addresses.
- 15.8 All reports are required to be delivered to the Technical Authority by email/electronic means upon request and within 24 hours of the request.

16.0 Accident Reporting

- 16.1 Immediately report all incidents and accidents to the local Military Police at 705-494-6011 extension 2188.
- 16.2 Investigate and report incidents and accidents as required by Occupational Health and Safety Act, and the Regulations made pursuant to the Act.
- 16.3 For the purpose of this contract immediately investigate and provide a report to the DND Representative on accidents, incidents and near misses that involve:
- .1 Property damage or potential property damage.
 - .2 Interruption to adjacent and/or integral infrastructure operations with any potential loss implications.
- 16.4 The Contractor must provide a complete written report to the DND Representative within 24 hours of the accident and/or incident occurring. The report must include at minimum:
- .1 Date and Time the accident/incident occurred.
 - .2 Site name
 - .3 Description of damage
 - .4 Estimate of damage repairs
 - .5 brief description of event
 - .6 Established cause of accident/incident
- 16.5 The Contractor must respond in a timely fashion to correct the action that was deemed to have caused the incident and/or accident and advise in writing on the action taken to prevent a re-occurrence of the incident and/or accident.

17.0 Liquid Spill Response

- 17.1 "Liquid spills" include fuels, oils, lubricants, anti-freeze, battery acid, refrigerants, chemical products, sewage, and sediment-laden water.
- 17.2 The contractor must establish a spill control plan and maintain spill control equipment on site adequate to control for one hour a liquid spill of 100% of any material brought

on to or handled at the site.

- 17.3 Spill control plan is to also include measures to escalate the response in the event of a spill that exceeds on site equipment capabilities.
- 17.4 In the event of a spill, the contractor must invoke spill control plan and make notifications as per information, flow chart and form in Annex B Spill response.

18.0 Certifications

- 18.1 The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract:
 - 1. Proof of insurance coverage which meets or exceeds the coverage stipulated.
 - 2. Copy of your company's most recent, signed Health and Safety Plan as it relates to this work.
 - 3. A copy of WSIB Clearance Certificate or eClearance.

Solicitation No. - N° de l'invitation
W6890-220064/A
Client Ref. No. - N° de réf. du client
W6890-220064

Amnd. No. - N° de la modif.
File No. - N° du dossier
PET-1-55008

Buyer ID - Id de l'acheteur
PET907
CCC No./N° CCC - FMS No./N° VME

APPENDIX 1 TO ANNEX A

SIDEWALKS AND WALKWAYS

Entrances, O/H Doors, Steps, Landings, Sidewalks, Gates, Fire Escapes, Roof Ladders, etc.

NOTE: Information provided below is estimated; actual site confirmation is warranted

Bldg. Number	Civic Address	Handicap access	Door	O/H Door	Steps	Landings	Sidewalk	Fence Gate	Fire Escape	Roof Ladder	Other	Operating hours
Bldg. #7	47 Manston Cr.		3		X	X	X				sandbox	24/7
Bldg. #7A *	14 Uxbridge	X	2		X	X	X				sandbox	0700-1630
Bldg. #11	16 Duxford Rd.	X	3		X	X	X				Sandbox	24/7
Bldg. #14	17 Duxford Rd.	X	8		X	X	X			X	sandbox	24/7
Bldg. #18	29 Sterling Ave.	X	4		X		X				sandbox	0700-1630
Bldg. #23	29 Duxford Rd.	X	12	1	X	X	X			X	sandbox	0600-2200
Bldg. #64	64 Uxbridge Dr.	X	3		X	X	X				sandbox	24/7
Bldg. #56	1700 Ski Club Rd.		5					X			sandbox	24/7
Bldg. #58	131 Stanmore Dr.		3		X	X	X	X			sandbox	24/7
Bldg. #127/127A	15 Uxbridge Dr.	X	10	1	X		X	X	X		sandbox	24/7
Bldg. #139 **	19 Market St.	X	4				X	X			sandbox	0700-1630
Emerg. Shelter #1	1401 Airport Rd.		2		X	X	X					24/7
Emerg. Shelter #2	1403 Airport Rd.		2		X	X	X					24/7
Bldg. #109 *	1540 Airport Rd.	X	8	2	X	X	X	X		X	sandbox	0700-1630
Bldg. #134	120 Stanmore Dr.	X	4		X		X	X			sandbox/ compound	24/7
Bldg. #123 *	1540 Airport Rd.		1	2				X				0700-1630
Bldg. #10 *	95 Manston Cr.		3		X	X	X				sandbox	0700-1630
Bldg. #147*	95b Manston Cr.	X	2		X	X					sandbox	0700-1630
Bldg. #33 **	33 Manston Cr.		7		X	X	X			X	sandbox	0700-1630
New MIR ***		X	7	1	X	X	X			X	sandbox	0700-1630
Bus shelter	Sterling Ave		1			X	X					24/7

Also included are:

1. Access to all Roof Ladders mounted on the outside walls
 2. Access to all Natural Gas Meters
 3. Access to all Hydro Meters
 4. Access to all Garbage Bins including removing snow off all Garbage Bin's Lids
- * Monday through Friday only - ** Excluding Sunday- *** Once operational will replace Bldg. #10

APPENDIX 2 TO ANNEX A

SPILL RESPONSE

22 WING SPILL RESPONSE

REFERENCES:

- A. [Canadian Environmental Protection Act](#)
- B. [Fisheries Act](#)
- C. [Transportation Dangerous Goods Act](#)
- D. [General Waste Management](#)
- E. [Ontario Water Resources Act](#)
- F. [Ontario Environmental Protection Act](#)
- G. [Ontario Regulation 675/98 Classification and Exemption of spills and Reporting of Discharges](#)
- H. [DAOD 2008-3, Issues and Crisis Management](#)
- I. [DAOD 4003-0, Environmental Protection and Stewardship](#)
- J. [DAOD 4003-1, Hazardous Materials Management](#)
- K. [ED 4003-1/2003, Spill Reporting](#)
- L. [1 CAD HQ Uniform Spill Reporting Protocol](#)
- M. [1 Cdn Air Div Order 1-109, Environmental Protection and Resource Conservation](#)
- N. [22 Wing Hazardous Materials Management Plan](#)
- O. [WSO 12-01 - Hazardous Materials Management](#)
- P. [WSO 12-02 - Hazardous Waste Management](#)
- Q. [WSO 12-05 - Halocarbon Management](#)

DEFINITIONS

1. Halocarbons: a family of synthetic carbon-based compounds that contain halogen atoms (e.g. chlorine, bromine and fluorine) and are used as refrigerants, fire extinguishing agents, air conditioning, and solvents for equipment cleaning;
2. POL: petroleum, oils and lubricants which include all varieties of aviation fuel, gasoline, diesel, heating fuel, naphthalene and lubricating oil.
3. Hazardous Materials (hazmat): dangerous substances, dangerous goods, hazardous commodities and hazardous products or any other material which handled improperly can endanger the well being of human health and environment or equipment (ref J).
4. Spill: the intentional or unintentional abandonment, deposit, discharge, dump, emission, emptying, exhausting, throwing, injecting, leaking, pouring, placing, releasing, seeping, or spraying of **hazmat** into the environment (ref K).
5. Major Spill: any spill that cannot easily be contained or cleaned up by 2 personnel or if the hazmat enters surface water, sanitary system or storm drain.

PURPOSE

6. Provide clear, concise direction on spill response, containment, clean-up and reporting procedures in the event of a spill at 22 Wing North Bay (Wing).

POLICY

7. Proper reporting, and spill response procedures detailed within this order will assist the Wing in meeting the federal and provincial legislative requirements (ref A to G); departmental orders and policies (ref H to M); and demonstrate due diligence. Spill response is critical to reducing the Wing's impact on the environment. Timely response to a spill means a greater amount of product is recovered, and the greater the amount of product recovered means less impact to the natural environment.

SPILL PREVENTION

8. The spill prevention measures implemented on the Wing include proper hazmat handling, storage, containment, labeling and training. These measures are detailed within the Wing's hazardous materials management plan and wing standing orders (WSO) (ref M to N).

SPILL RESPONSE

9. When a spill is identified all activities must cease and the spill response will take precedence.

10. Any person who finds, or causes a spill will report it immediately. Every spill of hazardous materials regardless of size shall be reported to the Wing Environment Officer (W Env O) (ref L) within 24 hours. All spills will be initially reported verbally followed by completing Annex A, 22 Wing Spill Report Form within 24 hours of the incident. Halocarbon releases will be reported according to [WSO 12-05](#).

11. In the event of a Spill:

- a. STOP and STAND BACK:
 - (1) protect yourself from harm;
 - (2) identify ignition sources, electrical supply or other hazards on site. Only act to neutralize these hazards if it is safe to do so; and
 - (3) DO NOT attempt to undertake a spill or rescue a victim without proper training and equipment.
- b. ASSESS THE HAZARDS:
 - (1) is anyone injured or in danger?
 - (2) is the spill worsening, moving or stable?
- c. GET HELP:
 - (1) for a major spill contact 911 immediately, the City fire department will respond and contain the spill. Unit will be responsible for clean-up (See Annex B);
 - (2) alert the chain of command and Mission Crew Commander (MCC);
 - (3) verbally report spill to W Env O;
 - (4) secure the area to protect others until help arrives, if it is safe to do so; and
 - (5) assist in the rescue of injured personnel once help has been called and if you can do so without endangering yourself.
- d. FORMULATE A RESPONSE PLAN:
 - (1) prepare a plan to slow, divert and contain the spill;
 - (2) decide what equipment is required and in what quantities;
 - (3) decide the best method for clean-up measures; and
 - (4) gather all required response equipment and personal protective equipment (PPE).
- e. SLOW, DIVERT AND CONTAIN THE SPILL:
 - (1) prevent further damage from the spill before attempting to clean up measures:
 - (a) slow the movement of hazmat;
 - (b) divert the hazmat away from surface water, storm and sanitary drains; and
 - (c) contain the spill.
- f. CLEAN UP THE SPILL:
 - (1) clean up methods will be determined by the type of material spilled and the environment;
 - (2) W Env O will assist with the clean-up specifications;
 - (3) work from the perimeter of spill inward to absorb, neutralize the spill;

- (4) avoid tracking the hazmat and limit your personal contact; and
- (5) major spills will be cleaned up through a qualified contractor who will be called-up at the discretion of CE.

g. AFTER THE SPILL:

- (1) properly dispose of the spilled substance including absorbent pads, granular material, soil, and contaminated protective clothing;
- (2) all impacted material will be disposed of according to TDG and provincial requirements (ref C&D) through Supply Repair and Disposal section (R&D);
- (3) R&D is responsible to ensure the Wing is registered to generate the waste and the carrier contractor is licensed to haul it to certified disposal center;
- (4) complete the 22 Wing Spill Report form (Annex A) and submit to W Env O within 24 hours of the spill; and
- (5) immediately replace all emergency spill response equipment.

RESPONSIBILITIES

12. The person that caused or found the spill is responsible to:

- a. notify their chain of command and MCC;
- b. get help;
- c. notify the W Env O;
- d. complete the Spill Response Form (Annex A) within 24 hours of the incident; and
- e. initiate a significant incident report if required.

13. The unit, section or contractor that caused a spill is responsible to:

- a. have spill response equipment for the type and quantity of hazmat they have control of;
- b. supply spill response equipment for the spill;
- c. replace all used spill equipment immediately; and
- d. cover all costs associated with the spill.

14. W Env O

- a. once verbal report is received, the W Env O will report to all required external agencies immediately as detailed within ref A and B;
- b. provide follow up verbal or written reports as required by the agencies within the specified timelines;
- c. notify the departmental authorities of spill within 24 hours on SpillNet and confirm a significant incident report is completed if required;
- d. oversee spill clean-up measures and provide clean up specifications; and
- e. maintain spill records.

15. R&D

- a. accept hazardous waste associated with the spill and store appropriately until it is disposed of; and
- b. ensure all hazardous waste is disposed of in accordance with ref C and D.

16. RP Ops O

- a. maintain a spill clean-up contractor available for call up 24/7 for major spills which have been contained by the City Fire Department; and

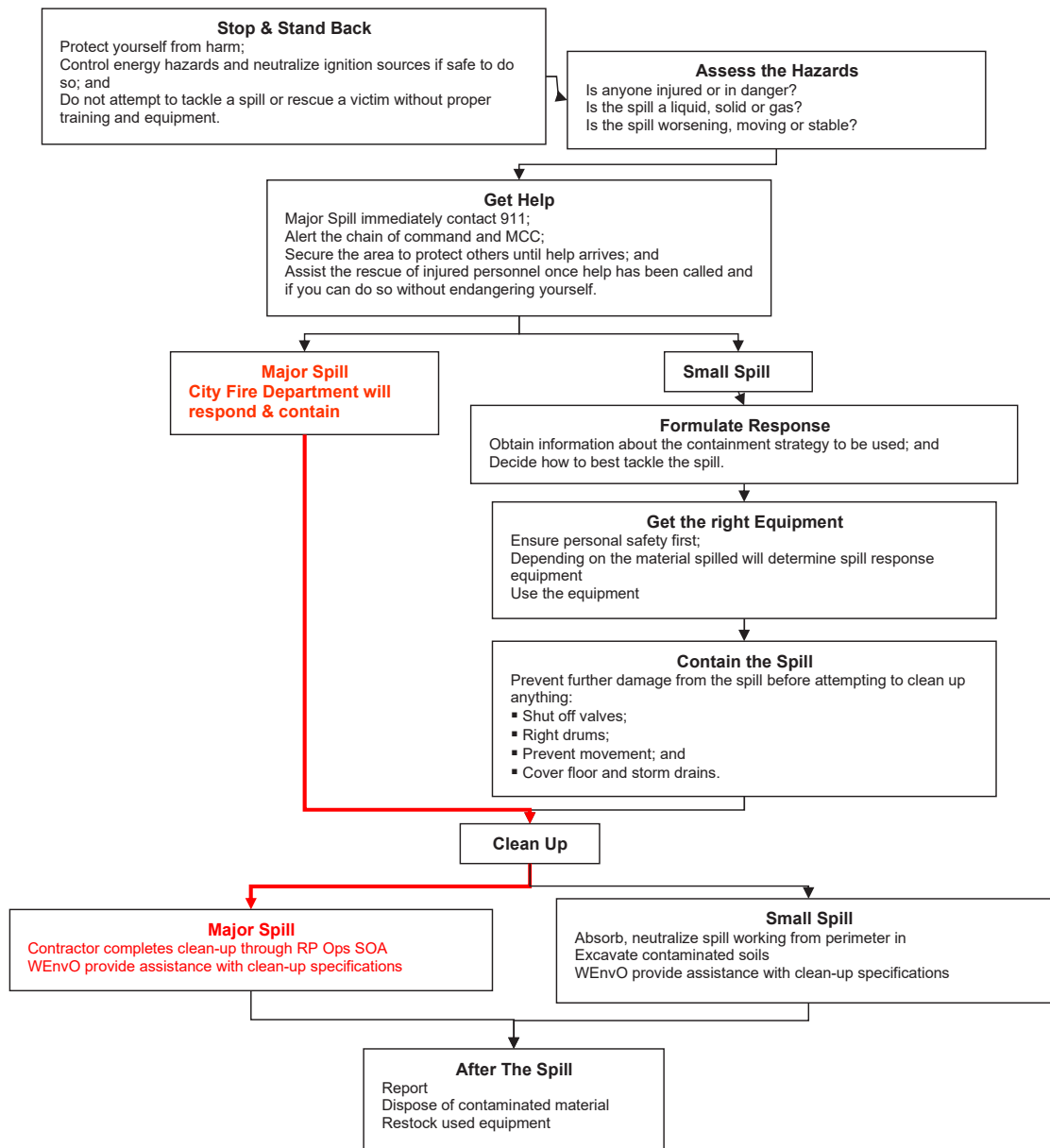
- b. Supply laborers to assist with clean up if deemed necessary.

17.WPAO

- a. Notify members of the public who are directly affected by the spill; and
- b. Manage all public inquiries and concerns.

OPI: W Env O

22 Wing Spill Response Flowchart



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Spill Report Form			
Spill Reported by:		Spill initially reported to:	
Section/Unit:		Section/Unit:	
Number: () - local		Date (dd/mm/yyyy): Time: Method: verbal <input type="checkbox"/> , phone <input type="checkbox"/> , or email <input type="checkbox"/>	
Date and Time Information			
Date of occurrence/discovery (dd/mm/yyyy):		Time:	
Date spill stopped (dd/mm/yyyy):		Time:	
Date spill cleaned-up (dd/mm/yyyy):		Time:	
Spill Information			
Material spilled:		TDG Class:	
Quantity spilled: <i>Litres or Kilograms</i>		SDS attached:	
Quantity recovered: <i>Litres or kilograms</i>			
Source of spill:			
Cause of spill:			
Description of spill response implemented:			
Spill Location			
Building number:		Equipment information:	
Did spill: (check all that apply) ➤ enter catch basin or storm drain? <input type="checkbox"/> ➤ travel off base property? <input type="checkbox"/> ➤ enter surface water? <input type="checkbox"/>		Distance from drain or catch basin: meters	
		Distance to property boundary: meters	
		Distance to surface water: meters	
Weather			
Weather conditions:		Temperature: °C	
Clean-up			
Contaminated spill response material and equipment collected from site?			
Disposal location of contaminated material (R&D?):			
Actions taken to replace used spill response equipment:			
Spill Costs			
Cost of lost product: \$		Cost of clean-up: \$	
W Env O Office use only			
Spill Notification number:			
Reported to Spills Action Center (1-800-268-6060)?		SAC File number:	
Required follow up actions:			
Significant incident report required?		W Env O completed site visit <input type="checkbox"/>	

APPENDIX 3 TO ANNEX A

SNIC EVENT REPORT

1. Event Date/Start time: _____
2. Event Date/End time: _____
3. Expected precipitation/Type: _____
4. Wind speed/direction: _____
5. Personnel/Equipment dispatched during event:

6. Roadway conditions after clean up:
 - a) Priority One _____
 - b) Priority Two _____
 - c) Priority Three _____
 - d) Priority Four _____
7. Materials used:
 - a) Salt _____ (kg)
 - b) Salt/sand mix _____ (kg)
 - c) Other _____ (kg)

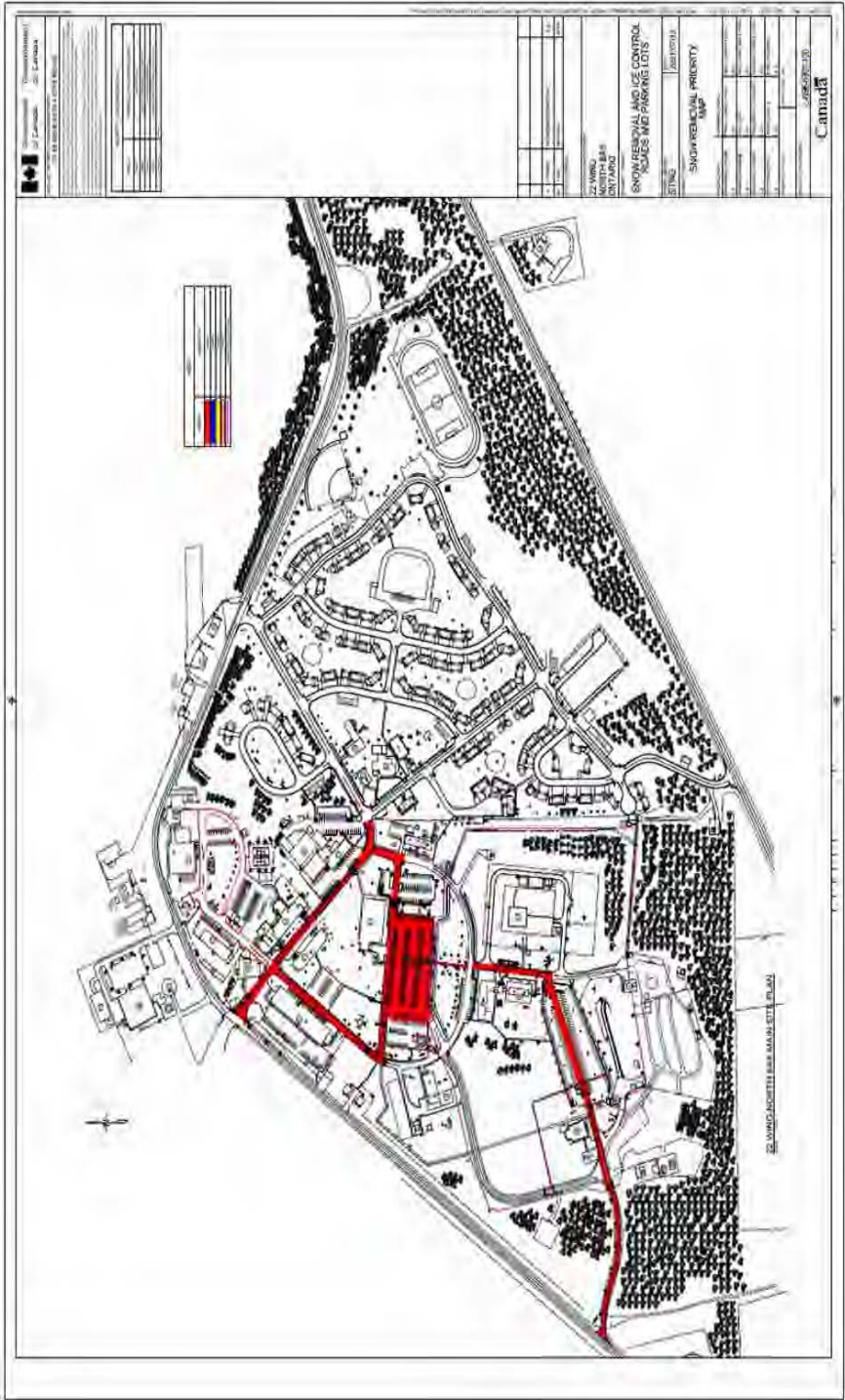
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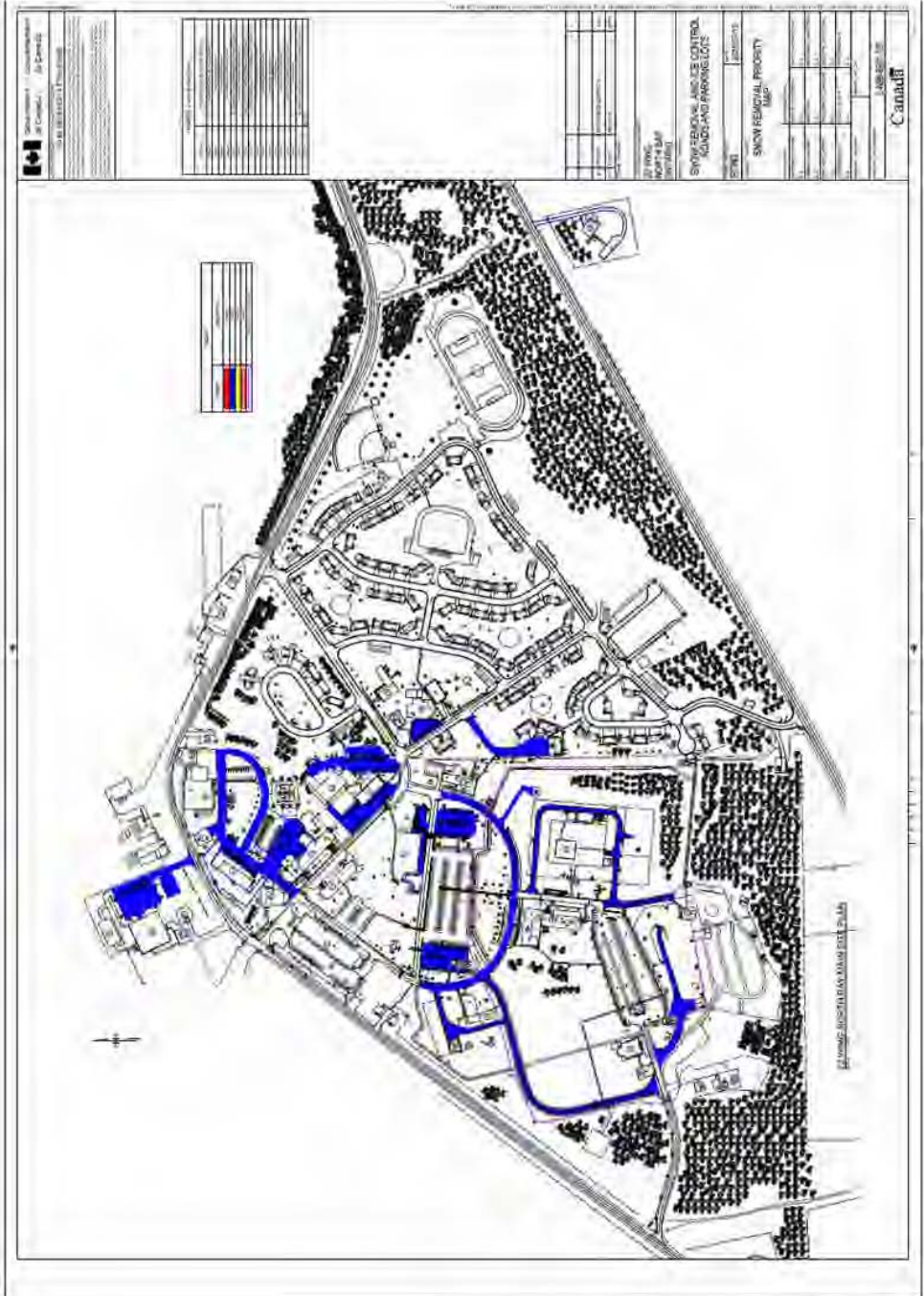
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APPENDIX 4 TO ANNEX A

MAPS



PRIORITY 1



PRIORITY 2

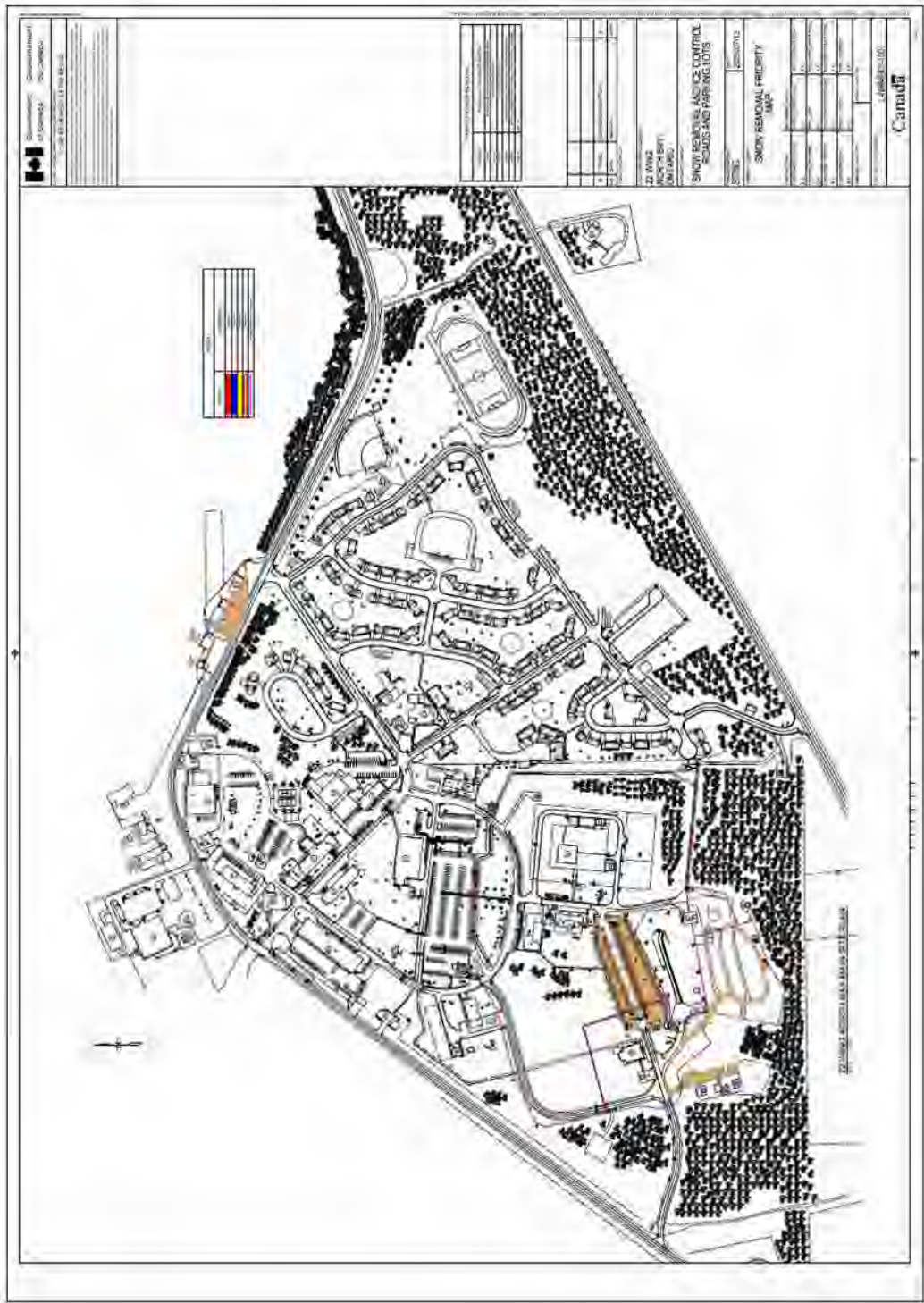
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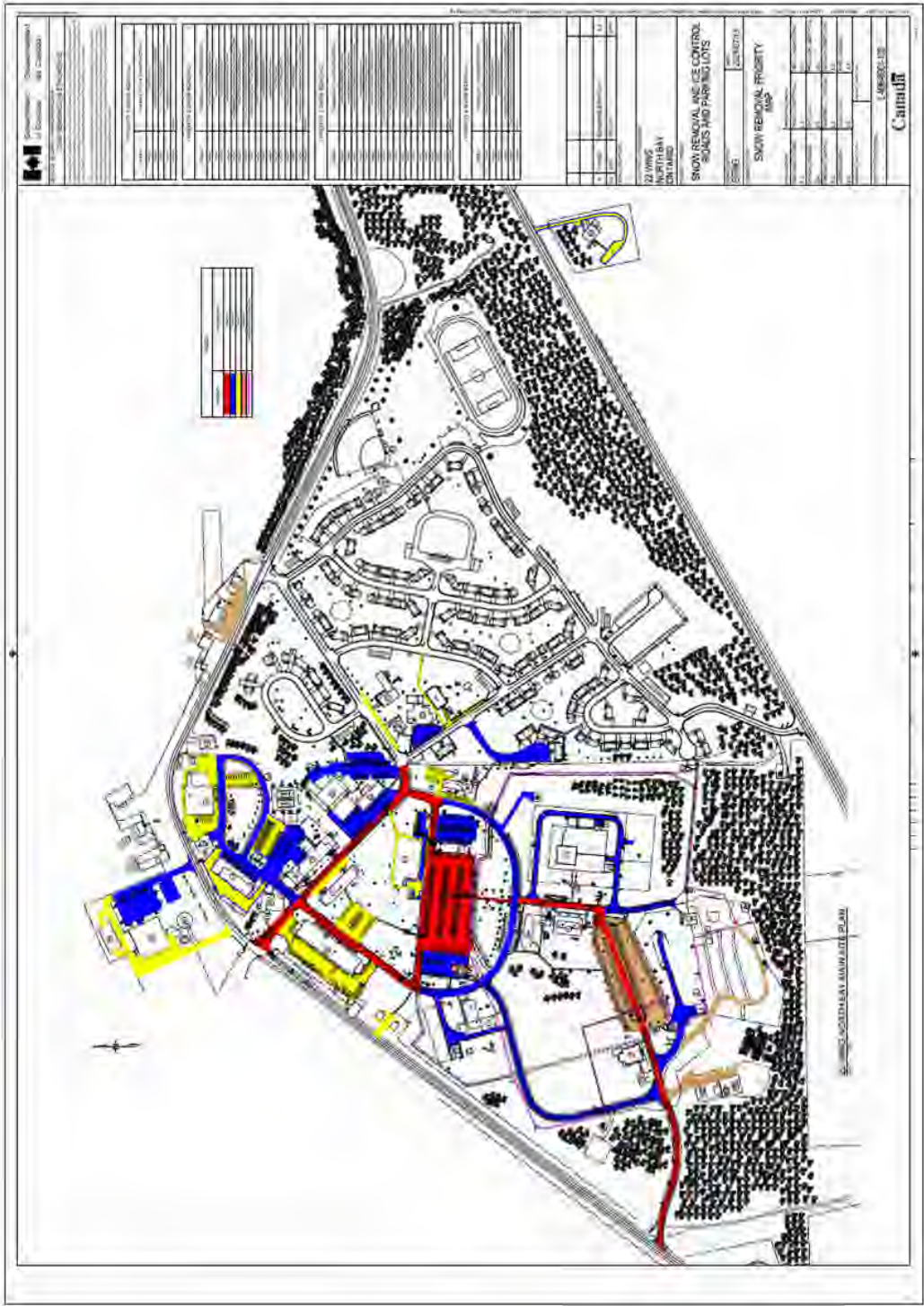
PRIORITY 3



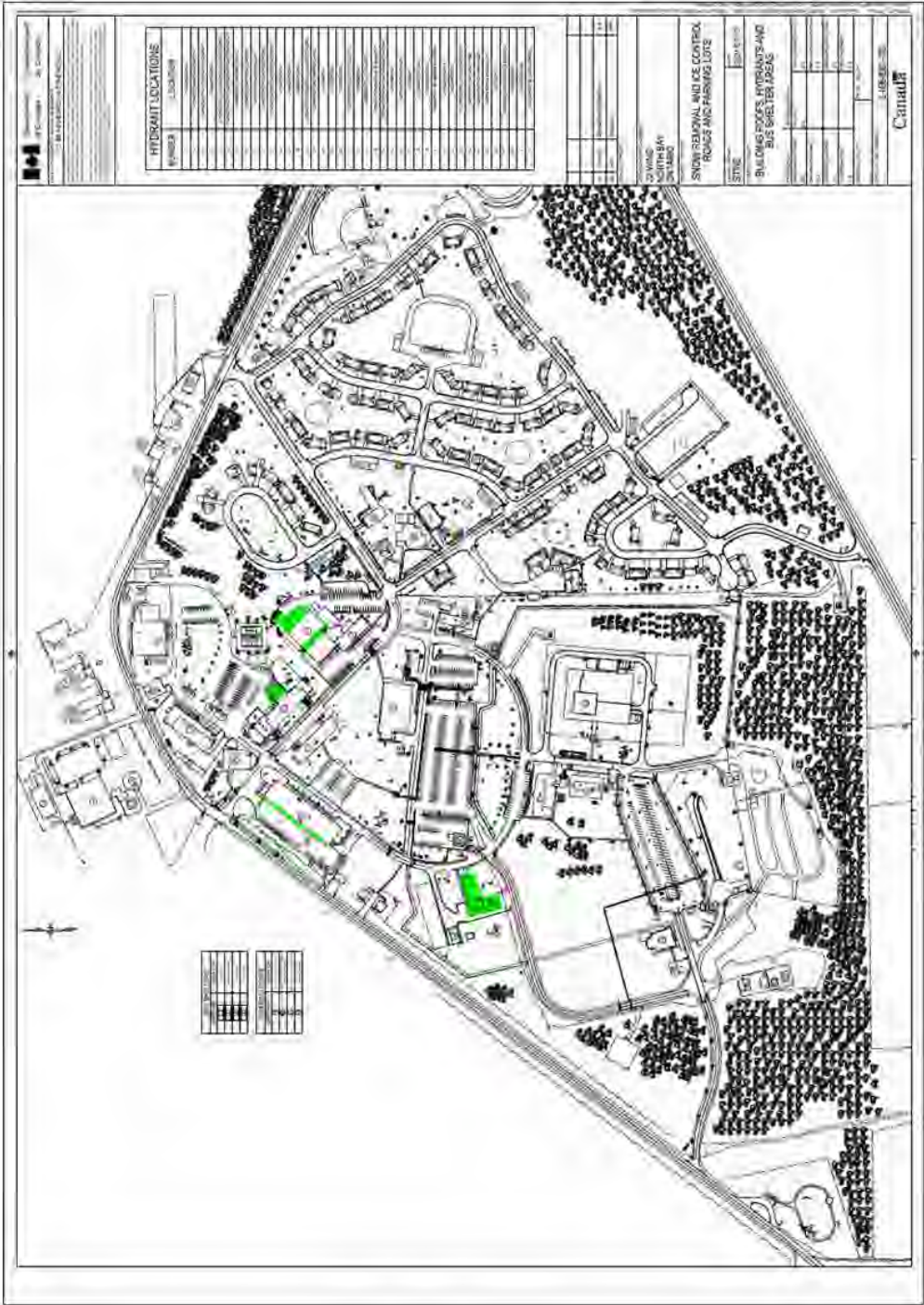
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PRIORITIES - ALL

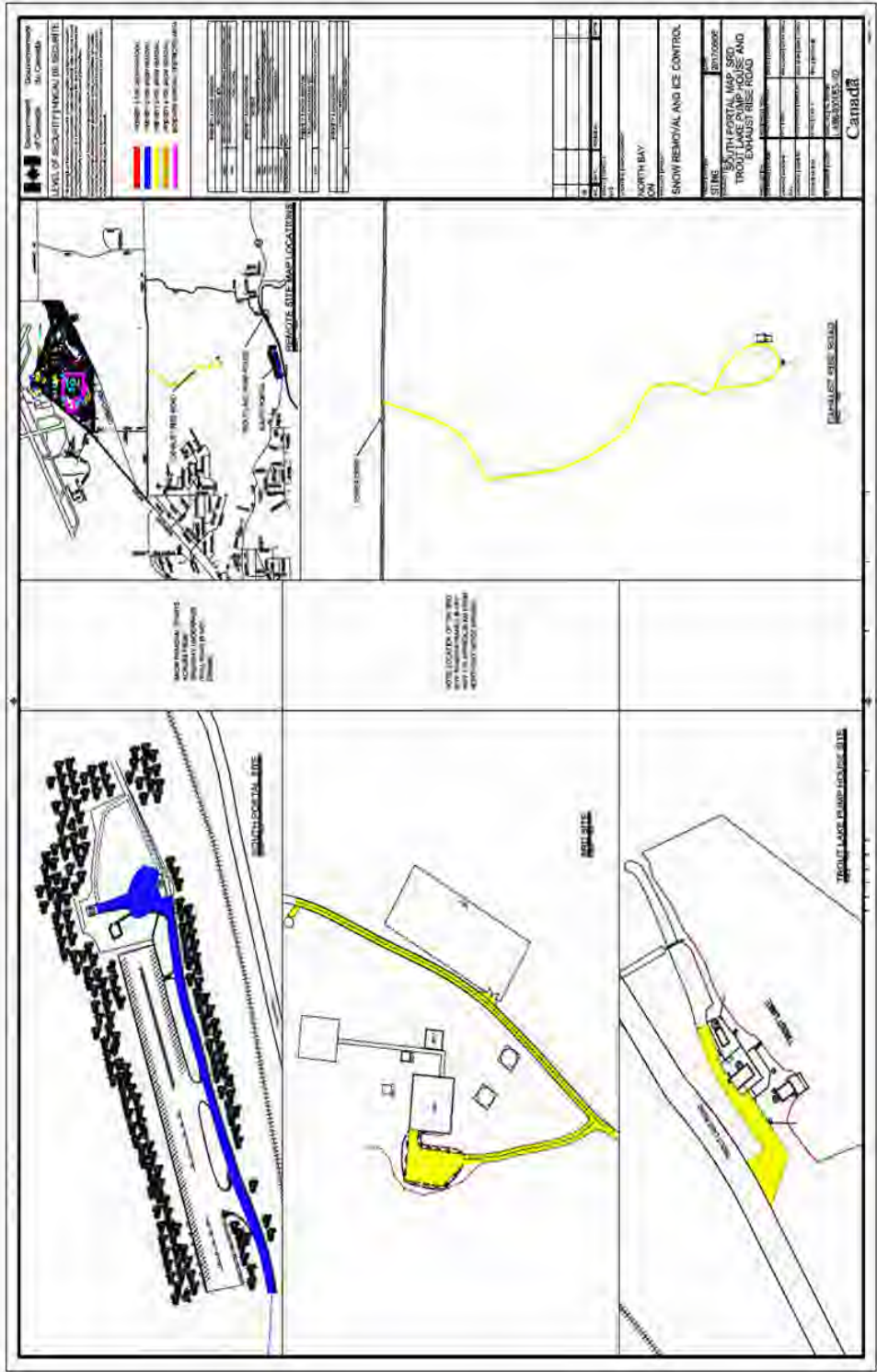


ROOFS, HYDRANTS AND BUS SHELTERS

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REMOTE SITES

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ANNEX “B”

BASIS OF PAYMENT

Estimated Quantities: *The quantities as stated herein are an estimate of the requirement made in good faith. The Contract will be limited to the actual services ordered and performed.*

Pricing

All prices are firm, all-inclusive, lot prices in Canadian dollars, Delivered Duty Paid, Canadian customs duties and excise taxes included, HST excluded. HST is not included in the pricing but will be added as a separate item to any invoice issued.

YEAR 1 – Date of award to 30 September 2022;
YEAR 2 – 1 October 2022 to 30 September 2023;
YEAR 3 – 1 October 2023 to 30 September 2024;
Option 1: Year 4: - 1 October 2024 to 30 September 2025.

Pricing Basis "A":

Firm Requirement

Serial	Task	Unit of Issue	Number of Months	Year 1 Pricing	Year 2 Pricing	Year 3 Pricing	Option 1 Year 4 Pricing
1.	Snow plowing, ice control, sanding, salting, sweeping and disposal to include all labour, equipment, materials, transportation and supervision.	Per Month	6	\$ / Per Month	\$ / Per Month	\$ / Per Month	\$ / Per Month

Pricing Basis "B":

As and When Requested Services through the use of Task Authorizations.

Serial	Task	Unit of Issue	Estimated Usage	Year 1	Year 2	Year 3	Option 1 Year 4
2.	Hauling of snow to include loading and hauling from designated areas to an approved snow dump site	m ³	5,000	\$ / Per m ³	\$ / Per m ³	\$ / Per m ³	\$ / Per m ³
3.	Provide snow bucket equipped front end loader capability with operator for as and when required service	Per Hour	300	\$ / Per hour	\$ / Per hour	\$ / Per hour	\$ / Per hour
4.	Provide backhoe/front end loader with snow blower capability with operator for as and when required service	Per Hour	100	\$ / Per hour	\$ / Per hour	\$ / Per hour	\$ / Per hour

5.	Provide operator with sidewalk plow/blower (min 40 inch in width) for as and when required service	Per Hour	300	\$ / Per hour	\$ / Per hour	\$ / Per hour	\$ / Per hour	\$ / Per hour
6.	Provide labourer (shoveling) for as and when required service	Per Hour	300	\$ / Per hour	\$ / Per hour	\$ / Per hour	\$ / Per hour	\$ / Per hour
7.	Building 23 PSP Offices (Area A) Modified Bitumen Surface – Flat Roof – Hourly labour rate per man hour for supervision to remove drifted snow between walls of surrounding structures in accordance with Annex "A" Statement of Work.	Per Man Hour	10	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour
8.	Building 23 PSP Offices (Area A) Modified Bitumen Surface – Flat Roof – Hourly labour rate per man hour for labour to remove drifted snow between walls of surrounding structures in accordance with Annex "A" Statement of Work.	Per Man Hour	50	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour
9.	Building 23 PSP Offices (Area A) Modified Bitumen Surface – Flat Roof – Hourly rate to provide all equipment and materials required full-time on-site to remove drifted snow between walls of surrounding structures in accordance with Annex "A" Statement of Work.	Per Hour	50	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour
10.	Building 23 PSP Offices (Area A) Modified Bitumen Surface – Flat Roof – Hourly rate to provide all equipment required part-time (i.e. loader, sander) to remove drifted snow between walls of surrounding structures in accordance with Annex "A" Statement of Work.	Per Hour	20	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour
11.	Building 23 Sports Stores & Squash Courts (Area B) Modified Bitumen Surface – Flat Roof – Hourly labour rate per man hour for supervision to remove accumulated snow from highlighted area, clear around all mechanical equipment and building vents in accordance with Annex "A" Statement of Work.	Per Man Hour	5	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour

12.	Building 23 Sports Stores & Squash Courts (Area B) Modified Bitumen Surface – Flat Roof – Hourly labour rate per man hour for labour to remove accumulated snow from highlighted area, clear around all mechanical equipment and building vents in accordance with Annex “A” Statement of Work.	Per Man Hour	25	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour
13.	Building 23 Sports Stores & Squash Courts (Area B) Modified Bitumen Surface – Flat Roof – Hourly rate to provide all equipment and materials required on-site full-time to remove accumulated snow from highlighted area, clear around all mechanical equipment and building vents in accordance with Annex “A” Statement of Work.	Per Hour	25	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour
14.	Building 23 Sports Stores & Squash Courts (Area B) Modified Bitumen Surface – Flat Roof – Hourly rate to provide all equipment required on-site part-time (i.e. loader, sander) to remove accumulated snow from highlighted area, clear around all mechanical equipment and building vents in accordance with Annex “A” Statement of Work.	Per Hour	10	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour
15	Building 14 Mess Kitchen (Area C) Modified Bitumen Surface – Flat Roof – Hourly labour rate per man hour for supervision to remove all snow in highlighted area, clear around all mechanical equipment and vent hoods in accordance with Annex “A” Statement of Work.	Per Man Hour	5	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour
16	Building 14 Mess Kitchen (Area C) Modified Bitumen Surface – Flat Roof – Hourly labour rate per man hour for labour to remove all snow in highlighted area, clear around all mechanical equipment and vent hoods in accordance with Annex “A” Statement of Work.	Per Man Hour	20	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour
17	Building 14 Mess Kitchen (Area C) Modified Bitumen Surface – Flat Roof – Hourly rate to provide all equipment and materials required on-site full-time to remove all snow in highlighted area, clear around all mechanical equipment and vent hoods in accordance with Annex “A” Statement of Work.	Per Hour	20	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour

18	Building 14 Mess Kitchen (Area C) Modified Bitumen Surface – Flat Roof – Hourly rate to provide all equipment required on-site part- time (i.e. loader, sander) to remove all snow in highlighted area, clear around all mechanical equipment and vent hoods in accordance with Annex “A” Statement of Work.	Per Hour	10	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour
19	Building 15 Awning (Area D) Concrete Surface – Flat Roof – Hourly labour rate per man hour for supervision to remove all snow and ice from awning along the loading dock area in accordance with Annex “A” Statement of Work.	Per Man Hour	2	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour
20	Building 15 Awning (Area D) Concrete Surface – Flat Roof – Hourly labour rate per man hour for labour to remove all snow and ice from awning along the loading dock area in accordance with Annex “A” Statement of Work.	Per Man Hour	10	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour
21	Building 15 Awning (Area D) Concrete Surface – Flat Roof – Hourly rate to provide all equipment and materials required on-site full time to remove all snow and ice from awning along the loading dock area in accordance with Annex “A” Statement of Work.	Per Hour	10	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour
22	Building 15 Awning (Area D) Concrete Surface – Flat Roof – Hourly rate to provide all equipment required on-site part time (i.e. loader, sander) to remove all snow and ice from awning along the loading dock area in accordance with Annex “A” Statement of Work.	Per Hour	5	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour	\$ /per hour
23	Building 33 (Area E) Modified Bitumen Surface – Flat Roof – Hourly labour rate per man hour for supervision to remove snow from upper and lower roofs, clear around all mechanical equipment and building vents in accordance with Annex “A” Statement of Work.	Per Man Hour	10	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour
24	Building 33 (Area E) Modified Bitumen Surface – Flat Roof – Hourly labour rate per man hour for labour to remove snow from upper and lower roofs, clear around all mechanical equipment and building vents in accordance with Annex “A” Statement of Work.	Per Man Hour	40	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour	\$ /per man hour

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25	Building 33 (Area E) Modified Bitumen Surface – Flat Roof – Hourly rate to provide all equipment and materials required on-site full-time to remove snow from upper and lower roofs, clear around all mechanical equipment and building vents in accordance with Annex “A” Statement of Work.	Per Hour	40	\$ /per hour	\$ /per hour	\$ /per hour
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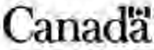
ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada Gouvernement du Canada	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Contract Number / Numéro du contrat W6890-220064</div> <div style="border: 1px solid black; padding: 5px;">Security Classification / Classification de sécurité UNCLASSIFIED</div>
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)	
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <div style="text-align: center;">Department of National Defence</div>	2. Branch or Directorate / Direction générale ou Direction <div style="text-align: center;">RCAF</div>
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Snow and ice control measures for 22 Wing, including within the Wing General Restricted Area.	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <div style="text-align: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</div>	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <div style="text-align: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</div>	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <div style="text-align: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</div>	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <div style="text-align: right;"><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui</div>	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <div style="text-align: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</div>	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
<div style="display: flex; justify-content: space-around;"><div>Canada <input type="checkbox"/></div><div>NATO / OTAN <input type="checkbox"/></div><div>Foreign / Étranger <input type="checkbox"/></div></div>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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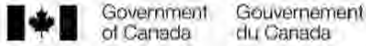
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PART A (continued) / PARTIE A (suite)

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

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : On DND premises, unscreened personnel may only access public/reception zones.

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

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

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

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Capt T.S. Bruhn	Title - Titre OC RPOD NB	Signature BRUHN, TESLIN 947 <small>Digitally signed by BRUHN, TESLIN 947 Date: 2021.06.11 11:51:51 -04'00'</small>
--	-----------------------------	--

Telephone No. - N° de téléphone (705)-494-2011 Loc 2435	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Teslin.Bruhn@forces.gc.ca	Date 11 Jun 2021
--	-----------------------------------	--	---------------------

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

Name (print) - Nom (en lettres moulées) Sasa Medjovic	Title - Titre Senior security analyst	Signature MEDJOVIC SASHA 234 <small>Digitally signed by MEDJOVIC, sasha234 DN: cn=SASHA 234, ou=FORCES, ou=MINISTRE DE LA SÉCURITÉ NATIONALE, cn=SASHA 234 Reason: I am the author of this document Unaltered: cmi signing location hash Date: 2021.06.15 09:13:08 -04'00' File: P00000730, Version: 1.0.1.4</small>
--	--	---

Telephone No. - N° de téléphone 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date
---	-----------------------------------	---	------

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

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Francis, Andree	Digitally signed by Francis, Andree Date: 2021.07.07
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 13:59:47 -04'00'
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Canada

ANNEX "D"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

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

-
- I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:

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-
- 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 endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

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ANNEX “F” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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

ANNEX "G" 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)

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ANNEX "H"

CONTRACT EXPERIENCE FORM

SNOW & ICE CONTROL (SNIC) OPERATIONS

(As per Part 4, 4.1.1.1 Mandatory Technical Criteria)

1) Customer's Name and Address

2) Name:

Title:

Telephone Number:

E-mail Address:

3) Start and End Date of Contract


4) Description of Service Provided

5) Value of Contract

ANNEX "I"

NEW PROCESS FOR SPONSORING SUPPLIERS FOR SECURITY CLEARANCE

****NEW**** Contract Security Program (CSP) Application for Registration (AFR) Form.

	<p>Public Services and Procurement Canada</p> <p>Services publics et Approvisionnement Canada</p>	<p>Organization # <input style="width: 100px;" type="text"/></p> <p>Protected (once completed)</p>
<h3>CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)</h3>		
<p>Instructions for completing the Application for Registration (AFR)</p>		
<p>Privacy notice</p> <p>The personal information is collected under the authority of subsection 7(1) of the <i>Financial Administration Act</i> and is mandatory in accordance with Treasury Board's <i>Policy on Government Security and Standard on Security Screening</i> for the purposes of security assessment and registration in the Contract Security Program under the Departmental Oversight Branch of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security clearance or security status and to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and or/ investigation in accordance with the <i>Policy on Government Security and Standard on Security Screening</i>. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.</p> <p>Your personal information is protected, used and disclosed in accordance with the <i>Privacy Act</i> and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 (https://www.tpsgc-pwgsc.gc.ca/falop-atip/infosource-eng.html), and the TBS standard personal information bank Personal Security Screening PSU 917 (https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/information-about-programs-information-holdings/standard-personal-information-banks.html#psu917). Under the <i>Privacy Act</i>, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for five years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for five years after the termination of the contract, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period..</p> <p>If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at TPSGC_viePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca, or by regular mail at the following address: Access to Information and Privacy Directorate, Place du Portage, Phase III, 3A1, 11 Laurier Street, Gatineau, Quebec, K1A 0S5. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.</p>		
<p>General:</p> <ul style="list-style-type: none">▪ In any instance where this form does not allow enough space for a complete answer, please include additional pages and/or table rows as required.▪ Refusal to provide your information, the provision of false statement, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances.		
<p>*Mandatory Requirement: It is the responsibility of the Company Security Officer and/or Key Senior Officials to notify the Contract Security Program of any changes to the organization (such as change of address, phone numbers, change in security officers / key senior officials and ownership).</p>		
<p>Section A - Business information:</p> <ul style="list-style-type: none">▪ You must provide all required documentation in relation to the type of organization. <p>Legal name of the organization refers to the legal name of the organization as it is registered with federal or provincial authorities.</p> <p>Business or Trade name refers to the name which a business trades under for commercial purposes; although its registered, legal name, used for contracts and other formal situations, may be another.</p>		



CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

Corporation refers to an entity having the authority under law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.

Provide the following information to substantiate this "Type of Organization" selection:

- Stock exchange identifier (if applicable);
- Certificate of incorporation, compliance, continuance, etc.
- Organization's Management chart is mandatory.

Partnership refers to a voluntary contract between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them.

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status: partnership documentation; or
- Organization chart

Sole proprietor refers to the owner of a business who acts alone and has no partners.

Provide the following information to substantiate this "Type of Organization" selection:

- Provincial registration documentation; or
- Other (Master Business License)

Other (letters of patent, universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status;
- Organization chart;
- Acts;
- Charters;
- Bands;

- The provided "Business Civic Address" must be for an entity that is based in Canada.
- The Contract Security Program does not register foreign based firms.
- Canadian subsidiaries of foreign based firms are eligible for registration with the Contract Security Program.

Section B - Security officers:

- Identify the individual(s) you intend to nominate as your organization's Company Security Officer (CSO) and Alternate Company Security Officer(s) (ACSO) who will be responsible for organization and personnel security.
- Security officers **must** meet all of the following criteria:
 - o an employee of the organization;
 - o physically located in Canada;
 - o a Canadian citizen or permanent resident of Canada; and
 - o security screened at the same level as the organization.
- The Company security officers and/or /Key senior officials are responsible to notify the Contract Security Program of any changes within the organization.
- Employee has the same meaning as that used by the Canada Revenue Agency.
- The key senior officials and/or company security officers are responsible to notify the Contract Security Program of any changes within the organization of its listing of key senior officials.



CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

Section C - Key Senior Officials:

- A Key Senior Official (KSO) is an individual who must be granted a personnel security clearance before an organization will be granted a facility security clearance. This includes the Company Security Officer (CSO) and all owners. As well as any officers, directors (of the board), executives and/or partners who occupy positions of control or influence over a company.
- The organization must list **all** the names and position titles for its Key senior officials. Applicants are to add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.

Section D - Board of directors:

- List all members of the organizations' board of directors. Applicants are to add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.

Section E - Ownership information:

- For the purposes of the Contract Security Program, the following interpretations are applicable:

Direct (or registered) owners are owners who hold legal title to a property or asset in that owner's name.

Ownership refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.

Parent company refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries. Is the entity already registered in a security program and does it hold a Facility Security Clearance (FSC) from the Government of Canada or another country?

Note: For the purposes of the Contract Security Program, individuals with 20% or more of ownership of the applicant organization may be designated by the Contract Security Program as key senior officials.

Section F - Certification and consent:

Only an individual identified in Section C may complete this section.



CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

NOTE:

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application information will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form will not be processed and will be returned to you.

SECTION A - BUSINESS INFORMATION

1. Legal name of the organization		
2. Business or trade name (if different from legal name)		
3. Type of organization - Indicate type of organization and provide the required validation documentation (select one only) <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other (specify)		
4. Provide a brief description of your organization's general business activities.		
5. Business (Head office) civic address in Canada		
6. Mailing address (if different from business civic address)		
7. Organization website (if applicable)		
8. Procurement Business Number (PBN) if applicable	9. Telephone number (include extension number)	10. Facsimile number
11. Number of employees in your organization		12. Number of employees who required Government of Canada security screenings

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Buyer ID - Id de l'acheteur
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SECTION B - SECURITY OFFICERS

Position title	Surname	Given name	E-mail
Company security officer(CSO)			
Alternate company security officer(ACSO)			
ACSO (if applicable)			
ACSO (if applicable)			
ACSO (if applicable)			

SECTION C - KEY SENIOR OFFICIALS

Position title-within your organization	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

SECTION D-LIST OF BOARD OF DIRECTORS (PLEASE INDICATE N/A IF NOT APPLICABLE)

Position title	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile



CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

SECTION E- OWNERSHIP INFORMATION-PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP

****Please complete for each level of ownership****

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from the Government of Canada or another country. For publicly traded corporations, identify stock exchange.

SECTION E-1

Please identify all individual owner(s) or direct organization(s) ownership below.

Ownership-Level1 (Direct Parent)

Name of organization or individual	Address	Type of entity (private or public corporation, government)	Stock exchange public or private	Facility security clearances (FSC) Yes/No	Percentage of ownership	Citizenship or country of jurisdiction

SECTION E-2

If there is any ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-1(Level 2)

Name of organization or individual	Address	Type of entity (private or public corporation, government)	Stock exchange public or private	Facility security clearances (FSC) Yes/No	Percentage of ownership	Citizenship or country of jurisdiction

SECTION E-3

If there is any ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-2 (Level 3)

Name of organization or individual	Address	Type of entity (private or public corporation, government)	Stock exchange public or private	Facility security clearances (FSC) Yes/No	Percentage of ownership	Citizenship or country of jurisdiction

Note: The organizational chart with percentages of ownership must be included

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SECTION F- CERTIFICATION AND CONSENT (ONLY AN INDIVIDUAL IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)

I, the undersigned, as the individual authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Industrial Security Manual and consent to the collection use and disclosure of my personal information for the purposes as described above. I agree to notify the Contract Security Program of any changes to the organization (such as change of address, phone numbers, change in security officers /key senior officials and ownership).

Surname	Given name
Position title	Telephone number
Facsimile number	Email address
Signature	Date

Note: The Company Security Officer/Key Senior Official is responsible to notify the Contract Security Program of any changes within the organization.

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations		
Initial recommendation by analyst (name)	Signature	Date
Final recommendation by analyst (name)	Signature	Date

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ANNEX "J"

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 - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

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.