



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Aerodome Wildlife Control	
<b>Solicitation No. - N° de l'invitation</b> W684H-220106/A	<b>Date</b> 2022-06-30
<b>Client Reference No. - N° de référence du client</b> W684H-220106	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-207-11545	
<b>File No. - N° de dossier</b> HAL-2-89011 (207)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Atlantic Daylight Saving Time ADT <b>on - le 2022-07-19</b> Heure Avancée de l'Atlantique HAA	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Grieve, Bronwen	<b>Buyer Id - Id de l'acheteur</b> hal207
<b>Telephone No. - N° de téléphone</b> (902) 943-2394 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE REAL PROPERTY OPERATIONS SECTION BLDG 7, WILLOW PARK P.O. BOX 99000, STATION FORCES HALIFAX NOVA SCOTIA B3K 5X5 CANADA	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

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

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Amd. No. - N° de la modif.  
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Buyer ID - Id de l'acheteur  
ha1207  
CCC No./N° CCC - FMS No./N° VME

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

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

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

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

### **1.3 Debriefings**

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ha1207  
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Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

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

Bid Receiving Public Works and Government Services Canada / Réception des soumissions  
Travaux publics et services gouvernementaux  
1713 Bedford Row  
Halifax, NS B3J 1T3

Email for epost Connect:

[TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: (902) 496-5016

### 2.3 Former Public Servant

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

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## Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( ) No ( )

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

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

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

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### **Work Force Adjustment Directive**

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

**Yes** (  ) **No** (  )

If so, the Bidder must provide the following information:

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

#### **2.4 Enquiries - Bid Solicitation**

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

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

#### **2.5 Applicable Laws**

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

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

#### **2.6 Virtual Site Visit**

Included in Annex J.

## 2.7 Bid Challenge and Recourse Mechanisms

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

## 2.8 Code of Conduct for Procurement

The PSPC Code of Conduct for Procurement, which SSC adopts for the purposes of this solicitation provides that bidders must respond to solicitations in an honest, fair and comprehensive manner; accurately reflect their capacity to satisfy the requirements set out in the solicitation and resulting Contract; submit bids; and enter into Contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the bidder is certifying that it is complying with the Code of Conduct for Procurement. Failure to comply with the Code of Conduct for Procurement may render the bid non-compliant.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

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

- Section I: Technical Bid (one hard copy)
- Section II: Financial Bid (one hard copy)
- Section III: Certifications (one hard copy)

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper.
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
  - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and

- 
- b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs or binders.

### **Section I: Technical Bid**

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

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

### **Section II: Financial Bid**

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

#### **3.1.2 Electronic Payment of Invoices – Bid**

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

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

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

#### **3.1.3 Exchange Rate Fluctuation**

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

#### **3.1.4 SACC Manual Clauses**

### **Section III: Certifications**

Bidders must submit the certifications required in accordance with Part 5.

### **Section IV: Additional Information**

Bidders must submit the Security Requirements Check List included in Annex "C".

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

Mandatory technical evaluation criteria are included in Annex "D"

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Evaluation**

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

In the event that two responsive bids have the same lowest price, this will result in a coin toss to determine which bidder will be recommended for award of the contract. The overall successful tied lowest price bidder in the coin toss will be awarded the contract. The coin toss will be carried out as follows:

- (i) Canada will invite a representative from each affected bidder to attend the coin toss.
- (ii) For a tie between 2 lowest price responsive bids the winner of the coin toss will be awarded the contract.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid (Mandatory at Solicitation closing)

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

#### 5.1.2 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

#### 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 the  
resulting Contract who access federal government workplaces where they may come into contact with  
public servants will be:

- a. fully vaccinated against COVID-19;
- 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; or
- c. partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

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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 Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. 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 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: \_\_\_\_\_

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 the Contract and who require access to federal government workplaces where they may come into contact with public servants.

### **5.2 Certifications Precedent to Contract Award and Additional Information (Requested at Solicitation closing, Mandatory upon request during evaluation)**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

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

### **6.2 Insurance Requirements**

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

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

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.2 Task Authorization

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

##### 7.1.2.1 Task Authorization Process

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

##### 7.1.2.2 Task Authorization Limit

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

##### 7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

##### 7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

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

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

### **Reporting Requirement- Details**

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

#### **For each authorized task:**

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

#### **For all authorized tasks:**

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

### **7.1.2.5 Task Authorization - Department of National Defence**

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

### **7.2 Standard Clauses and Conditions**

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

#### **7.2.1 General Conditions**

[2010C](#) (2022-01-28), General conditions: Services (medium complexity), apply to and form part of the Contract.

### **7.3 Security Requirements**

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

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

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

The period of the Contract is from August 1, 2022 to July 31, 2023 inclusive.

**7.4.2 Option to Extend the Contract**

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

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

**7.4.3 Delivery Points**

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

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Bronwen Grieve  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, NS B3J 1T3

Telephone: 902-943-2394  
E-mail address: [bronwen.grieve@tpsgc-pwgsc.gc.ca](mailto:bronwen.grieve@tpsgc-pwgsc.gc.ca)

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

### 7.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit prices in accordance with the basis of payment, in

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Annex "B", as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

#### **7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

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

#### **7.7.3 Single Payment**

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

#### **7.7.4 Electronic Payment of Invoices – Contract**

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

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

#### **7.7.5 Discretionary Audit**

SACC Manual clause [C0100C](#) (2010-01-11), Discretionary Audit - Commercial Goods and/or Services

#### **7.7.6 Time Verification**

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

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## 7.8 Invoicing Instructions

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

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

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

Each TA invoice must show the reference Contract and Task numbers and be supported by:

- (a) a list of all expenses, in accordance with the TA;
- (b) a copy of time sheets to support the time claimed;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

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

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

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

### 7.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions [2010C](#) (2022-01-28), Services (medium complexity);
- c) Annex "A", Statement of Work;
- d) Annex "B", Basis of Payment;
- e) Annex "C", Security Requirements Check List;
- f) Annex "G", Insurance Requirements;
- g) the signed Task Authorizations (including all of its annexes, if any);

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h) the Contractor's bid dated \_\_\_\_\_

### 7.12 SACC Manual Clauses

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

### 7.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex “G”. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within **ten (10) days** after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 7.14 Dispute Resolution

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

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**ANNEX "A"**

**STATEMENT OF WORK**

*(see attached)*

**ANNEX "B"**

**BASIS OF PAYMENT**

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

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

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

Scheduled Work

Description	Quantity (A)	Monthly Rate (B)	Extended Total (C) = (A) x (B)
Firm all-inclusive monthly rate to provide the services under this Wildlife Control contract for 12 Wing Shearwater as per the requirement.	12 months	\$ _____	\$ _____
<b>Yearly Total (D)</b>			\$ _____

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

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

**2. Option Year 1 (Estimated 01 July 2022 – 30 June 2023)**

Scheduled Work

Description	Quantity (A1)	Monthly Rate (B1)	Extended Total (C1) = (A1) x (B1)
Firm all-inclusive monthly rate to provide the services under this Wildlife Control contract for 12 Wing Shearwater as per the requirement.	12 months	\$ _____	\$ _____
<b>Yearly Total (D1)</b>			\$ _____

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

Description	Quantity (A1)	Hourly Rate (B1)	Extended Total (C1) = (A1) x (B1)
-------------	---------------	------------------	-----------------------------------

Firm all-inclusive hourly rate to provide the services under this Wildlife Control contract on an as and when requested basis for other DND locations within HRM (e.g. CFB Halifax, NAD, Hartlen Point, Osbourne Head and other locations within Dartmouth).	120 hours	\$ _____	\$ _____
		<b>Yearly Total (E1)</b>	\$ _____

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

Scheduled Work

Description	Quantity (A2)	Monthly Rate (B2)	Extended Total (C2) = (A2) x (B2)
Firm all-inclusive monthly rate to provide the services under this Wildlife Control contract for 12 Wing Shearwater as per the requirement.	12 months	\$ _____	\$ _____
		<b>Yearly Total (D2)</b>	\$ _____

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

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

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

Scheduled Work

Description	Quantity (A2)	Monthly Rate (B2)	Extended Total (C3) = (A2) x (B2)
Firm all-inclusive monthly rate to provide the services under this Wildlife Control contract for 12 Wing Shearwater as per the requirement.	12 months	\$ _____	\$ _____
<b>Yearly Total (D3)</b>			\$ _____

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

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

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

Scheduled Work

Description	Quantity (A2)	Monthly Rate (B2)	Extended Total (C4) = (A2) x (B2)
Firm all-inclusive monthly rate to provide the services under this Wildlife Control contract for 12 Wing Shearwater as per the requirement.	12 months	\$ _____	\$ _____
<b>Yearly Total (D4)</b>			\$ _____

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

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

<b>Option Year 4 Total (D4 + E4)</b>	\$ _____
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<b>Bid = Initial Period Total + Option Year 1 Total + Option Year 2 Total + Option Year 3 Total + Option Year 4 Total</b>	\$ _____
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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

*(see attached)*



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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>	2. Branch or Directorate / Direction générale ou Direction <b>CFB Halifax</b>
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  
**Contract comprises the furnishing of all labour, material, tools, equipment and transportation required for the control of birds and animals in the aerodrome area of 12 Wing Shearwater. As specified in contract W684H-22-106.**

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

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?  
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?  
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  
(Specify the level of access using the chart in Question 7. c)  
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.  
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

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

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

No / Non  Yes / Oui

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

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

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

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

No / Non  Yes / Oui

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

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

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**ANNEX "D"**

**TECHNICAL EVALUATION**

**Instructions:**

The Bidder **must** address each Mandatory Technical Criteria listed below.

The Bidder should include one (1) copy of descriptive literature; if available, for the item(s) offered in sufficient detail to clearly indicate compliance with each of the individual requirements from the Mandatory Technical Criteria detailed herein. References to Internet websites or information that is not included in the bid will not be evaluated.

The Bidder should comment /cross reference the page number and highlight the specification in your technical data sheets or brochure to demonstrate and support your compliance for each of the Mandatory Technical Criteria.

The Bidder must provide as much detail as possible to support their comments and their claims of compliance for each specification.

**NOTE:** The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Failure to meet any of the following will render your proposal non-compliant and will be given no further consideration.

**1. Mandatory Technical Evaluation Criteria**

Item	Description	Bidder to Reference Page Number/Comments
1	<p>The bidder must have experience of minimum 3 projects completed within the last 5 years in the use of birds of prey as a method of wildlife control, of which, 3 of those years were in an aerodrome environment.</p> <p>Bidder to complete <i>item 2. Reference Projects</i> below.</p> <p>Any previous experience listed with a completion date of June 1, 2017 or later, will constitute as 5 years for this evaluation.</p>	
2	<p>The bidder must provide a list of at least 2 proposed resources that each meets the following qualifications:</p> <ul style="list-style-type: none"><li>a) Must possess a valid falconers permit*</li><li>b) Must be member of a Falconer's Association</li><li>c) Must have a valid Possession and Acquisition License for firearms that will be used on site</li></ul> <p>*A valid permit may include, but not limited to Provincial or National Associations.</p> <p>To demonstrate requirements a), b) and c), provide the relevant documentation (permit, license, certificate or other document)</p>	
3	<p>The bidder must demonstrate comprehensive knowledge of the region, including migratory routes, species and types and volume of habitat found therein.</p>	

## 2. Reference Projects

PROJECT/CONTRACT NO. 1	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Description of the reference Project or Contract demonstrating:  The bidder's experience in the use of birds of prey as a method of Wildlife Control(5 years):  The bidder's experience in the use of birds of prey as a method of Wildlife Control in an aerodrome environment (3 years):	

PROJECT/CONTRACT NO. 2	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____

Description of the reference Project or Contract demonstrating:

The bidder's experience in the use of birds of prey as a method of Wildlife Control (5 years):

The bidder's experience in the use of birds of prey as a method of Wildlife Control in an aerodrome environment (3 years):

<b>PROJECT/CONTRACT NO. 3</b>	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Description of the reference Project or Contract demonstrating:	
The bidder's experience in the use of birds of prey as a method of Wildlife Control (5 years):	
The bidder's experience in the use of birds of prey as a method of Wildlife Control in an aerodrome environment (3 years):	

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**ANNEX "E"**

**INFORMATION FOR CODE OF CONDUCT CERTIFICATION**

***[PLEASE COMPLETE AND SUBMIT WITH BID]***

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

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

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

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

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

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**ANNEX "F"**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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

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## ANNEX "G"

### INSURANCE REQUIREMENTS

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
  - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
  - g. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
  - i. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.
  - j. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

Solicitation No. - N° de l'invitation  
W684H-220106/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
ha1207  
CCC No./N° CCC - FMS No./N° VME

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

**For other provinces and territories, send to:**

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

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

Solicitation No. - N° de l'invitation  
W684H-220106/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
ha1207  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "H"**

**DND 626 TASK AUTHORIZATION FORM**

*(Attached)*

## TASK AUTHORIZATION AUTORISATION DES TÂCHES

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

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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

### Nota :

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

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

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

Task Authorization Usage Report Submission Schedule:

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

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

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

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

**SEND TO:**

[Bronwen.Grieve@tpsgc-pwgsc.gc.ca](mailto:Bronwen.Grieve@tpsgc-pwgsc.gc.ca)

Solicitation No. - N° de l'invitation  
W684H-220106/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
ha1207  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "J"**

**Virtual Site Visit**

*(Attached)*



National  
Défense

Défense  
nationale

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



Annex J  
Annexe J

W684H-210029

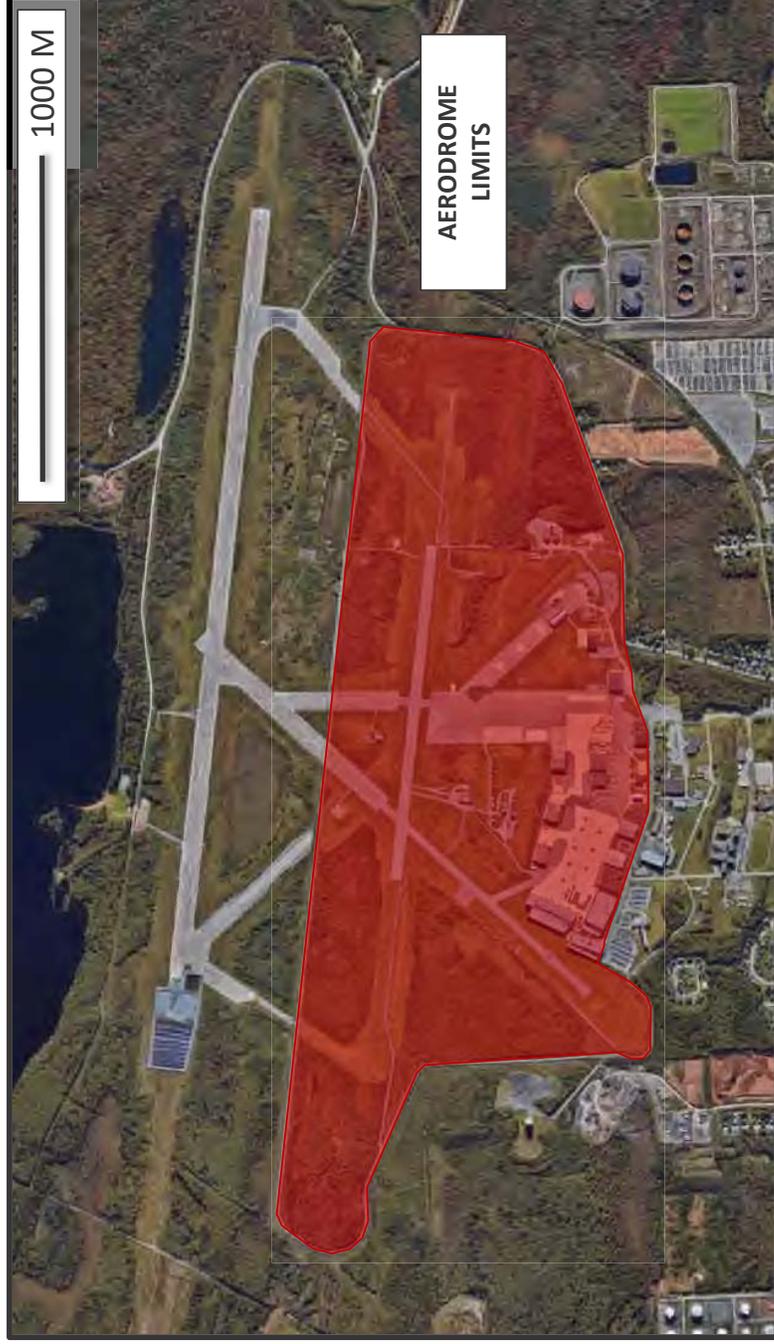
# Aerodrome Wildlife Control Program 12 Wing Shearwater



# 12 WING SHEARWATER



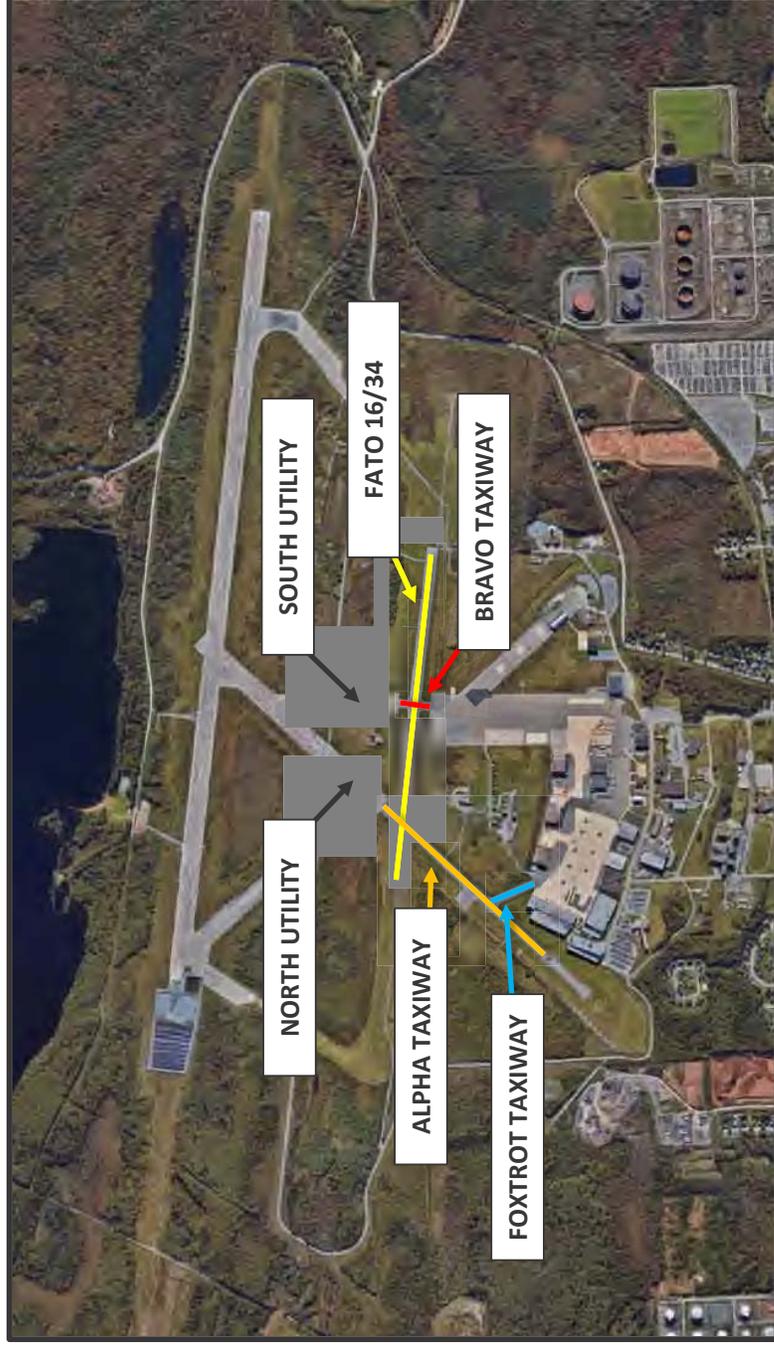
# 12 WING SHEARWATER



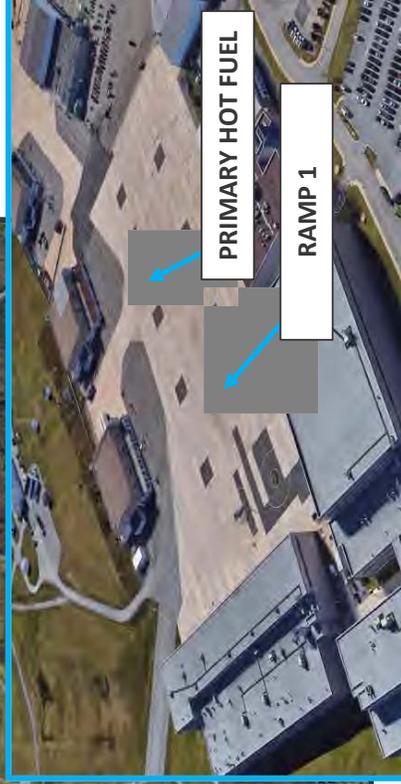
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AERODROME  
LIMITS

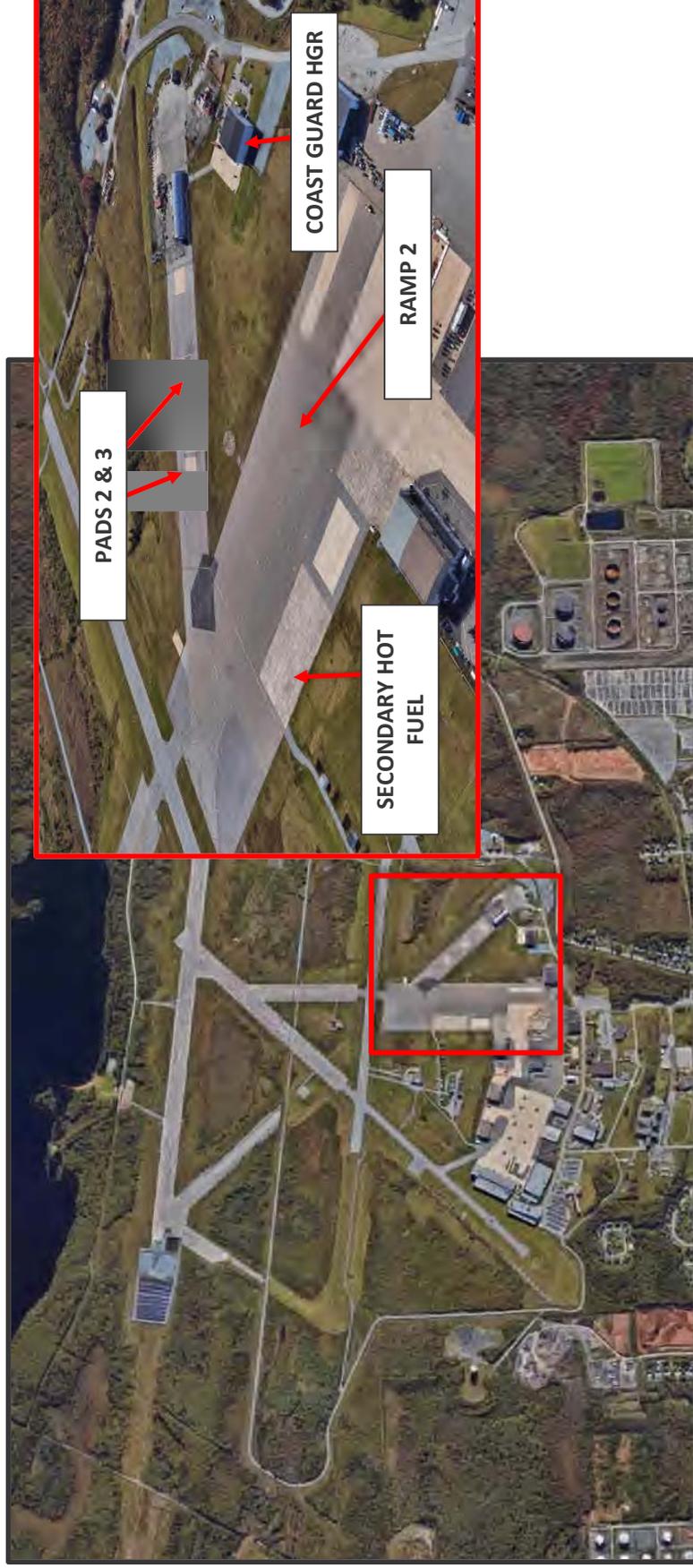
# 12 WING SHEARWATER



# 12 WING SHEARWATER



# 12 WING SHEARWATER



# 12 WING SHEARWATER



Department of National Defence



Specification

Service Contract

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

CFB Halifax, NS

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PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 01 90 00 - Aerodrome Wildlife Control.
- 1.2 DEFINITIONS .1 Aerodrome:
- .1 Is defined as any areas of land, water (including the frozen surface thereof) or other supporting surface used or designed, prepared or equipped for use for the arrival, departure, movement or servicing of aircraft and includes any buildings, installations or equipment.
- .2 WATCO:
- .1 Wing Air Traffic Control Officer.
- .3 Wildlife:
- .1 Refers to animal, bird or reptile whose presence could present a hazard to the safety of flying operations or present a hazard to the well being of any person.
- 1.3 DELIVERABLES .1 All deliverables associated with this Contract must comply with all Government of Canada legislation, policies, and directives. These include, but are not limited to, the Official Languages Act, Canadian Labour Code, National Building Code of Canada, Defence Production Act, Government Contracting Regulations, and others.
- 1.4 DESCRIPTION OF WORK .1 Work under this Service Contract comprises the furnishing of all labour, material, tools, equipment, and transportation required for the control of wildlife at the 12 Wing Shearwater aerodrome and surrounding areas, as specified herein.
- .2 In addition to above, wildlife control services are to be provided at Hartlen's Point and the remainder of the DND property on an "as requested" basis. All requests for off aerodrome wildlife control must be approved on a case-by-case basis by the Wing Air Traffic Control Officer (WATCO) or his/her designate the NCO IC MFAU and the Departmental Representative.
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- 1.5 DEPARTMENTAL REPRESENTATIVE .1 All reference to the Departmental Representative in this specification, who is the Contract Inspector which is representing the Real Property Operations Section - Halifax (RPOS(H)).
- 1.6 SCOPE OF WORK .1 Wildlife control services to be provided under this Service Contract comprises a control of wildlife program at 12 Wing Shearwater aerodrome.
- .1 The objectives of carrying out this wildlife control are to manage the safety risks of wildlife hazards to aircraft to the lowest reasonably practical level through dispersal and removal of wildlife:
- .1 in the aerodrome environment; and
- .2 in both maintained and priority areas.
- .2 In addition to wildlife control duties, the Contractor will also provide briefings and demonstrations as directed by the site authority (SA).
- .3 Submit reports to WATCO as per Section 01 90 00 - Aerodrome Wildlife Control.
- .4 Provide WATCO with a Wildlife Control Plan on the second year of the Contract specific to the 12 Wing Shearwater aerodrome.
- .5 Conduct clean up.
- .2 The Contractor will be notified of additional work as requested by WATCO and the Departmental Representative with the issue of a DND 626 "Task Authorization" form for the following:
- .1 wildlife control at Hartlen Point and the rest of the DND property.
- 1.7 WORK NOT INCLUDED .1 The scope of this requirement does not include the application of pesticides, herbicides and other products used for the control of weeds, insects, rodents and other pests for purposes beyond wildlife control.
-

1.8 LOCATIONS OF JOB SITES

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

1.9 SITE ACCESS

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

1.10 PRE-JOB MEETING

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

1.11 WORKMANSHIP

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

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

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

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

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

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

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 WORK SAFETY  
MEASURES

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

1.1 WORK SAFETY  
MEASURES  
(Cont'd)

.5

(Cont'd)

.2 Second Violation:

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

.3 Third Violation:

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

.4 Serious Violation:

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

1.2 HAZARD ASSESSMENTS

.1

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

.1 Initial Hazard Assessment:

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

.2 On-going Hazard Assessments:

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

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

.2 the scope of Work has been changed;

1.2 HAZARD ASSESSMENTS  
(Cont'd)

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

1.3 ASBESTOS PRODUCT &  
ASBESTOS ACTIVITY

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

1.4 HAZARDOUS MATERIAL  
SPILL

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

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

1.5 FASTENING DEVICES  
EXPLOSIVE ACTUATED

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

1.6 HOT WORK

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

1.7 CONFINED SPACES

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

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

1.8 FALL PROTECTION

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

1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new and modified installations.
  - .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
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- 1.9 ARC FLASH (Cont'd) .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.
- 1.10 SAFETY .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
- .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
- .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
- .3 All personnel are required to wear eye and face protection, in accordance with CSA Z94.3.1, Selection, Use, and Care of Protective Eyewear.
- .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
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1.10 SAFETY <u>(Cont'd)</u>	.3	(Cont'd)
	.5	Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4, Selection, Use, and Care of Respirators.
	.4	The Departmental Representative will coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Service Contract.
1.11 SECURITY INCIDENT <u>RESPONSE</u>	.1	Security incident can be defined as any fact or event which could affect your personal or organizational security.
	.2	When performing Work on the premises of CFB Halifax/12 Wing Shearwater, security incidents or threats could occur at any time such as bomb threats, active intruder, lockdowns etc.
	.3	When a security incident occurs, the Contractor shall: .1 stop the work safely; .2 account for all your personnel in a secure area; .3 report to the building main office or facility manager for further directives; and .4 call the Departmental Representative.
	.4	The above actions must be taken also during Base/Wing security training exercises.
1.12 SITE SIGNS AND <u>NOTICES</u>	.1	Safety and instruction signs and notices: .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to latest version of "Signs and Symbols for the Workplace".
<u>PART 2 - PRODUCTS</u>		
<u>2.1 NOT USED</u>	.1	Not used.

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PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 EMERGENCY REPORTING .1 Telephone numbers for emergency reporting will be provided by the Departmental Representative at the fire safety briefing.
- 1.2 FIRE SAFETY ENFORCEMENT .1 Within the confines of the Base/Wing, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the DND Fire Department.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada.
- 1.3 FIRE SAFETY BRIEFING .1 Prior to commencement of work under this requirement, the Departmental Representative will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the DND Fire Department.
- 1.4 FIRE WATCH .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the DND Fire Department at the time of issuance of the hot work permit.
- 1.5 FIRE EXTINGUISHERS .1 The Contractor will supply fire extinguishers, as scaled by the DND Fire Department, necessary to protect work in progress and Contractor's physical plant on site.
- 1.6 SMOKING PRECAUTIONS .1 Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.
- .2 In accordance with these fire safety requirements particular to the work area and site, the Departmental Representative and the DND Fire Department will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
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- 1.6 SMOKING PRECAUTIONS  
(Cont'd)
- .3 Smoking is prohibited in all buildings.
- .4 In all other areas, exercise care and comply with written or oral directives of the Departmental Representative for the use of smoking materials.
- 1.7 REPORTING FIRES
- .1 Inform the Departmental Representative and the DND Fire Department of fire incidents at construction site, regardless of size.
- .2 Know location of nearest fire alarm pull station and telephone, including emergency phone number.
- .3 Report immediately all fire incidents as follows:
- .1 activate nearest fire alarm box; or
- .2 dial 9-1-1 or designated number given at the time of briefing; and
- .3 telephone the Departmental Representative.
- .4 Person activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .5 When reporting fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.
- 1.8 FIRE PROTECTION SYSTEM IMPAIRMENT
- .1 Maintain existing systems in an operational state at all times during construction.
- .2 Use of fire hydrants, standpipes and hose systems for purposes other than fire fighting unless authorized by the DND Fire Department, is prohibited.
- .3 Existing fire protection and alarm systems will not be obstructed, shut off, disabled or left inactive at end of each working day or shift without written authorization from the DND Fire Department.
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1.8 FIRE PROTECTION  
SYSTEM IMPAIRMENT  
(Cont'd)

- .4 Submit written notification to the Departmental Representative and the DND Fire Department 48 hours in advance of planned interruption of services. Submit written notification for operation including shutting down active fire protection system, including water supply, fire suppression, fire detection and life safety systems.
- .5 Where a fire protection system that provides fire alarm monitoring is impaired in an existing building, provide a fire watch as directed by the DND Fire Department.
- .6 Conduct work on fire protection system where systems are affected or impaired in accordance with National Fire Code of Canada conforming to the Base/Wing Fire Orders.

1.9 ACCESS FOR FIRE  
FIGHTING

- .1 Provide and maintain access for firefighting in accordance with National Fire Code of Canada.
- .2 Provide written notification to the DND Fire Department a minimum of two (2) working days in advance of operation that would impede fire apparatus response including:
  - .1 violation of minimum horizontal and overhead clearances;
  - .2 other operations as directed by the DND Fire Department; and
  - .3 erecting of barricades and digging of trenches.
- .3 Maintain a minimum clear horizontal width on access routes of 5 m or otherwise as defined by the DND Fire Department.
- .4 Maintain a minimum vertical clearance of 6 m or otherwise as defined by the DND Fire Department.

1.10 RUBBISH AND WASTE  
MATERIALS

- .1 Keep rubbish and waste materials to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Remove rubbish from work site at end of work day or shift or as directed by the DND Fire Department.

1.10 RUBBISH AND WASTE  
MATERIALS  
(Cont'd)

- .4 Storage:
- .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles approved by the DND Fire Department and removed at end of each day.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS

- .1 Handle, store and use of flammable and combustible liquids in accordance with National Fire Code of Canada and as otherwise directed by the DND Fire Department.
  - .2 Store flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 45. Store in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Obtain written authorization from the DND Fire Department for storage of quantities of flammable and combustible liquids exceeding 45 litres.
  - .3 The Departmental Representative reserves the right to require removal from the site any storage containers not acceptable to the DND Fire Department.
  - .4 Transfer of flammable and combustible liquids within buildings or on jetties is prohibited.
  - .5 Transfer of flammable and combustible liquids in vicinity of open flames or any type of heat-producing devices is prohibited.
  - .6 Use of flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents is prohibited.
  - .7 Storing flammable and combustible waste liquids on site is prohibited. Remove daily or more frequently as directed by the DND Fire Department.
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1.12 HOT WORKS

- .1 Implement a hot works program in accordance with National Fire Code of Canada and NFPA 51B Standard for Fire Prevention. Apply hot works program to processes involving welding, cutting, roofing and other hot works as defined by the DND Fire Department.
- .2 Obtain a "Hot Work: permit from the DND Fire Department for hot works in construction area. Frequency of renewal for hot works permits is at discretion of the DND Fire Department.
- .3 When work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for fire watch is at discretion of the DND Fire Department.
- .4 Provide fire watch service for work as directed by the DND Fire Department and as defined in the fire safety briefing. Provide fire watchers trained in use of fire extinguishing equipment.
- .5 Carry out hot works processes in areas free of combustible and flammable content.

1.13 HAZARDOUS  
SUBSTANCES

- .1 Perform work involving the use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, in accordance with National Fire Code of Canada, and measures prescribed by the DND Fire Department.

1.14 FIRE INSPECTION

- .1 Co-ordinate site inspections by DND Fire Department through the Departmental Representative.
- .2 Allow DND Fire Department unrestricted access to work site.
- .3 Co-operate with DND Fire Department during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by DND Fire Department.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.
-

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 DEFINITIONS
- .1 Environmental Pollution and Damage:
    - .1 Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
  - .2 Environmental Protection:
    - .1 Prevention/control of pollution and habitat or environment disruption during work. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources, and includes management of visual aesthetics, noise, solid, chemical, gaseous, and liquid waste, radiant energy and radioactive material as well as other pollutants.
- 1.2 FIRES
- .1 Fires and burning of rubbish on site is not permitted.
- 1.3 DISPOSAL OF WASTE
- .1 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
  - .2 Do not bury rubbish and waste materials on site.
  - .3 All spills must be reported immediately to the Departmental Representative and cleanup will be done at Contractor's expense.
  - .4 Environmental incident:
    - .1 control the release, if possible;
    - .2 contact the DND Fire Department at 902-427-3333 or 911; and
    - .3 contact the Departmental Representative.
-

- 1.4 DRAINAGE .1 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- .2 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED .1 Not used.

PART 1 - GENERAL

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

PART 2 - PRODUCTS

- 2.1 NOT USED
- .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED
- .1 Not used.

PART 1 - GENERAL

1.1 REFERENCES

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

1.2 WORK INCLUDED

- .1 The Contractor must deliver a Wildlife Control Program for 12 Wing Shearwater aerodrome.
  - .2 Under the aerodrome Wildlife Control Program, the Contractor must provide the following minimum manning on site:
    - .1 one (1) Wildlife Control Officer (qualified falconer); and
    - .2 two (2) birds of prey.
  - .3 In order to maintain 12 Wing Shearwater aerodrome operational requirements safely, the Contractor must provide within 24 hours a substitute qualified falconer as needed during vacation, illnesses or unforeseen event.
  - .4 The Contractor must provide annual reports to WATCO and the Departmental Representative.
  - .5 During the second year of the Service Contract, the Contractor must provide WATCO with a wildlife control plan for 12 Wing Shearwater aerodrome.
  - .6 The Contractor must provide a Wildlife Control Officer (qualified falconer), as requested by the Departmental Representative.
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1.3 WILDLIFE CONTROL PROGRAM

- .1 WATCO is responsible for the implementation and execution of a successful Wildlife Control Program. He/she must ensure that all aspects of any Contract regarding this program are strictly adhered to through the entire duration of the Service Contract. The Contractor or his/her approved replacement must liaise directly with WATCO or his/her representative as to any irregularities or requirement at 12 Wing Shearwater. Direct contact with other Base/Wing agencies with regards to the terms of the Service Contract, or any additional clarifications/changes to the Service Contract should be referred to the RPOS(H) Contracting Officer.
- .2 The Wildlife Control Program must be performed through the following methods of wildlife control:
  - .1 through the use of birds of prey; and
  - .2 through the use of lethal/non-lethal methods as necessary.
- .3 The Contractor must provide at least two (2) resources that will act as Wildlife Control Officer and each must meet the following requirements:
  - .1 possess a valid falconer's permit (a valid permit may include, but not limited to Provincial or National Associations);
  - .2 be a member of a Falconer's Association;
  - .3 have a valid Possession and Acquisition License for firearms that will be used on site; and
  - .4 have WHMIS training verification prior to commencement of work on the airfield.
- .4 The Contractor must provide a Wildlife Control Officer or an approved replacement:
  - .1 Monday to Friday and available between dawn to dusk hours. The daily person hours will fluctuate depending on the following:
    - .1 aerodrome flying schedule and operational requirements;

1.3 WILDLIFE CONTROL  
PROGRAM  
(Cont'd)

- .4 (Cont'd)
- .1 (Cont'd)
- .2 success of the wildlife control program;
- .3 migratory birds and nesting seasons; and
- .4 seasons (shorter daylight times in winter).
- .2 The Wildlife Control Officer or an approved replacement bear the following responsibilities:
- .1 Complete a thorough check of the aerodrome prior to the first daily departure (aircraft) and every time deemed necessary thereafter and/or as directed by WATCO or his/her designated representative to maintain a wildlife free environment.
- .2 Be available, after being released for the day, on a 24 hour standby basis with an emergency response time not exceeding one hour from receipt of call out.
- .3 Provide wildlife control patrols on the aerodrome at least twice daily (Monday-Friday) and more often if required to counter the development of a serious wildlife problem and/or as directed by WATCO or his/her representative.
- .3 The Contractor must be a member of any committee formed under the authority of the Wing Commander to deal with wildlife control. For reason of the flight safety implication of the Wildlife Control Program, the Contractor will be required to participate in relevant committees and meetings, as determined by the site authority.
- .4 The Contractor and the Wildlife Control Officer or an approved replacement must follow current rules and regulations for disposal of wild animals as issued by the Government of Nova Scotia.
- .5 The Contractor must have a liability insurance of a minimum \$1,000,000.00 that covers it's Wildlife Control Officer, proof of which must be available on demand.
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1.4 TRANSPORTATION

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

1.5 FOREIGN OBJECT  
DAMAGE (FOD)

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

- .1 During the second year of the Service Contract the Contractor must provide WATCO with a Wildlife Control Plan (WCP) for 12 Wing Shearwater aerodrome.
- .2 The content of the WCP must meet all of the following expectations:
  - .1 Summary of wildlife hazard survey.
  - .2 Concise, well defined procedures outlining specific steps to be followed to reduce risk of hazards and how to deal when they occur.
  - .3 Inform new Wing personnel of the local hazards and clearly explain specific airfield operations used to reduce wildlife populations.
    - .1 Level of detail should correspond to severity of hazard.
    - .2 Educate Wing personnel on reporting wildlife sightings and strikes.
  - .4 Meet the following objectives:
    - .1 habitat management;
    - .2 wildlife dispersal/removal; and
    - .3 wildlife strike reporting with specific reference to the CF218 Bird Strike and Bird Sighting report.

1.7 MATERIALS

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

1.8 PERMITS AND  
LICENSES

- .1 The following permits/licenses are to be provided to WATCO or site authority on request:
  - .1 Province of Nova Scotia Department of Natural Resources, Falconry permit.

1.8 PERMITS AND  
LICENSES  
(Cont'd)

- .1 (Cont'd)
- .2 Should the use of a dog required for wildlife control, the Contractor must have a permit from the Nova Scotia Department of Natural Resources for the use of a wildlife control dog.
- .3 A permit to import birds into the Province for any birds that Contractor requires.
- .4 An export permit to indicate Contractor has the permission of the Province involved to obtain birds from said Province.
- .5 The Contractor must have a valid Animal Control License as issued by the provincial Government of Nova Scotia.
- .6 The Contractor must possess any certificate of license as may be required under Municipal, Provincial or Federal Government regulations.
- .7 The Contractor must provide a copy to WATCO and the Departmental Representative a valid firearm acquisition and possession licence as may be required under municipal,provincial or federal government regulations.
- .8 Perform all work in strict accordance with guidelines set out by the Federal and Provincial Governments.

1.9 DATA COLLECTION AND  
REPORT  
REPORT

- .1 Each flight of a bird of prey must be recorded. Observations and recording regarding the number of gulls or birds prior to each flight, the time, duration of flight, location and effectiveness must be recorded by the person in charge of the birds of prey.
- .2 The Wildlife Control Officer must keep records of pests encountered that will have been dispatched, scared away or by some other means disposed of.
- .3 Submit to WATCO, in writing a monthly report including the information above, as well as the number and duration of calls and action taken, within the first 15 days of the following month.

1.9 DATA COLLECTION AND REPORT  
(Cont'd)

- .4 Submit to WATCO and Departmental Representative a report by March 1st each year depicting the date of capture, type of bird, number of birds/animals, method of destruction and method of disposal for onward transmission to the Canadian Wildlife Service. The reports should also include recommendations as to minimize the risks to safety posed by wildlife on or about the aerodrome in the future.
- .5 No photography will be permitted unless authorized by 12 Wing Shearwater CO OSS.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 12 WING AND AREA

- .1 The Contractor must have available for use a minimum of two (2) birds of prey to ensure the utmost bird control protection to all aircraft in, out and at 12 Wing Shearwater. These birds of prey must be natural enemies of the wildlife to be controlled.
  - .2 The types of wildlife the Contractor may have to control could be but not limited to the following:
    - .1 local area birds;
    - .2 migratory birds; and
    - .3 mammals (e.g. deer, coyotes foxes, raccoons etc.).
  - .3 The purchase, use, storage, transportation and utilization of pyrotechnics and ordinance to supplement the above mentioned use of birds of prey in this bird control program is at the discretion of the falconer. All licenses and permits for the above are the responsibility of the Contractor.
  - .4 The use of firearms for the intended culling of birds or animals on the airfield requires prior permission from WATCO.
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3.1 12 WING AND AREA  
(Cont'd)

- .5 All traps used to contain animals on the airfield must be a humane trap and release system. All trapped animals must be relocated to an appropriate area away from the airfield.
- .6 The use and storage of ordinance, chemicals and other equipment must meet all safety precautions prescribed by Canadian Armed Forces Safety Standards which are available upon request.
- .7 The Contractors will make themselves available for giving tours, as tasked by WATCO, when airfield work load permits.
- .8 The Wildlife Control Officer must inform the Tower of any levels of activity of wildlife on the airfield or any possible hazards to flight safety observed. Levels of activity are to be reported as light, moderate or heavy.
- .9 Pound facilities must meet accepted standards (e.g. municipal and/or county).
- .10 Provide a dead bird and animal pickup service and dispose of same, off the confines of DND property, and in accordance with appropriate municipal and county bylaws.
- .11 Provide for appropriate removal/relocation of unclaimed, impounded animals.