

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

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address**Raison sociale et adresse du fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Canada Place/Place du Canada
Suite 1000
10th Floor/10e étage
9700 Jasper Ave/9700 ave Jasper
Edmonton
Alberta
T5J 4C3

Title - Sujet Grass Cutting Grass Cutting Standing Offer - Dundurn, SK	
Solicitation No. - N° de l'invitation W690D-220040/A	Date 2021-11-17
Client Reference No. - N° de référence du client W690D-220040	GETS Ref. No. - N° de réf. de SEAG PW-\$EDM-201-12183
File No. - N° de dossier EDM-1-44089 (201)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Mountain Standard Time MST on - le 2021-12-16 Heure Normale des Rocheuses HNR	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Ho, Hector	Buyer Id - Id de l'acheteur edm201
Telephone No. - N° de téléphone (780)901-0989 ()	FAX No. - N° de FAX (418)566-6167
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WING DET DUNDURN BLDG 155 GENERAL DELIVERY STN MAIN DUNDURN Saskatchewan S0K1K0 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Request for Standing Offers Template (RFSO)

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Amd. No. - N° de la modif.
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EDM-1-44089

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edm201
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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

Work under this standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material to cut and trim grass as detailed herein, for the Department of National Defence, Canadian Forces Ammunition Depot (CFAD), Dundurn, SK. The Standing Offer will be issued for a term of three (3) years on an, as and when requested during the period of the Standing Offer from April 1, 2022 to March 31, 2025.

This Request for a Standing Offer includes provisions for security.

It is anticipated that one (1) firm will be issued a Standing Offer.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

THIS DOCUMENT CONTAINS A COVID-19 VACCINATION REQUIREMENT FOR SUPPLIER PERSONNEL.

For further instructions please consult the COVID-19 vaccination requirement for supplier personnel: <https://buyandsell.gc.ca/covid-19-vaccination-requirement-for-supplier-personnel>"

- 1.2.2 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.
- 1.2.3 This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the offer will render the offer non-responsive.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Offers

Offers 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 Western Region Bid Receiving Unit

Suppliers are strongly encouraged to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. The Offeror must send an email requesting to open an epost Connect conversation to the following address:
roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca

Note: Offers 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 [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

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

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to

FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES** () **NO** ()

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

The Offeror is strongly encouraged to submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

Faxed offers will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) offers will not be accepted for the subject bid solicitation.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

By submitting a bid, the bidder certifies that they are able to perform all of the work as described in Annex A – Statement of Work.

4.1.1.1 Mandatory Technical Criteria

The following must be submitted: with bid or within seven (7) days upon request:

- a) A list of the equipment that will be used to perform the work, attached at **Annex C, must be completed and must be submitted with the contractors bid or within seven (7) days upon request.** If this list is not completed and submitted with the bid, it will render the bid non responsive.

4.1.2 Financial Evaluation

Evaluated price will be determined with the following calculation:

In Annex B:

Year One: Line item A1 + line item A2 + line item A3 = Year One Total A

Year Two: Line item B1 + line item B2 + line item B3 = Year Two Total B

Year Three: Line item C1 + line item C2 + line item C3 = Year Three Total C

Year One Total A + Year Two Total B + Year Three Total C = Total Evaluated Bid Price (GST Extra)

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the 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.

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all offerors must provide with their offer, the COVID-19 Vaccination Requirement Certification attached to this RFSO, to be given further consideration in this procurement process. This Certification is incorporated into, and forms a binding part of any resulting Contract. (Appendix 1)

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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Buyer ID - Id de l'acheteur
edm201
CCC No./N° CCC - FMS No./N° VME

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

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

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

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

-
- first quarter: April 1 to June 30
 - second quarter: July 1 to September 30
 - third quarter: October 1 to December 31
 - fourth quarter: January 1 to March 31

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1, 2022 to March 31, 2025.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Hector Ho
Title: Procurement Specialist
Public Works and Government Services Canada
Procurement Branch
Directorate: Real Property Contracting
Address: Canada Place
Suite 1000 , 9700 Jasper Avenue, Edmonton, AB T5J 4C3

Telephone: 780- 901- 0989
Facsimile: 1-418-566-6167
E-mail address: Hector.Ho@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

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7.5.3 Offeror's Representative

Name _____
Title _____
Address _____
Telephone: _____
Facsimile: _____
E-Mail Address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Canadian Forces Ammunition Depot, Dundurn, SK.

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7.10 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2020-05-28), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment ;
- g) Annex C, Equipment List;
- h) Annex D, Security Requirements Check List;
- i) Annex F, Electronic Payment Instruments;
- j) the Offeror's offer dated _____

7.11 Certifications and Additional Information

7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.11.2 SACC Manual Clauses

SACC Manual clause [M3082T](#) **COVID-19 vaccination requirement certification compliance – Standing Offers**

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the COVID-19 Vaccination Requirement Certification is or becomes untrue or if the Offeror fails to comply with such Certification during the period of any resulting Contract (call-up).

Canada will also have the right to terminate any resulting Call-up for default if the COVID-19 Vaccination Requirement Certification is or becomes untrue or if the Contractor fails to comply with such Certification during the period of the Contract (call-up).

7.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____
(*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

7.13 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010C](#) (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed during the period of April 1, 2022 to March 31, 2025.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

See Annex B – Basis of Payment

7.5.2 Limitation of Price

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

7.5.3 Single Payment

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

7.5.4 SACC Manual Clauses

A9117C (2007-11-30), T1204-Direct Request by Customer Department

7.5.5 Electronic Payment of Invoices – Call-up

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)

7.6 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.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

7.8 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations
M3800C (2006-08-15), Estimates

7.9 Dispute Resolution

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

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ANNEX "A" - STATEMENT OF WORK

See attached

ANNEX "B" - BASIS OF PAYMENT

- Price is all inclusive per cut, including all trimming and cleanup (as and when requested)
- Prices are to be GST extra; GST will be invoiced on a separate line on the invoice.

1. Year One: April 1, 2022 – March 31, 2023

ITEM	DESCRIPTION	PRICE
A1.	Class I Cut Area (per cut)	\$ /cut
A2.	Class II Cut Area (per cut)	\$ /cut
A3.	Miscellaneous Cutting (per hour)	\$ /hour
	Year One Total A:	\$

2. Year Two: April 1, 2023 – March 31, 2024

ITEM	DESCRIPTION	PRICE
B1.	Class I Cut Area (per cut)	\$ /cut
B2.	Class II Cut Area (per cut)	\$ /cut
B3.	Miscellaneous Cutting (per hour)	\$ /hour
	Year Two Total B:	\$

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3. Year Three: April 1, 2024 – March 31, 2025

ITEM	DESCRIPTION	PRICE
C1.	Class I Cut Area (per cut)	\$ /cut
C2.	Class II Cut Area (per cut)	\$ /cut
C3.	Miscellaneous Cutting (per hour)	\$ /hour
	Year Three Total C:	\$

Year One Total A + Year Two Total B + Year Three Total C = Total Evaluated Bid Price (GST Extra)	\$
---	----

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ANNEX "C" - EQUIPMENT LIST

1. This list is to be amended as required when equipment must be replaced due to wear and tear or damage.

Manufacturer	Model	Capacity (Cut, width, Horsepower)	USAGE (hours on equipment)	Lighter Equipment to be used when required? Yes or No

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ANNEX "D" - SECURITY REQUIREMENTS CHECK LIST

See attached

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ANNEX "E" - PERIODIC USAGE REPORT FORM

Return to:

Hector Ho	1-418-566-6167	Hector.Ho@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email address</i>

at:

Public Works and Government Services Canada
Real Property Contracting, Acquisitions Branch
Canada Place
Suite 1000, 9700 Jasper Avenue
Edmonton, AB
T5J 4C3

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Item No.	Description of Work	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY: _____

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____

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ANNEX “F” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror 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)

APPENDIX 1 - COVID-19 Vaccination Requirement Certification

I, _____ (*first and last name*), as the representative of
_____ (*name of business*) pursuant to
_____ (*insert solicitation number*), warrant and certify that all
personnel that _____ (*name of business*) will provide on call-up(s)
issued against the Standing Offer resulting from this Request for Standing Offers who access federal
government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion
or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to
accommodation and mitigation measures that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination
Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified
of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier
Personnel, and that the _____ (*name of business*) has certified to their
compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for
the duration of the Standing Offer and any resulting call-ups (contracts). I understand that the
certifications provided to Canada are subject to verification at all times. I also understand that Canada will
declare an Offeror or contractor in default, if a certification is found to be untrue, whether made knowingly
or unknowingly, during the period of the Standing Offer or call-up (contract). Canada reserves the right to
ask for additional information to verify the certifications. Failure to comply with any request or requirement
imposed by Canada will constitute a default under the Standing Offer and call-up (contract).

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or
requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory
certification above.

Initials: _____

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Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for any resulting Contract and who require access to federal government workplaces where they may come into contact with public servants.

RPOU (West) Det Dundurn

Statement of Work for Grass Cutting



Requisition Number:

W690D-220040

Date:

14 Sept. 2021

Project Authority:

Sgt. Griffin

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PART 1 – GENERAL

1.1 Site Information

- .1 Consult with Engineer regarding services available, access to The site and obtain any/all information that may affect the Contractor's Tender. All personnel working under this contract will require an Enhanced Reliability Check (ERC) prior to commencing any work.
- .2 The fenced compound, is approx. 373 hectares (922 acres) of land . It is to be noted that not all of this area will be cut. It is the Contractor's responsibility to verify the area to be cut.

1.2 Work Schedule

- .1 Prior to work commencement, the Contractor shall arrange for an on-site meeting with the Engineer, to program starting Dates work schedules ERC security requirements and contract procedures.
- .2 When schedule has been approved by Engineer, take necessary measures to complete work within scheduled time.
- .3 Do not change schedule without Engineer's approval.

1.3 Description of Work

- .1 The work under this section comprises the furnishing Of all labour, materials and equipment required to cut And trim grass at CFAD Dundurn in accordance with this Specification.

1.4 Work Included

- .1 Mowing
- .2 Trimming
- .3 Weed removal from traverses
- .4 Clean Up
- .5 All Vegetation within 30M of ammunition buildings will be cleared to a height of no greater than 10cm.
- .6 Tree removal – All trees/shrubs are to be removed within 30M radius of ammunition buildings in CFAD explosives area.

1.5 Frequency of Work

- .1 Work of this Section to be performed on an as and when required basis, when requested by the Service Site Authority on are requisition against a Standing Offer.

**National Defence
Detachment Dundurn**

Grass Cutting

1.6 Invoicing

- .1 Contractor shall provide one invoice for each Call-up received, on satisfactory completion of the work.

1.7 Contractor's
Use of Site

- .1 Contractor shall be briefed on use of site by Engineer.
- .2 Do not unreasonably encumber site with material or equipment.
- .3 Movement to and around site shall be subject to restrictions imposed by CFAD Commanding Officer.

1.8 Additional
Drawings

- .1 Engineer may furnish additional drawings to assist proper Execution of work. These drawings will be issued for Clarification only. Such drawings shall have same meaning and intent as if they were included with plans referred to in Contract documents.

1.9 Hours of Work

- .1 The Contractor shall arrange his work in a manner that will cause the least inconvenience or disturbance to the building occupants and schedule his work with the Engineer. Working hours are 7AM to 5 PM Monday to Friday.

1.10 Delivery
and Storage

- .1 The Contractor shall be responsible for safety and security of his equipment and material. Storage shall be in areas approved by the Engineer.

1.11 Safety

- .1 Observe and enforce safety measures required by Canadian Construction Safety Code, Provincial Government, Worker's Compensation Board and Municipal statutes and authorities.
- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply.
- .3 The Contractor shall comply with all standing orders or other regulations in force on the site where work is to be performed.
- .4 All protective devices shall be maintained in good order until completion of the work under this contract or until removal is ordered by the Engineer.
- .5 At no time leave equipment operating while unattended.
- .6 Since the work involved to complete the contract occurs within Canadian Forces Ammunition Depot, Dundurn, the

Grass Cutting

Contractor shall be bound to abide by all rules and regulations set forth by The Commanding Officer of the Ammunition Depot. These Regulations include but are not confined to the following.

- a. all materials such as lighters, matches, etc., must be left at the main entrance;
- b. no smoking material, such as cigarettes, cigars or pipes are allowed in the Depot;
- c. no nylon clothing is allowed in the Depot;
- d. proper and sufficient fire extinguishers are required to be carried.
- e. See Annex A for a copy.

1.12 Fire Safety Requirements

- .1 Receive briefing by Detachment Chief regarding fire safety And Detachment fire regulations.
- .2 Fuel containers used by the Contractor shall be CSA Certified and approved by the Detachment Fire Chief prior to their use.
- .3 Spark arrestors shall be used on machinery working in ammunition compounds.

1.13 Protection

- .1 Prevent damage to buildings, landscaping, curbs, sidewalks, trees, fences and adjacent property. Make good any damage.

1.14 Clean-Up

- .1 The Contractor shall effect a daily clean-up of debris resulting from his work and ensure that all hazardous impediments shall be removed from site or adequately stored or protected at the end of each days work.
- .2 At all times be extremely cautious that no debris or other hazardous impediments are left lying in locations that will cause an unsafe condition.
- .3 Disposal of clippings and debris shall be the Contractor's responsibility. Tree trimmings/tree removals shall be hauled away weekly by the contractor. No chipping to be performed in the explosives area.
- .4 On completion of the work under this contract, equipment and debris shall be removed from the job site. The job site shall be left clean, neat and in a safe condition to the complete satisfaction of the Engineer.

PART 2 – PRODUCTS

2.1 Equipment

- .1 The Contractor shall present with his Tender, a list of the items of equipment that he proposes to use for grass cutting. Such information shall include Manufacturer's name, model, and capacity for such items of equipment. Failure on Tender's part to provide items he has listed will constitute a reason for refusing the contractor after the work has begun. Upon award of contract, the successful Contractor shall provide to the Service Site Authority the same list of equipment.
- .2 All grass cutting equipment shall be maintained in first class condition with cutting edges sharp. The equipment shall be inspected frequently by the Project Engineer, and shall be to his satisfaction. Mowers of the type which causes scalping and turf damage shall not be used.
- .3 Mowers, trimmers, tools and spares shall be furnished in sufficient numbers to meet the expected cutting frequency. Mowers shall be calibrated and capable of being adjusted on Site to give mowing heights required by these specifications. Mower safety guards, as supplied by the equipment Manufacturer, shall be kept in use at all times.

PART 3 – EXECUTION

3.1 Intent

- .1 To maintain grassed areas at a suitable height for safety.
- .2 To maintain grassed areas at an even height of cut without streaking or missed areas.

3.2 Mowing

- .1 Cutting heights will vary and will be determined on site by the Engineer.
- .2 Provide additional grass cutting when requested by the Engineer.
- .3 Mowing shall not be carried out when in the opinion of the Engineer:
 - a. the grass is too wet
 - b. a long period of dry weather persists
- .4 Provide lighter equipment when the Engineer determines the ground is too soft to support equipment on hand.
- .5 Remove paper, cans and any other debris which may be on the grass surface before cutting.
- .6 Class I areas will be those areas within 30 M of a Magazine and 5 M each side of road ways. Class I areas to be cut to a height of 10 cm maximum.
- .7 Class II areas will include Class I areas and all other areas excluding treed and shrubbed areas. Class II areas to be cut to a height of 15 cm maximum.
- .8 All cutting within 1 meter around buildings, fences, hydrants, poles, signs, flower beds, hedges, trees and all other physical obstructions shall be done by using a hand held trimmer.

3.3 Trimming

- .1 Trim grass around buildings, fences, hydrants, poles, signs, flower beds, hedges, trees and all other Physical obstructions within areas of grass mowing.
- .2 Ensure trimming is completed no later than 4 hours after mowing is completed.
- .3 Trim grass to same height as mowed grass in the applicable area.
- .4 Prevent damage to trees and other physical obstructions when using power operated grass trimmers.
- .5 Traverses with Asphalt, or Geotextile coverings and the perimeter fence are excluded from this contract.

3.4 Clean-Up

- .1 Clippings may be left on the mowed areas provided they are evenly distributed. If the Engineer determines that the quantity of the clippings is excessive, the Contractor shall be responsible for removal and disposal of clippings. If bunching occurs, the Contractor shall immediately remove the clippings to the satisfaction of the Engineer.

Annex A

INSTRUCTIONS FOR CONTRACTORS

WORKING

WITHIN CFAD DUNDURN

1. INTRODUCTION

- a. All contractors working in the Explosives Area of CFAD Dundurn shall acknowledge and accept appropriate responsibility for compliance with Canada Labour Code, Part II, and Regulations included in Canadian Forces Safety Manual and local Standing Orders regarding Fire, Safety and Security. To assist contractors, but not so as to relieve them of the responsibilities outlined above; those instructions most likely to be pertinent to contractor are outlined below. Additionally, before commencement of any task, the contractor or representative shall be briefed by the ESO or other depot representative;
- b. All contractors shall be informed of every known or foreseeable health and safety hazard to which they are likely be exposed to in the work place;
- c. Contractors are responsible to ensure that all their employees and subcontractors are aware of, understand and comply with provincial and/or federal regulations on occupational health and safety, to ensure the safety of not only contractor personnel, but also that of Military Members, DND Public Service employees and the general public;
- d. Before being permitted to commence any undertaking, the contractor or authorized representative shall be given a copy of Instructions for contractors Working within CFAD Dundurn. The contractor shall then be requested to sign the attached form. No task shall be permitted to commence before the depot is in possession of the signed form;
- e. These regulations shall be rigidly enforced.

2. ENTRY PROCEDURES

- a. All vehicles shall stop at the main gate and personnel report to the Security Guard before they will be permitted to enter;
- b. Every vehicle entering the Explosives Area shall have, as a minimum requirement, a 5lb. Fire extinguisher for fighting Class B,C, fires;
- c. Persons and vehicles entering the area shall be logged in and out by the Security Guard;
- d. All persons shall be issued the applicable gate pass i.e. contractor, DND/CF member or depot staff and it will be clipped on the persons outer clothing;
- e. Each person is responsible for returning the gate pass upon leaving the area.

3. ALCOHOL AND DRUGS

- a. Any person suspected to be under the influence of alcohol or drugs shall be denied entry to the Explosive Area.

4. CONTROLLED ARTICLES

- a. Examples: Oil or gas fuelled lighting, heating or burning appliances; matches, cigarette lighters or other portable means of producing spark or flame and tobacco in any form; radio transmitters; automated data processing equipment; cell phones; alcoholic beverages; dangerous goods other than class I; ammunition not authorized for storage; firearms; cameras; food and drink; walkman type radios;
- b. Before entering the area, all persons shall be required to surrender controlled articles with Security Guard at the main gate;
- c. It is the responsibility of persons entering the Explosive Area to declare voluntarily all controlled articles. Persons and vehicles may be searched upon entry or exit from the area;
- d. All articles shall be returned on request when leaving the area;
- e. If controlled articles or substances are required to perform a task within the Explosive Area, written Permission shall be obtained from the Commanding Officer (CO). At that time, additional Fire and Safety regulations will be imposed and the contractor shall ensure these regulations are followed. Locally issued Fire permits are required for the use of heat and flame producing tools and equipment within the Explosive Area;
- f. Any permanent employee of CFAD Dundurn, whether military or civilian, has the right and the duty to enforce regulations covering controlled articles;
- g. If a person suspected of carrying controlled articles in the area, that person shall be escorted from the area and the matter turned over to the Military Police (MP) for further investigation;
- h. Radio transmitters permanently mounted in vehicles shall be switched off at all times when they are in the Explosive Area.

5. HAZARD ASSESSMENT

Ref: CLC, Part II (effective 30 Sep 2000), Art 125 (1) (s) for employees and Art 125 (1) (z.14) for contractor personal and visitors

- a. All persons granted access to the Explosives Area are made aware of known and foreseeable Health and Safety Hazards to which they are likely to be exposed to in the workplace;
- b. Ultraviolet radiation plus heat and cold extremes;
- c. Storage and transport of ammunition and explosives;
- d. Risk of mass explosion and/or vehicle fires;
- e. Narrow gravel roadways with a 40 Km per hour speed limit that may be icy and snow covered during the winter months;
- f. Grass, building and/or vehicle fires
- g. Insect bites/stings from mosquitoes, bees, hornets, ticks, etc;
- h. Slips and falls on icy/wet surfaces, falls from ammunition stacks or vehicles;
- i. Back injury and/or strains and sprains from repetitive lifting;
- j. Hearing loss/damage do to wearing PPE at designated areas;
- k. Eye damage due to not wearing PPE at designated areas;
- l. Possible exposure to Hantavirus from deer mice during application of preventative measures;
- m. Possible exposure to Histoplasmosis from suspected contamination at HS30 from pigeon droppings;
- n. Infection from cuts and slivers due to manual handling of wire boxes, wooden crates, steel strapping, sharp tools, etc;
- o. Acid burns from maintaining forklift batteries;
- p. Frost bite from refuelling/changing propane tanks;
- q. Foot/toe injury due to crushing effects from vehicles or falling objects;
- r. Static electricity igniting or initiating propellant, pyrotechnic, EED and gasoline during fuelling;
- s. Lead poisoning from items disposed of in the destruction furnace;

- t. Electrical shock;
- u. Vehicle/MHE accidents;
- v. Respiratory infection from paint and thinner vapours;
- w. Phosphorus burns and poisoning;
- x. Nitro-glycerine poisoning;
- y. Chemical agents, tear gas – CS or CR agents;
- z. Office hazards such as extension cords, file cabinets, lifting properly, computer glare, ergonomics, stairway, tripping hazards, sharp objects, crushed finger, etc.

6. SPECIAL HAZARDS AND MEASURES

- a. Thunder and lighting storms present a special hazard to personnel working in an Ammunition Depot. All personnel shall vacate the Explosives Area upon depot management's determination that the lighting storm represents imitate danger to contractor personnel and employees within the Explosives Area;
- b. Extreme weather conditions, cold or heat, present special hazards to personnel and/or equipment used within the Explosives Area. All contractor personnel and employees shall vacate the Explosives Area upon depot management's determination that it is not safe to work within the Explosives Area;
- c. Depot Management reserves the right to refuse access to the Explosives Area for equipment and/or vehicles that appear to be unserviceable. The contractor shall permit the inspection of such equipment by qualified personnel representing the depot. Such inspections shall not remove or replace the contractors liability and duty regarding use of serviceable equipment.

7. HOURS OF WORK

- a. Normal hours of work are from 0800 to 1630 hrs (8 am to 4:30 pm) Monday thru Friday;
- b. Normally entry after hours and on holidays will not be permitted unless specified in the contract;
- c. To assist the contractor in the completion of their task, every effort shall be made to permit extension of working hours provided the contractor agrees to meet extra Fire, Safety and Security Regulations which shall be explained at the time of the request.

8. ENTRY TO MAGAZINE AND WORKSHOPS

- a. If a contractor requires access to a magazine or workshop to perform a task, additional Fire, Safety and Security shall apply. These regulations shall be discussed when the request is made;
- b. A major provision is that entry to magazine shall not be permitted without a suitable escort. A suitable escort is a permanent employee of CFAD Dundurn.

9. CESSATION OF WORK

- a. At the end of each work day, the contractor or his representative must ensure that all waste and rubbish is disposed of or piled neatly in appropriate containers so as not to present a hazard;
- b. All flammable materials have been removed from the workplace, placed in approved cupboards/containers or other wise made safe;
- c. All appliances and machines are to be disconnected or shut down;
- d. No entries to, exits from or aisles at buildings are to be blocked or obstructed;
- e. When contractors are working in magazines or workshops, it is the responsibility of the escort/representative of CFAD Dundurn to ensure that the above are applied and in addition shall ensure that:
 - i) Exterior doors, windows, vents are closed and locked;
 - ii) Fire equipment is in place and unobstructed;
 - iii) Aisles are unobstructed;
 - iv) Inside lights are turned off as required.

10. ACCIDENTS

- a. Work performed by contractors within the Explosive Area shall meet the requirements of the Saskatchewan Worker's Compensation Board. All accidents must be reported to them in accordance with provincial and other regulations. In addition any accident occurring in the Explosive Area, even if not involving DND personnel or property, shall be reported to the Commanding Officer of CFAD Dundurn.

11. RESPONSIBILITY FOR LOSS OR DAMAGE

- a. The Department of National Defence does not assume any responsibility for the loss or damage to the property and/or equipment of the contractor or his employees.

12. HAZARD INTERVENTION PROCESS

- a. As the Department relies more and more on the services provided by outside contractors, it is incumbent upon those responsible for individual contracts to ensure, not only that the required work is done in a complete and timely manner, but that it is completed in such a way that the work does not endanger those engaged in it, nor those that might be in proximity to it;
- b. If any person becomes aware of a condition or situation arising out of the activity of a contractor working on or in CFAD Dundurn premises, which could pose a hazard to the health and safety of any military member, DND Public Service employee or member of the general public, that person shall immediately notify the contract manager (DCEO local 205 or Mel DeKolver 341) responsible for the contract;

- c. In extraordinary circumstances, when an accident is deemed imminent and the contract manager cannot be readily contacted, the most readily available senior officer of CFAD may order work to cease until such time as the normal procedure can be initiated and corrective action completed. Action of this type must bear in mind the potential implications of contract delays.

13. SAFETY INSPECTIONS OF CONTRACTOR OPERATIONS

- a. The Code requires the employer/co-employer (CFAD Dundurn) to ensure that every person granted access to the workplace by the employer is familiar with and uses in the prescribed circumstances and manner all prescribed safety materials, equipment, devices and clothing so as not to endanger the health and safety of contractor personnel or depot employees;
- b. Contractor activities will be monitored on a regular basis by depot safety personnel and DND contract authority. Observations will be reported to the contract authority. The authority will then advise the contractor to take whatever action is necessary to eliminate or effectively manage any real or potential threat to people and/or property;
- c. Work shall be stopped and the contractor advised immediately upon identification of an Explosive Safety Regulation violation that endangers people and/or property. The depot explosives safety representative will then advise the contractor to take whatever action is necessary to eliminate or manage the explosive safety hazard.

14. LENDING EQUIPMENT, DEVICES, TOOLS and MACHINERY

- a. Contractors are required to be in possession of, and to make proper use of equipment, devices, tools and machinery, including PPE during the contracted work;
- b. Government-owned equipment, devices, tools and machinery, including Personal Protective Equipment (PPE) should not be provided to a contractor.

15. ACTION ON DISCOVERING A FIRE

- a. Shout "FIRE" "FIRE" "FIRE" to warn nearby workers;
- b. Immediately turn in the fire alarm by pulling a fire alarm station or calling **local 4333** reporting the fire and its location to the fire department;
- c. Remaining personnel shall fight the fire using fire fighting equipment until the senior person present deems it unsafe and orders evacuation;
- d. The person that discovered the Firehall report in person to the Guardhouse or phone **local 4360** and give details on the fire to the On Site Controller (OSCER).

16. HEARING THE FIRE ALARM

- a. Sounding of the general fire alarm is indicated by a wailing sound lasting a minimum of two (2) minutes;
- b. Upon hearing the general fire alarm siren, contractors shall do the following:
 - i) Secure the work place and proceed to the nearest Emergency Assembly Point (EAP);
 - ii) EAP building locations are identified by signs with white lettering on a green background positioned at roadway entrances;
 - iii) EAPs are located at: Hardstand 26, office in APB (M52), Whse Crew office in Transit (M), Canteen in Headquarters building(B268) and Splinter Proof (B198) at Destruction Area, See enclosed maps;
 - iv) Vehicles shall be parked at an EAP in such a fashion as to facilitate further evacuation, but not to impede emergency vehicle traffic.
- c. Contractors shall report their arrival at the EAP to the depot supervisor and await his or her instructions;
- d. Ultimately, everyone is evacuated from the Explosives Area. EAPs are used to ensure personnel are safe while the On Site Controller (OSCER) is accounting for the whereabouts of all personal and identifying the safest evacuation route for them to leave by;
- e. Depending on the contractors work site and/or requirements, special arrangements for evacuation procedures will be co-ordinated between the contractor, Fire Chief and depot management.

CFAD DUNDURN EXPLOSIVES AREA

FORMAL UNDERTAKING BY CONTRACTORS

CERTIFIED that I am aware of CFAD Dundurn Standing Orders requiring my compliance with fire, Security and Safety practices, acknowledge and accept pertinent responsibility for compliance with the appropriate provincial and federal health and safety regulatory instructions concerning work to be performed by me, as a representative:

(Name of firm/company/section) and the aforementioned regulations and instructions are applicable to all contractors whilst working within the confines of the CFAD Dundurn Explosive Area during the period of this employment or contract. I further certify that I have been made aware of every known of foreseeable health and safety hazard to which contractor personnel are likely to be exposed to within the explosive area.

Type of work to be performed (general description of work or contract task):

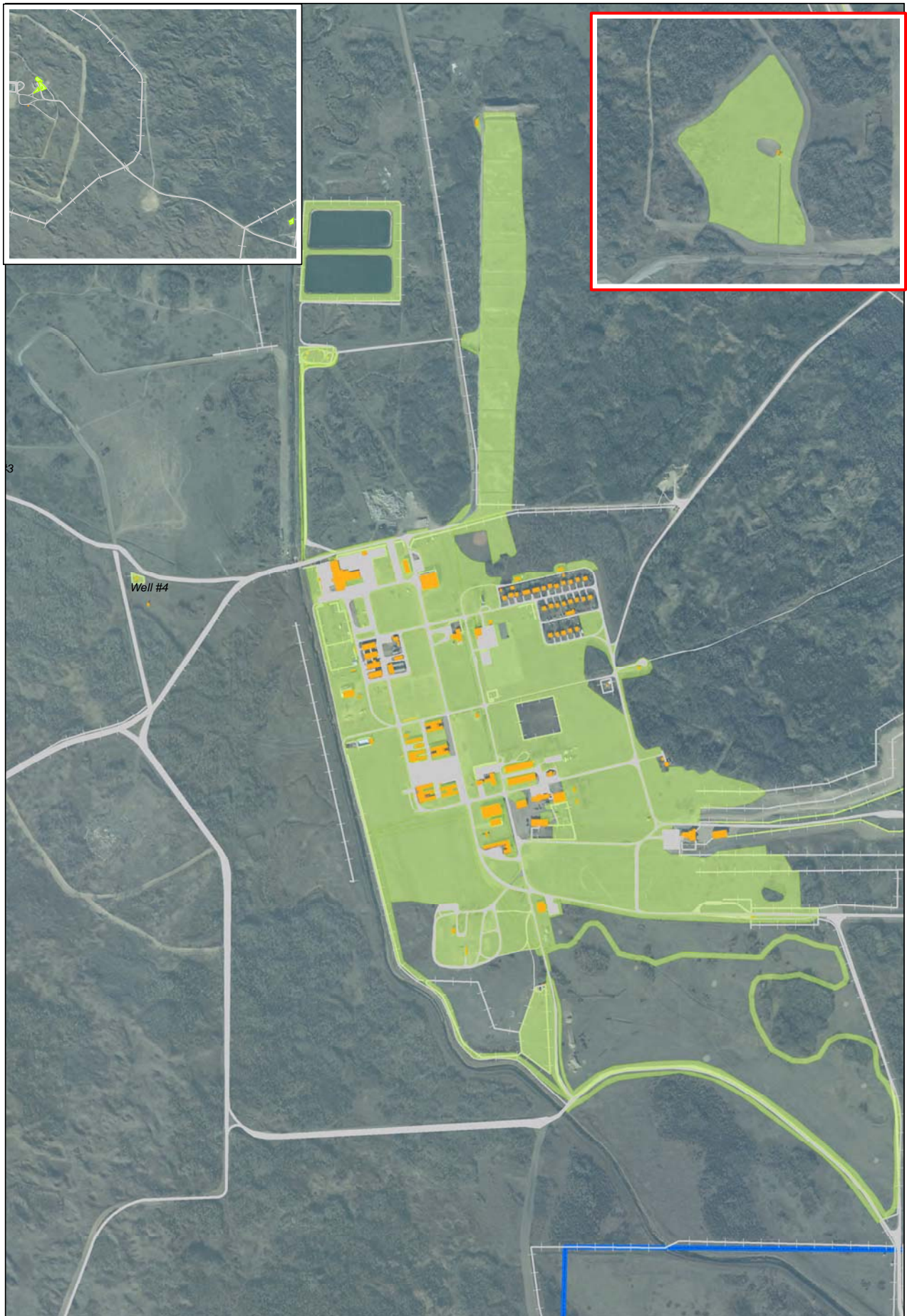
Location of workplace or site:

(Date)

(Signature of Representative)

(Witness)

(Name of Company or Firm)





SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		National Defence	2. Branch or Directorate / Direction générale ou Direction RP Op's Det Dundurn	
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 Grass Cutting				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

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

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	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
Non ☐ Yes
Oui

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

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

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

☒ No
Non ☐ Yes
Oui

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

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



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

Instructions for completing the Application for Registration (AFR)

Privacy notice

The personal information is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security* and *Standard on Security Screening* 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 *Policy on Government Security* and *Standard on Security Screening*. 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.

Your personal information is protected, used and disclosed in accordance with the *Privacy Act* and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 (<https://www.tpsgc-pwgsc.gc.ca/aiprp-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 *Privacy Act*, 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.

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.

General:

- 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.**

***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).**

Section A - Business information:

- You **must** provide all required documentation in relation to the type of organization.

Legal name of the organization refers to the legal name of the organization as it is registered with federal or provincial authorities.

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.



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



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

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



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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