

Solicitation No. - N° de l'invitation  
3000771803  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
1000522035

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

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Veterans Affairs Canada  
Anciens Combattants Canada  
Procurement & Contracting  
Gestion des acquisitions, de marchés  
Attn: Lynn Paulin  
[Lynn.paulin@veterans.gc.ca](mailto:Lynn.paulin@veterans.gc.ca)

**REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

v.02\_e

**Proposal To: Veterans Affairs Canada**

We hereby offer to sell to His 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 thereof.

Instructions: See Herein

**Proposition aux: Anciens Combattants Canada**

Comments

Nous offrons par la présente de vendre à Sa Majesté le Roi 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-annexées, au(x) prix indiqué(s)

Instructions : Voir aux présentes

Commentaires

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

**Issuing Office – Bureau de distribution**

Veterans Affairs Canada  
Anciens Combattants Canada  
Procurement & Contracting  
Gestion des acquisitions, de marchés

<b>Title – Sujet</b> caretaker and maintenance services / services de gardien et d'entretien	
<b>Solicitation No. – N° de l'invitation</b> 3000771803	<b>Date</b> 2024-04-15
<b>GETS Reference No. – N° de reference de SEAG</b> -	
<b>File No. – N° de dossier</b> 1000522035	<b>CCC No. / N° CCC - FMS No. / N° VME</b>
<b>Solicitation Closes – L'invitation prend fin at – à 14 :00 ADT on – le 10 MAY 2024</b>	<b>Time Zone Fuseau horaire</b> Atlantic Daylight Time / Heure avancée de l'Est ADT / HAE
<b>F.O.B. - F.A.B.</b> <i>Plant-Usine:</i> <input type="checkbox"/> <i>Destination:</i> <input type="checkbox"/> <i>Other-Autre:</i> <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à: Lynn Paulin</b>	<b>Buyer Id – Id de l'acheteur KAPAYNTE</b>
<b>Telephone No. – N° de téléphone :</b> (782) 377-4105	<b>FAX No. – N° de FAX</b>
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :</b> See Herein Voir aux présentes	

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

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## **PART 1 - GENERAL INFORMATION**

### **1.0 Summary**

- 1.0.1 Veterans Affairs Canada (VAC) has a requirement for the provision of caretaker and maintenance services at Veterans Cemetery in Esquimalt, BC.
- 1.0.2 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.
- 1.0.3 There is an optional site visit associated with this requirement. Consult Part 2 – Bidder Instructions.

### **1.1 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 6 - Resulting Contract Clauses;
- 2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses.
- 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.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 120 days

Completeness of the Bid After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada

### **2.2 Submission of Bids**

Bids must be submitted only to Lynn Paulin by the date, time and place indicated in the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile, courier, and mail, will not be accepted.

### **2.3 Former Public Servant**

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

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comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 1190 Colville Rd, Victoria, BC, V9A 4P7 on 18 April 2024. The site visit will begin at 13:00 Local Time.

Bidders are requested to communicate with the Contracting Authority no later than 15 April 2024 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **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 Office of the Procurement Ombud

The OPO was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$30,300 for goods and \$121,200 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact the OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [Office of the Procurement Ombudsman website](#).



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Due to the nature of the bid solicitation, bids transmitted by facsimile, courier, and mail, will not be accepted.

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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 order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#) when feasible bidders should prepare and submit their bid as follows:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.).
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); 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, spiral binding or binders, and must not contain any single-use plastics.

Canada is committed to achieving net zero greenhouse gas (GHG) emissions by 2050 in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
  - Canada's Net-Zero Challenge;
  - the United Nations Race to Zero;
  - the Science-based Targets Initiative;

- the Carbon Disclosure Project;
- the International Organization for Standardization;
- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

**Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Annex D-Mandatory Technical Evaluation Criteria.

### **4.2 Basis of Selection**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided 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 Security Requirements – Required Documentation**

In accordance with the [requirements of 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>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that

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information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

## **PART 6 - RESULTING CONTRACT CLAUSES**

*Delete this title and the following sentence at contract award.*

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

### **6.1 Security Requirements**

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor 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 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).

### **6.2 Statement of Work**

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

### **6.3 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.

#### **6.3.1 General Conditions**

[2010C](#) (2022-12-01) General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

#### **6.3.2 Supplemental General Conditions**

[4013](#) (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules, apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of award – March 31, 2026 inclusive.

## 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one 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 10 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.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Lynn Paulin  
Title: Procurement & Contracting Officer  
Veterans Affairs Canada

Telephone: 782-377-4105  
E-mail address: lynn.paulin@veterans.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.

### 6.5.2 Project Authority

The Project Authority for the Contract is: (To be completed at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
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.

### 6.5.3 Contractor's Representative (To be completed at contract award)

## 6.6 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.

## 6.7 Payment

### 6.7.1 Basis of Payment

#### 6.7.1.1 Basis of Payment: Cost reimbursable – Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$7200. Customs duties are included and Applicable Taxes are extra.

#### 6.7.1.2 Basis of payment: Fixed time rate – Limitation of expenditure

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex B, to a limitation of expenditure of \$\_\_\_\_\_ (To be entered at Contract Award). Customs duties are included and Applicable Taxes are extra.

### 6.7.2 Limitation of Expenditure

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

### 6.7.3 SACC Manual Clauses

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
<a href="#"><u>A9117C</u></a>	T1204 – Direct Request by Customer Department	2007-11-30
<a href="#"><u>C0100C</u></a>	Discretionary Audit – Commercial Goods and/or Services	2010-01-11
<a href="#"><u>H1008C</u></a>	Monthly Payment	2008-05-12



#### 6.7.4 Electronic Payment of Invoices - Contract

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

- a. Direct Deposit (Domestic and International);

#### 6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses;

Invoices must be distributed as follows:

- a. The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### 6.9 Certifications and Additional Information

##### 6.9.1 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.

##### 6.9.2 SACC Manual Clauses

SACC Reference	Section	Date
<a href="#">A3060C</a>	Canadian Content Certification	2008-05-12

#### 6.10 Applicable Laws

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

#### 6.11 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 supplemental general conditions [4013](#) (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules;
- c) the general conditions [2010C](#) (2022-12-01) General Conditions - Services (Medium Complexity);
- d) Annex "A", Statement of Work;

- e) Annex "B", Basis of Payment;
- f) Annex "C", Security Requirements Check List;
- g) Annex "F", Insurance - Specific Requirements;
- h) the Contractor's bid dated \_\_\_\_\_ (To be inserted at contract award)

## 6.12 SACC Manual Clauses

SACC Reference	Section	Date
<a href="#">A9068C</a>	Government Site Regulations	2010-01-11

## 6.13 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](#)".

### 6.13.1 Dispute Resolution Services – Procurement Ombud

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the OPO to request dispute resolution/mediation services. The OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on the OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [Office of the Procurement Ombudsman website](#).

## 6.14 Contract Administration

The OPO was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact the OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on the OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [Office of the Procurement Ombudsman website](#).

## 6.15 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex F. 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.

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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.

## **ANNEX A**

### **STATEMENT OF WORK**

#### **Title**

Cemetery Caretaker and Maintenance Services for Veterans Affairs Canada (VAC) at Veterans Cemetery in Esquimalt, BC.

#### **Objective**

The objective of the contract is for the provision of caretaker and maintenance services at Veterans Cemetery in Esquimalt, BC. This includes the overall care and maintenance of the cemetery in the form of grass cutting, trimming, and general clean up of the cemetery including its buildings and other infrastructure. General care and maintenance of equipment and other cemetery assets is also required.

Services will also include the provision and/or coordination of other related duties including interments, and similar requests which must be handled in a timely and professional manner. Services may also include responding to questions from third party contractors providing services within the cemetery as and when requested by the Project Authority (PA).

#### **Background**

Veterans Cemetery in Esquimalt, British Columbia, has been an honoured final resting place for those who served at sea when the cemetery was established in 1868. Over the years, the cemetery was opened to anyone who served in Canada's military. Today, more than 2,500 military personnel and their family members are buried at God's Acre—as this beautiful place is commonly known. Veterans Cemetery covers nearly 3.32 acres of land is nestled between the 12th and 17th holes of the Gorge Vale Golf Club.

Affectionately referred to as God's Acres, Veteran's Affairs Canada assumed custodianship of Veterans Cemetery in 1947 and has been caring for the property, and those interred, since.

In 1995, on the recommendation of the Historic Sites and Monuments Board of Canada, the cemetery was designated as nationally significant by the Minister of Canadian Heritage with the chapel within the cemetery was designated as a recognized heritage building by the Federal Heritage Buildings Review Office in 1996.

Over decades, various upgrades and rehabilitation projects have been conducted with most recently an expansion completed in 2018 with a new Columbarium Garden created to provide approximately 500 columbarium niche and in-ground interment spaces for cremated remains (ashes), with future capacity for an additional 1,000 spaces. In 2022 a major infrastructure upgrade to the irrigation system was completed with focus on further improvements within the Forest Garden area.

#### **Scope of work**

##### **Tasks and Services**

The Contractor must provide, a minimum of one dedicated resource for the provision of the following caretaker tasks and services:

1. Ensure the safekeeping of the cemetery, the graves of those interred there, including the Chapel and other structures in or around the cemetery;
2. Interment and related services – working in collaboration with the VAC – Cemetery Maintenance (CM) team within the parameters of developed practices and procedures. VAC is responsible for the administrative portion of the interment program at Veterans Cemetery and will coordinate these services with the Contractor and/or its resources.

3. Preparation of plots and niches for interment.
4. Complete care and maintenance of the cemetery (*please refer to Appendices A, B, C, and D for additional details*) including but not limited to the following:

**Grounds Maintenance:**

- a. Mowing of all turfgrass lawns.
- b. Trimming and pruning of trees, hedges, shrubs, and similar flora as required.
- c. Pest and disease control as required (*must be completed in accordance with local and provincial laws in regards to use of any fertilizers, pesticides, etc.*).
- d. Weeding of areas along walkways, sitting areas, columbaria, Forest Garden area etc. (*weeding must ensure that the entire root is removed.*)
- e. Identify any repair, levelling and seeding of any sinkholes, rippled or lumpy areas and similar ground movements especially around graves and markers. Such items must be brought to the attention of the Project Authority for approval.
- f. Identify any requirements for the cleaning and leveling of grave markers (*all grave marker maintenance must be completed in accordance with the National Technical Maintenance Manual, Section 5 (Appendix D)*). Such items must be brought to the attention of the Project Authority for approval.
- g. Ensure roadways and pathways are clear of any debris.
- h. Watering of all lawns, shrubs, trees etc. as required to promote vigorous health of the grounds via irrigation system, sprinklers and other means.
- i. Spring clean-up and preparation of grounds following winter months.
- j. Coordinate maintenance inspection of trees as required. (*The PA will arrange for this service with PSPC facility maintenance manager.*)
- k. Ensure all walkways, paths, grates, catch basins and roadways are free and clean of debris (*snow, ice, weeds, grass clippings, etc.*)
- l. Ensure all garbage and debris is collected and disposed of properly as per federal/provincial/municipal guidelines.
- m. Ensure all snow and ice removal is completed in a timely manner.

**Property, Buildings and Systems:**

- a. Ensure the safety of visitors to the Cemetery and use of its public facilities.
- b. The site is equipped with a video surveillance system. General monitoring of entire site and assets and report any damages, vandalism etc. first to local authorities (*if warranted*) and provision of a written report to the PA within 48 hours of the incident. (*If damage or vandalism creates an immediate unsafe condition, the Contractor must take appropriate measures to secure the area until it can be repaired.*)
- c. Regular garbage collection and removal in accordance with local waste disposal requirements.
- d. Clean, maintain, and provide for the safekeeping of the caretaker building, columbaria areas, public washroom and Chapel. (*Access and use of the Chapel is limited and will be reviewed on a case by case basis by the Project Authority or the National Manager as to limit unnecessary traffic that can impact the heritage value of this important building.*)
- e. Ensure cleanliness and adequate stocking of consumables in public restroom. Restrooms must be checked daily.
- f. Onsite coordination of annual fall maintenance and winterization of cemetery irrigation system. (*The PA will arrange for this service with PSPC facility maintenance manager.*)
- g. Onsite coordination of annual spring flush and testing of cemetery irrigation system. (*The PA will arrange for this service with PSPC facility maintenance manager.*)
- h. Additional grounds preparation for events and flag lowering/raising as requested by the PA. (*A minimum of 5 days advanced notice will be provided for events and a minimum of 24 hour notice for flag lowering/ raising.*)
- i. Clean, maintain, and provide for the safekeeping of all equipment and tools. All maintenance assets are to be kept in good working order.

- j. Acquire all necessary supplies required for full maintenance of the cemetery and its assets.
- k. Respond to, and/or direct to the PA, any questions from third party contractors working in the cemetery as well as providing requested access as required. May be required to attend site meetings to provide information etc.
- l. Inspect flagpole and mechanisms to ensure they are in good functioning order once per season. If any repairs are required, the Contractor will advise the Project Authority (PA).
- m. If at any time the flag needs to be replaced at the cemetery, the Contractor will advise the PA who will send a new flag for replacement.
- n. If the flag at the cemetery needs to be lowered, the PA will provide a minimum of 24 hour notice for the flag to be lowered as well as when it is to be raised.
- o. Secure all buildings at end of each work day.

**Interments:**

- a. On occasion, the Contractor may receive direct inquiries from families regarding interments at Veterans Cemetery. The Contractor will obtain the contact information of the family member and advise that a representative from the Cemetery Maintenance (CM) team will provide all necessary information and coordinate services with the family. The Contractor will provide the contact information and any other pertinent details to the PA with a copy to the CM team. *(The CM Team will respond to inquiries within 24 hours if received between Monday and Friday during local hours of operation, and 48 hours if received during the weekend. 72 hours in the case of statutory holidays etc.)*
- b. Once an interment has been confirmed, the PA or a CM employee will advise the Contractor to coordinate with the family in selecting an in-ground plot or niche in the columbaria.
- c. The Contractor will be responsible for preparing the area for in-ground burial *(excavation, placement of urn, backfill and seeding etc.)* For columbaria, removing the niche plate, placement of the urn and replacing the niche plate.
- d. The Contractor will be responsible for coordinating installation of the in-ground marker or niche plate once available from the provider.
- e. Upon request, the Contractor may be required to disinter cremated remains.

**Supplemental Information**

- All interments are coordinated through the Cemetery Maintenance (CM) group at Veterans Affairs Canada. *(See Appendix "C")*
- Veterans Cemetery only accepts interment of cremated remains of Veterans and spouse (or family member). *(A Veteran must first be interred at Veterans Cemetery before a spouse or family member can be interred with them. There are no fees for interment.)*
- In ground plots or niches in the columbaria are the only options available at Veterans Cemetery.

**Special Events, Security and Other Items:**

- a. The Contractor and its resources must conduct themselves in a professional and courteous manner at all times and communicate effectively in all interactions with the Public.
- b. Ensure that all grounds maintenance is completed prior to special/annual events, (i.e. Candlelight Ceremony (May) and Remembrance Day Ceremony (November)).
- c. Consult with the Project Authority and implement any required changes with regards to the operations of the cemetery including hours of operation and maintenance.
- d. Serve as the point of contact for the alarm company in the event of security breaches. Alarms must be responded to immediately; to ensure this, the Contractor's resource must be able to be on-site within 60-minutes of an alert.

- e. Acquire all necessary supplies such as seed, fertilizer, gas, oil, etc. The Contractor must request prior approval for all purchases from Project Authority and submit invoices monthly for reimbursement.
- f. Determine requirements for additional supplies and services and submit such requests to the Project Authority for approval.
- g. Receive inquiries and/or complaints from visitors and seek input from the PA. All general inquiries (non interment) must be responded to within 5 days.
- h. Determine requirements for additional supplies and services and submit such requests to the PA for review; (example - removal of a dead tree, repair to damaged fence, repainting etc.)
- i. The Contractor must advise and provide recommendations to the PA if additional requirements/ services exceed contractual obligations for the care and maintenance of the cemetery.

### **Volume and Hours of Work**

Caretaker services are required during core business hours as follows:

Core business hours are 0900h – 1700h Pacific, Monday to Friday.

The volume of hours is up to 55hrs per week. Services may or may not be required on consecutive days to accommodate special events and/or unforeseen circumstances including emergency situations. For example, an interment is required on a weekend or if there is a special event/ceremony which is scheduled to take place on a weekday outside of core business hours, etc.

Optional Services: Up to 120 optional hours for the term of the contract for exceptional circumstances (i.e. to prepare for special events/ceremonies). Any identified requirements for optional services must have the prior approval of the Project Authority. Requests for optional services must be made a minimum of 24 hours in advance.

### **Work Environment**

The Work Environment consists mainly of outdoor physical tasks consistent with the care and maintenance of cemetery grounds on a daily basis through seasonal temperatures and weather patterns. The Contractor must ensure that proper attire and support equipment (*rain wear, cold weather wear etc.*) are readily available to address changes in weather and temperatures.

The Contractor's resource(s) must be familiar with tools and equipment that are used to maintain grounds and other areas. The work can be labour intensive at times and therefore the Contractor and/or its resources must be physically able to operate tools and machinery (both manual and powered) and lift items in excess of 23kg.

The Contractor's resource(s) must be in possession of a valid driver's license for the duration of the contract.

Some administrative and indoor work is required as needed.

### **VAC Support**

All landscaping tools and equipment required for work at Veterans Cemetery will be provided by VAC. Except for the purposes of repair and maintenance of the equipment, all equipment is to remain on-site and must be securely stored.

VAC will reimburse the Contractor for supplies/small purchases (i.e. gas, oil, fertilizer, seed etc.) upon receipt of the original invoice clearly indicating the purchased item(s). All supplies/small purchases must be authorized in advance by the Project Authority or designated other. Budget for supplies/small purchases is up to \$600 per month.

### **Contractor Supplied Equipment**

The Contractor must provide an email address and contact phone number that VAC can use for communication. This email address and/or phone number may be shared with a Veteran's family representative in the effort to arrange date and time for an approved interment or onsite contact for an approved event at the cemetery.

The Contractor and its resource(s) must have ability to attend online meetings with VAC (via MS Teams) as required.

Veterans Affairs Canada will not reimburse the Contractor for any communication equipment or services including associated data plans and cellular costs.

### **Compliances with Rules, Acts, and Regulations**

The Contractor must carry out the work in compliance with all federal, provincial, or local codes, standards or directives. In case of omissions or conflict among these standards, the most stringent standard shall apply.

### **Security**

The Contractor and its resources must possess and maintain a valid security clearance at the level of Reliability Status for the duration of the Contract period.

### **Appendices**

Appendix A - Snow and Ice Removal  
Appendix B – Lawn Cutting and Care  
Appendix C - Burial Procedures  
Appendix D - Section 5, National Technical Maintenance Manual

### **Ownership and Control**

All information (personal or otherwise) which is used, processed, handled, stored, and recorded by the Contractor for the purposes of fulfilling the requirements of the Contract, regardless of the format, medium, and physical characteristics, remains under the ownership and control of VAC. All applicable Federal legislations apply under all circumstances, even when such information is in the sole custody of the Contractor.

In accepting this contract, the Contractor acknowledges that VAC maintains ownership and control over all personal information and any other information that is collected, created, captured, received, used, processed, handled, stored, and recorded by the Contractor when fulfilling the requirements outlined in the Contract.



## **APPENDIX "A" - SNOW AND ICE REMOVAL**

### **General**

Remove snow and ice, spread salt, a mixture of sand and salt, or ice melt to prevent slippery conditions on all roads and pathways within the cemetery. Care will be taken to ensure catch basins and storm sewers etc. are not blocked by snow during removal operations with all grates kept free of snow and ice during the winter months. A fire lane must be maintained to the caretaker building at all times and under all conditions.

### **Equipment and other required elements to support maintenance operations**

Employ snow blower to clear snow in required areas, cemetery sidewalks, walkways, and pathways and salt spreader to spread salt in same areas. Use shovel to remove snow from steps or for any other light snow removal.

All necessary equipment for snow removal will be provided by Veterans Affairs Canada. No additional equipment will be used in the removal of snow without prior approval from the Project Authority. At no time will heavy machinery such a plow trucks or similar snow removal vehicles be used within the cemeteries' internal road ways and access paths.

Equipment will not be left running nor will keys be left in the ignition when unattended. All equipment is to be maintained to ensure safe operation. The contractor is to obtain all elements for snow removal and de-icing operations such as salt, sand and other items used. These elements can be stored within the caretaker building as required. Expenditures for additional winter maintenance supplies can be submitted under Other Direct Charges – Annex "B" Basis of Payment for reimbursement. Prior approval from the PA for expenditures is required.

### **Winter Maintenance Program**

Snow and de-icing operations will be carried out to a minimum width of paved and concrete areas, walkways and roads. Entrances to the caretaker building are to be clear of snow at all times. Caretaker can use discretion to acquire a snow removal company to remove snow after if accumulation is too great to remove using existing equipment along the roadway only between the general parking area and the front gates of the cemetery. Snow is to be piled in designated areas only. Snow removal operations will not create dump piles along any portion of the roadway, especially along the roadway where it crosses the Gorge Vale Golf Course 17<sup>th</sup> Fairway.

Contractor is to advise PA if this service is required and obtain prior approval of this expenditure. Expenditures for additional snow removal can be submitted under Other Direct Charges – Annex "B" Basis of Payment for reimbursement. Caretaker will be responsible to monitor any 3rd party providers onsite for snow removal.

Snow clearing operations are to commence when a minimum of 50mm (2in.) of snow has accumulated or when drifting necessitates such action. During storm conditions (as indicated by local, regional or national weather services), the caretaker will use discretion on when to commence snow removal operations to ensure personal and public safety is at the forefront. It is understood that accumulation may be in excess of the minimum indicated and that operations will commence/continue once conditions improve / safely allow.

De-icing and salting operations will take place when conditions dictate.

Caretaker will be responsible for site monitoring and will conduct regular inspections of the premises to ensure that snow removal and de-icing activities occur in a timely manner to prevent the formation of hazardous conditions. Inspections are expected to be carried out once per week on minimum during the winter months and as required.

## **APPENDIX “B” – LAWN CUTTING AND CARE**

### **General**

Cemetery Grounds care and maintenance must be continuous and completed within a reasonable period. The area of care includes all lawns, shrubbery and trees within the fenced boundaries and around all infrastructure and buildings within the cemetery.

All work must be executed with the least possible interference or disturbance to the public and the normal use of the premises.

Local and Provincial Laws must be observed and adhered to in the use of any herbicides, pesticides and similar products .

### **Equipment**

All equipment, materials, consumables etc. for horticulture and grounds care and maintenance is provided by VAC. Contractor will acquire all consumables and be reimbursed as per Annex “B” – Basis of Payment.

Caretaker may use a variety of mowers to cut grass in open areas, between rows of markers etc. String trimmer with nylon filament must be used when cutting close to markers, monuments, trees and other assets as to not damage them. Care must be taken not to strike markers or monuments nor lean tools or equipment upon markers.

Equipment will be kept in good repair and provide safe operation.

Equipment will not be left running or have keys left in the ignition when unattended.

### **General Care**

Day to day practices of lawn maintenance is often in conflict with the conservation of grave markers, monuments and the like, the goal is to achieve a balance between protecting the grave markers, which are valued cultural resources, while maintaining the lawn surface upon which they are found.

The importance of using proper equipment and being careful in its use cannot be overstated with care and attention when trimming around all markers, monuments, trees, flora etc. as not to damage them. At no time should equipment be rested against any markers and monuments.

The lawns at Veterans Cemetery are to be trimmed when height exceeds 65mm (2.5in.) Due to its compact layout and sheer amount of markers and monuments at Veterans Cemetery, it is recommended a push mower be used to trim grass throughout the cemetery.

A string trimmer with nylon filament must be used when cutting within 300mm (12in.) of markers, monuments, trees, other assets and flora. Lawn shears to be used when use of other equipment is not feasible, or risk of damage is too great.

### **Mowing**

Care and attention must be taken to ensure mowing operations do not cause injury and that the tree trunks, grave markers, monuments, walls, fences and other assets are not damaged during the process of mowing.

Prior to mowing, the lawn should be cleared of any paper, sticks or other debris.

All lawns are to be trimmed when a height of 65mm (2-1/2in.) is exceeded. Lawns are not to be cut shorter than 65mm (2-1/2in.) as to discourage growth of broad leaf weeds etc. Frequency of mowing per season will vary depending upon environmental conditions.

As trees are growing in lawns, lawn mowing must not be conducted within 300 mm (12 in.) of the trunk.

String trimming – using nylon filament line - must be carefully performed and is to be used when other mowing equipment will be within less than 300mm (12in.) of trees, shrubbery, markers, monuments and other assets so that no damage occurs.

All mowing equipment is to be maintained to ensure optimal operation.

### **Raking and De-thatching**

Leaves and needles are to be removed from lawns in late fall and again in early spring prior to the mowing season. Leaves must be removed from the site.

Thatch removal should be combined with spring raking if necessary. If thatch has built up to 12mm (1/2in.) in depth it can prevent air and water from reaching the soil. Thatch to be raked while the grass is still dormant and disposed off-site.

### **Ground Repair - Lawns**

Uneven grounds pose a health and safety hazard to persons and equipment on site and shall be corrected upon discovery. Any areas of the lawn that are uneven (sinkholes, rippled or lumpy areas, troughs etc.) shall be repaired as soon as possible to decrease the risk of unsure footing at the site. Areas are to be filled with topsoil, levelled, seeded and watered accordingly.

Regular monitoring of the site will ensure that these conditions are discovered and corrected quickly.

### **Weeding**

Local and Provincial Laws must be observed and adhered to in the use of any herbicides, pesticides and similar products .

Weeding is to be conducted as required to ensure invasive species do not gain any foothold within the grounds of the cemetery especially within the Forest Garden area. The use of mulch, shredded bark etc. in lieu of weeding is not permitted in order to protect the identified historic character of the site, gravestones and monuments.

All areas should be weeded on a regular basis to ensure that lawn areas maintain vigorous health. Weeds are to be removed prior to trimming and disposed off-site.

If weed removal creates a noticeable “bald spot” in the lawn, this area should be over-seeded with a grass mixture to match the mixture of the surrounding turf grass. It is recommended that the seeded area is covered with a 12 mm (1/2in.) layer of peat moss, watered daily, and protected from pedestrian traffic until the seeded area has sprouted and is ready to be mown.

### **Watering**

Veterans Cemetery has an automatic irrigation system. The caretaker must be familiar with the system and its use.

Dependent upon weather during the growing season, the turfgrass should be thoroughly soaked every 10 days and may require additional watering if there is a sufficient lack of natural precipitation. The soil under the lawns should receive moisture to a depth of 150 mm (6in.). Hose bibs located in the Forest Garden

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Buyer ID - Id de l'acheteur

KAPAYNTE

CCC No./N° CCC - FMS No./N° VME

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area that can be used to attach sprinklers and hoses for direct watering. Other methods to deliver appropriate amounts of water (mobile water tanks/ bowser) or similar delivery devices can be used.

The caretaker will observe conditions to determine when watering operations are required.

## APPENDIX “C” – PROCEDURES FOR BURIAL

1. The family or representative of the deceased must complete an Interment Form – Veterans Cemetery. Families can be directed to email the Cemetery Maintenance (CM) group ([cm-mc@veterans.gc.ca](mailto:cm-mc@veterans.gc.ca)) for all forms and any questions in regards to interment etc. A representative from the CM team will contact the family member directly.
2. If a family member contacts or visits the cemetery directly to inquire about an interment etc., the caretaker will obtain all necessary contact information and advise the family that a representative from the CM team will contact them shortly. The caretaker will provide the contact information to the Program Authority (PA) and copy the CM team including any pertinent details shared by the family. *(The CM team will respond to inquiries within 24hrs if received between Monday and Friday during local hours of operation, and 48 hours if received over the weekend. 72hrs in the case of statutory holidays etc.)*
3. Once the proper information has been submitted to the CM group and upon verification and approval, the CM team will advise the family and provide the contact information of the caretaker to make arrangements for interment. The caretaker will be copied on the notification email to the family as proof of approval.
4. Once contacted by the family, the cemetery caretaker is responsible to show the family representative what spaces are available in the columbarium niche or interment site in the Forest Garden area. The cemetery caretaker is responsible for coordinating the installation of the interment marker or columbarium niche marker with the monument supplier once completed.
5. Columbarium Niche:  
If a columbarium niche is selected, the caretaker is responsible for opening the niche before the service and closing it after all those attending have departed the cemetery.
6. In-Ground Interment:  
If in-ground interment is selected, the cemetery caretaker is responsible to dig the grave for the remains interment, ensuring that the sod on top is preserved and set aside to replace on top of the grave once it is filled in following the burial. The excavation will be at the approximate dimensions of 10"(L) x 20"(W) to a maximum depth of 36".

Once grave is dug, it is to be covered with an appropriate green board (located on site) to ensure the safety of visitors. This will be removed just prior to the interment.

Upon completion of burial or service, and after all those attending have departed the cemetery, the caretaker will backfill and compact the excavation and replace the sod or seed the area.

Solicitation No. - N° de l'invitation  
3000771803  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
1000522035

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

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## **APPENDIX "D" – NATIONAL TECHNICAL MAINTENANCE MANUAL SECTION 5**

## **5.0 THE CYCLE OF GENERAL MAINTENANCE FOR EXISTING GRAVESITES**

### **5.0.1 Orientation for Gravesite Inspectors**

This section presents a series of national standards for the maintenance of gravesite elements that will assist in ensuring that Veterans' graves across the country, for which VAC are responsible, are treated with the respect that they deserve. The section is entitled 'the cycle of general maintenance' because it is important to remember that successful maintenance of exterior resources is an ever-recurring system involving regular inspections, repetitive maintenance at appropriate intervals, and special measures as indicated by the results of inspections. After presenting the general maintenance activities appropriate to each gravesite resource, this section then proposes inspection schedules for VAC.

### **5.1 Marker Cleaning**

Cleaning to remove staining or discoloration should only be performed when the staining or discoloration inhibits the legibility of the inscriptions. The recommended test for legibility is borrowed from the CWGC standards: inscriptions on grave markers are deemed to be legible if they can be read at a glance under normal light conditions from a distance of two metres (6½ feet).

Attempts at cleaning should always be carried out starting with the gentlest means possible and advancing to the next harshest method only if required. Cleaning methods should also always be first tested on a sample of the stain to determine their effectiveness and to identify whether they cause any unanticipated damage to the marker, its foundation, or the surrounding plantings.

Multiple stains can occur on a single marker or foundation. In such instances the cleaning approaches should again always begin with the gentlest method, and as the cleaning proceeds to the harsher methods for the more stubborn stains, the treated areas should be limited only to the remaining stained parts of the marker.

#### **5.1.1 Simple Cleaning**

The following are general guidelines that should be followed in any attempts at cleaning stains on granite or bronze markers:

- Wash and scrub markers and their foundations with clean water and a nylon brush.
- Do not undertake cleaning with water when freezing temperatures are expected. Ensure that there is sufficient time for the stone to dry before freezing will occur.
- Use clean water only. Test the water to determine if it contains impurities or minerals that

could produce staining such as salts and iron. If necessary, filter the water or use a chelating or complexing agent such as ethylene diamine tetra-acetic acid (EDTA) to make metallic ions inactive. Specialist technical advice should be sought to help in interpreting the results of any testing, to determine the most effective filtering method, and/or to determine the most effective additive to use to address any water quality issues.

- Do not add detergents to the water.
- Soaking stains and adhered materials with water for a short time prior to cleaning can often help to soften and loosen the materials to improve the effectiveness of the cleaning.
- Do not use steel brushes or metal tools such as spatulas, knives, or screwdrivers.
- Do not use household cleaners with abrasives such as Vim, Spic and Span, Fantastic etc.
- Do not use household cleaners such as Clorox, Borax, Comet or any cleaners with sodium hydroxide (NaOH).
- Do not use abrasive pads such as Brillo, steel wool or ScotchBrite.
- Do not use biocides to kill off plants, such as lichen.
- Do not use rotary grinders or sanders.
- Do not use abrasive "sandblasting" techniques on granite or bronze markers.
- Do not use acids as additives to the water when cleaning bronze markers.

In general, acidic cleaners are not recommended because of the potential for damage to the marker material, the environmental impact on nearby plants and soil, and the health concerns associated with their application and use.

Clean/Control	Surface	Method
Algae	Stable sandstone surfaces that have algae	Wash with water(no pressure); brush with a soft natural bristle brush; rinse with water
Lichen	Stable sandstone surfaces that have Lichen	Do not attempt to clean or control crustose lichen, particularly 'map lichen'. Foliose or leaf-like lichen may be controlled by gently removal by rubber scraper or soft brush.
Moss	Stable sandstone surfaces that have moss	Gentle removal by rubber scraper or by hand followed by water wash (no pressure).



Loose soil organic debris	Stable sandstone surfaces that have soil and debris, particularly near the marker base.	Wash with water (no pressure); brush with a natural bristle brush if necessary; and rinse with water. If surface and material is dry, brush off debris with a dry natural bristle brush.
All growth, soil and debris	Loose, unstable sandstone surfaces and markers that have bedding plane fractures	Do not clean near surfaces that are unstable or spalling. Avoid washing if water seeps into fractures. Dry brush with natural bristles for areas with bedding plane fractures
Soil and organic debris	Concrete bases	Wash or brush off with a broom. (Raising the base to prevent collection of debris is recommended.)

### 5.1.2 Pressure Washing

If washing with a nylon brush and water does not produce an acceptable degree of removal, use pressure-washing techniques. Pressure washing is acceptable, provided:

- the maximum pressure is below 400 psi,
- a fan type tip with a minimum 15° spread is used, and
- the nozzle is held perpendicular to the surface at a distance between 18" and 30" from the surface.

Use extreme care with pressure washing so as not to damage or degrade the softer materials of mortar joints between the marker and concrete foundation and the concrete foundation itself. Care must also be exercised when pressure washing the inscriptions as the pressure of the water can break off fragile parts of the inscription.

Pressure washing is not acceptable for use on flat markers with lead filled inscriptions as the water pressure can lift and blow off the lead filling. This is particularly pertinent if any of the lead lettering is already missing.

Do not use acids or other additives when pressure washing. To minimize potential damage, pressure washing should only be used to loosen and soften any adhered organic material. Once this material becomes loose, it should be scrubbed off using a nylon brush and water.

### 5.1.3 Sources of Staining

The stains occurring on Veterans' grave markers can be from several sources. Although the general principles of cleaning outlined above still apply, some additional steps may also be necessary depending of the source on the stain.

### Lichen

- Prior to washing, remove any loose lichen using a spatula made of wood, plastic, or rubber. Do not use metal spatulas.
- Lichens will return. The schedule for cleaning lichens should be determined based on the rate of growth of the lichens and their impact on the legibility and presentation of the markers. Lichens that have been present on the marker for long periods of time can produce very stubborn stains that cannot be satisfactorily cleaned using the simple methods described above. If the inscription is still illegible after cleaning using simple methods, contact VAC to determine if the stone should be replaced.
- Stains from tree sap, backsplash, and standing water
- Organic stains, which have been present on the marker for long periods of time, can become very stubborn and will resist the simple cleaning methods described above. If the inscription is still illegible after cleaning using simple methods, contact VAC to determine if the stone should be replaced.

### Efflorescence

- Efflorescence is caused by moisture that contains salts moving through the stone and evaporating on the face of the stone, leaving salt deposits on the face. Improving drainage around the marker, to reduce moisture absorption, will reduce the severity of the efflorescence. Efflorescence could also indicate problems with the soil or the local water supply. Sub-efflorescence may be occurring where efflorescence is observed. Sub-efflorescence is salts that are deposited just beneath the surface of the stone and can produce expansive forces that can lead to blistering, shaling and deterioration of the surface.
- Brush and water and pressure washing techniques will remove the efflorescence powder off of the marker, however, the cause of the efflorescence, soluble salts, will remain in the stone and the efflorescence will usually return unless steps are taken to address the source of the moisture.
- For severe efflorescence, poultices may be necessary. Poultices are stiff paste-like mixtures that are applied directly over the affected area of the stone. Poultice materials such as Fullers earth, kaolinite, or diatomaceous earth are used to create the thick paste to which salts are drawn to during evaporation. Shredded paper or paper towels can also be used as the inert poultice material. The following is the basic process to follow with poultices:
  - Wet the affected area of the marker with water and apply the poultice mixture in a layer that is about 12 mm (1/2") thick and allow it to dry naturally.
  - Once dry (the poultice mass will have cracked and cupped up), carefully remove the poultice material. Ensure that the poultice material does not fall onto and get mixed into the soil as this can return the soluble salts to the soil where they can be

transported back into the stone.

- Wash the treated area with clean water and a nylon brush.

#### Rust staining

- Washing with a brush and water or with a pressure washer will typically not remove moderate or heavy rust stains. Cleaning rust stains usually requires the use of harsh chemicals and is generally beyond the scope of simple cleaning or regular maintenance. If the inscription is still illegible after cleaning using simple methods, contact VAC to determine if the stone should be replaced.
- A water supply that is contaminated with metallic ions can lead to rust staining that appears as a uniform discoloration of the entire marker. This type of staining rarely will result in an inability to read an inscription and should not require cleaning. Weathering and rainfall may eventually rinse this type of staining off. To reduce the tendency for this type of staining to occur, treat the water supply through filtering or the use of chelating or complexing agents, to remove the metallic ions.

#### Tire-tread marks

- Pressure washing should typically remove tire-tread marks. If the inscription is still illegible after pressure washing, contact VAC to determine if the stone should be replaced.

#### Paint and graffiti

- Contact VAC to report incidents of graffiti and for recommendations on cleaning.

#### Other stains

- Other specific stains encountered, and not mentioned above, may require more than the simple cleaning methods. If the inscription is still illegible after cleaning using simple methods, contact VAC who will determine if the stone should be replaced or if more intensive environmentally challenging procedures are warranted.

### **5.2 Marker Realignment**

Marker realignment should be carried out as part of the regular maintenance regime. One of the major causes of damage to flat markers is accidental impact from lawnmower blades hitting markers that have heaved or moved upwards. The alignment of the markers is also an important facet of the presentation of the grave.

Flat markers should be regularly realigned to ensure that their top surface is level and flush with the soil surface. By levelling a percentage of the flat markers at the cemetery each year as part of the maintenance program, the entire holdings of the cemetery can be effectively managed over a several year cycle. The number of markers included in each year's maintenance program would depend on the total number of markers at the cemetery. Whenever a flat marker is re-levelled, it

is important to assess the condition of its foundation: flat markers that are founded directly on the soil should be reinstalled on proper foundations as described in Section 4.0, Standards for the Installation of New Gravesites.

Upright markers should be realigned whenever the misalignment makes it difficult to read the inscriptions on the marker, or when the misalignment detracts significantly from the presentation of the grave.

It is important to determine the cause of the misalignment. Most causes of marker misalignment can be determined by using the Problem Identification Sheets included in Section 6.0. These also include recommended corrective actions that fall within the scope of a general cycle of maintenance.

If misalignment of markers is a widespread problem throughout the site, it is recommended that a specialist engineering consultant be engaged to investigate and confirm the cause of the misalignment. This is particularly the case when the misaligned markers all utilize the same type of foundation design.

If a cluster of markers that are presently supported by individual foundations regularly fall out of alignment, consider introducing a new multiple marker beam-type foundation. In this instance it is recommended that a specialist engineering consultant be engaged to investigate the cause of the misalignment and the suitability of the multiple marker beam-type foundation design.

### **5.3 Marker Mounting**

Regular maintenance of marker mounting connections is important to prevent premature failure of these connections. Of the five common connection types used, the grouted-in-pocket and grouted-in-slot are likely to most often require maintenance. Exposed grout used in these types of connections is particularly susceptible to moisture saturation and freeze-thaw damage. The grout should be inspected for signs of cracking or deterioration, and replaced as required.

Methods of inspecting the connections include the following:

- Lightly move the marker back and forth by hand to see if there is any evidence of looseness. Does the marker move back and forth easily? A loose marker indicates a possible failed connection; if the foundation for the marker is buried, some excavation should be carried out to expose the connection between the marker and the foundation.
- Check the grout for obvious signs of cracking or delamination (flaking of the surface of the grout). Cracks will allow moisture to enter into the pocket or slot which can lead to premature failure of the connection as a result of freeze thaw damage. Delaminated grout is also an indication of freeze thaw damage, and can also lead to premature failure of the

**grout.**

- For **grouted-in-pocket connections**, **lightly drag the tip of a screwdriver or head of a hammer over the length of the grout joint**. A hollow "popping" sound will indicate that **the grout has de-bonded from the marker or foundation and should be replaced**.
- For **grouted-in-slot and grouted bumper connections**, **lightly tap the surface of the grout with a hammer**. A hollow "popping" sound will indicate that **the grout has de-bonded from the marker or foundation and should be replaced**.

Failed, loose sections of **grout should be removed and replaced**. Remove the loose **grout using a hammer and chisel**. Replace the missing **grout with the standard grout mix used for new installations**.

If a **significant amount of the grout requires removal**, the repair operation is generally beyond the scope of a cycle of general maintenance, and is therefore presented in detail in **Section 7.5.3**.

It is also important to consider the role of excessive moisture saturation as a cause of the deterioration. Standing water regularly collecting around or over the marker foundation is an indicator that drainage of the soil is a problem and could lead to saturation of the grout. To improve drainage around marker foundations existing soil should be excavated and replaced with free-draining granular fill protected by a water-permeable geotextile fabric. This operation is generally beyond the scope of a cycle of general maintenance, and is therefore presented in detail in **Section 7.5.1**.

#### **5.4 Grave Surfaces**

In Canada, Veterans' gravesites are surfaced either by gravel, or more commonly, by turfgrass. Although the maintenance of turfgrass is more labour intensive, gravel surfacing also requires recurring maintenance.

##### **5.4.1 Gravel-surfaced Graves**

Gravel is used as a **grave surfacing in areas of the country that are inhospitable for growing turfgrass**. Local gravel is the common surface material for graves in northern Manitoba, in parts of Newfoundland and Labrador, and in the high North. Regular inspections of a gravel-surfaced grave should look for any deterioration of the concrete grave margin, irregularities in the level of the **grave surface**, and any signs of weed species growing within the boundaries of the grave.

##### Concrete grave margins

Deterioration of the concrete **grave margin can include hairline or larger cracks, and chipping or staining of the concrete**. The inspector should make a note of the type of deterioration and the extent to which it has advanced. If a concrete **grave margin has deteriorated to such an extent that the dignity of the Veteran's grave has been impaired**, the margin should be replaced.

#### Uneven grave surfaces

The surface planes of graves should be relatively horizontal. Tipped or uneven grave surfaces can result from three causes that are relatively easy to fix during general maintenance activities:

- Most graves will settle during the first two years after they have been dug. To prevent the concrete grave margin from settling, it is recommended that the grave margin material rest on undisturbed soil. However, a tipped grave margin can be re-levelled by raising the lower parts, and placing gravel underneath them. Care should be taken during this process that the tools used to raise the grave margin do not mark, crack or chip the concrete, and that these tools provide sufficient leverage that no worker is in danger of suffering muscle strain.
- The natural settlement of the grave during its first two years will cause the surface layer of gravel to be lowered below the top of the concrete grave margin. This creates a depression for water and ice to collect that could damage the grave margin during freeze-thaw cycles. Maintenance workers should expect to top up a new grave's surface with additional gravel immediately before freeze-up in the fall during each of its first two years, and occasionally thereafter.
- Burrowing animals or human vandals can also result in the unevenness of a grave's surface. Immediate and persistent replacement of gravel to ensure a level surface for the grave will eventually discourage two- and four-legged nuisances.

#### Weed growth

There are three recommended methods and one method to be avoided for dealing with weed growth on gravel surfaced Veterans' graves:

- The provision of a layer of landscape filter fabric (sometimes called landscape cloth) under the gravel of new graves, will cut down significantly on the amount of weed growth on the grave surface, while still allowing water to percolate into the soil.
- Cemeteries with gravel-surfaced Veterans' graves should be inspected twice a year, one month after spring thaw and just before freeze-up, for occasional weeds growing on top of graves. These occasional weeds can be pulled by hand using landscape forks to loosen plant roots. Every attempt should be made to remove the complete root, which should then be bagged to be composted elsewhere. If weeds are hard to remove, watering the grave surface will make the process easier. Where large numbers of Veterans' graves are involved, cemetery administration could turn a weeding day into a community event by offering refreshments to volunteers drawn from the local Royal Canadian Legion, Girl Guides and Boy Scouts or retiree groups. Increasingly, high school curricula include community service as a prerequisite for graduation, and such school programs are also a potential source of volunteer workers for simple tasks such as weeding graves.
- If regular inspections reveal a significant number of weeds appearing on grave surfaces, the layer of landscape filter fabric may be torn or absent. To replace the layer of filter fabric on an existing Veteran's grave, or to install it for the first time, remove all of the

gravel over the grave, down to the level of the lower side of the concrete grave margin. Set the gravel aside for easy replacement by placing it on filter fabric to separate it from the adjacent unexcavated ground material. Next level the sub-grade with a rake, and place the landscape filter fabric so that all of the area of ground within the grave margin is covered. Replace the gravel, previously removed, over top of the filter fabric. If need be, top up the grave with additional gravel so that its surface is level with the topside of the concrete grave margin. Because landscape filter fabric will deteriorate if exposed to sunlight for extended periods of time, it is important to cover it with a layer of gravel 125 to 150 cm (5" to 6") thick.

- The ecology of areas where gravel-surfaced Veterans' graves are likely to be installed is particularly fragile. At no time should chemical herbicides be used to remove weeds from gravel-surfaced graves.

#### 5.4.2 Turfgrass

##### Grave Surfaces

By far the largest number of Veterans' graves in Canada are surfaced with turfgrass that is regularly mown to present a neat green carpet which serves to focus attention on the grave marker as the main visible feature of the gravesite. Turfgrass is intended to be a background element framing the marker. However, if badly maintained, the grass becomes the first thing that visitors perceive. In order to promote healthy and visually pleasing turfgrass surfacing, the table below presents several of grass mixtures that will do well under the many different climatic conditions that occur within Canada. Although there may be other mixtures that can also flourish in the conditions listed, those presented in the table are widely and successfully used under the specific light/shade conditions of their respective plant hardiness zones.

Inspectors should ask the head groundskeeper for each cemetery in their territory for the type of grass mixture that is used for both over-seeding and for new sod in the areas used for Veterans' burials. The information about these grass mixtures should be kept with the inspectors' records for each cemetery.

Plant Hardiness Zone	Other Conditions	Grass Mix
Zones 1a to 2a	Sunny	50% Kentucky bluegrass ( <i>Poa pratensis</i> ) 40% creeping red fescue ( <i>Festuca rubra rubra</i> ) 10% annual ryegrass ( <i>Lolium multiflorum</i> ) Note: Annual ryegrass serves as a nurse crop for the first year until other grasses are established.

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 For Veterans' Gravesites in Canada*

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Zones 2b to 5b	Sunny	60% Kentucky bluegrass ( <i>Poa pratensis</i> ) 30% creeping red fescue ( <i>Festuca rubra rubra</i> ) 10% perennial ryegrass ( <i>Lolium perenne</i> )
Zones 2b to 5b	Shade	70% creeping red fescue ( <i>Festuca rubra rubra</i> ) 20% Kentucky bluegrass ( <i>Poa pratensis</i> ) 10% perennial ryegrass ( <i>Lolium perenne</i> )
Zones 6a to 8a	Sunny	60% perennial ryegrass ( <i>Lolium perenne</i> ) 30% creeping red fescue ( <i>Festuca rubra rubra</i> ) 10% Kentucky bluegrass ( <i>Poa pratensis</i> )
Zones 6a to 8a	Shade	70% chewing fescue ( <i>Festuca rubra commutata</i> ) 30% perennial ryegrass ( <i>Lolium perenne</i> )

Inspectors of Veterans' gravesites should know the plant hardiness zones of the particular cemeteries they cover. Regular inspections of cemeteries with Veterans' graves surfaced in turfgrass should look for a neat appearance resulting from regular mowing. They should record any deterioration of the plant material that could result in bare patches of soil or infestations of broad-leaved weeds.

Soil samples

Even if a cemetery displays flourishing turfgrass, once every six years inspectors should take a soil sample from the Veterans' area of every cemetery in their inspection territory for testing as to soil pH and nutrient requirements. Results of the soil tests should be kept on file to consult if problems arise, and should be shared with cemetery administrations.

Grass mowing

Although well-mown turfgrass is a pleasing surface treatment for any gravesite, the quality of the mowing is particularly important for Veterans' graves marked by flat stones. If grass mowing is done correctly it can also head off a lot of potential horticultural and resource conservation problems.

- Before mowing, the graves should be cleared of all debris such as paper or sticks.
- Frequency of mowing will vary throughout the growing season, so that only one-third of the grass blade is removed at any one cutting. The easy solution is to set a regular interval of mowing, for example once a week, or once every two weeks. However, a better end result is obtained, with greater economy of effort, when an observant grounds manager determines each time to mow according to the height of the grass.
- In order to discourage the growth of broad leaf weeds and to conserve moisture in the soil, the grass should not be cut shorter than 65 mm (2.5").
- Mower blades should be kept sharp throughout the growing season in order to cut cleanly.



- Grass clippings may be left on the surface of the turf unless their accumulation becomes thick enough to prevent air and water from reaching the soil.
- The grass around grave markers should be cut with string trimmers with nylon filaments, for approximately 150 mm (6") on all sides of the stones. The trimmers should be held on such an angle that the rotating nylon filament does not lash the surface of the grave marker. Similar care should be taken around the trunks of trees and shrubs.
- The wheels of mowers should never drive directly over flat grave markers. This applies to both ride-on and push mowers.
- Similarly, care should be taken that mowers do not bump into upright grave markers.
- Cemeteries with large numbers of flat markers often pass the cutting-decks of their ride-on mowers directly over the markers in order to cut grass immediately surrounding the stones without the need for string trimming. This is most likely to work without damaging the grave markers if two precautions are followed:
  - Before cutting, the area to be mown should be inspected for any stones that rise above the surface of the ground, and these should then be levelled and re-set to be flush with the ground surface.
  - Ride-on mowers with cutting decks that are connected to the mower tractor with a flexible attachment that permits movement of the deck on the vertical plane, independent of the mower, are less likely to scratch or gouge grave markers.

#### Fertilization

All living plant material requires nutrients to survive and flourish. Soil testing at five year intervals should be used to determine the need for grass fertilizers. However, the yearly application of top-dressing can be the primary means by which cemetery turfgrass receives nutriment.

- In early spring after raking and thatch removal, spread an even 12 mm layer of 1 part coarse sand to 2 parts manure or humus lightly over the surface of the lawn as a top-dressing. Composed humus is preferable to manure as a top dressing as it is less likely to burn roots or to give off unpleasant odours. Nevertheless, whichever source of nutrient is used the top dressing will be washed into the surface of the soil after one or two rainfalls, and will gradually penetrate to the active layer of the soil.
- In cemeteries with sandy soil, it may be necessary to provide a second application of top-dressing to the turfgrass in mid-summer.
- The soil tests will reveal any further nutrient requirements needed to produce healthy

**turfgrass.**

- As a general rule it is better for the grass, and more economical to rely on slow release fertilizers to meet any nutrient requirements beyond top-dressing.
- Because cemeteries are often frequented by small children and pets, 'weed and feed' chemical fertilizers should be avoided.

Watering

Throughout much of Canada the months of July and August are accompanied by dry hot weather with little rainfall. In Western Canada it is common for lawns to be left to dry out, go dormant and turn brown, with the full knowledge that the autumn rains will cause the Kentucky blue grass to break its dormancy and turn green again. Because watering turfgrass in cemeteries will also accelerate the growth of biotic material on the grave markers, it is recommended that Veterans' gravesites adopt the Western Canadian tradition of lawn care, and water as little as possible. The only exception to this approach may be in cemeteries where perennial rye grass forms more than 50% of the turfgrass mix, because of that grass's high water requirements.

If a proposed water source has not been used before for landscape maintenance, it should be tested for potability and pH value by a water-testing laboratory, and the results kept on file with the other inspection results for the cemetery. If problems arise in the turfgrass that cannot be explained by other means, the source of irrigation water should again be tested by a laboratory, and those results kept on file.

In general, if the subsoil of turfgrass areas receives a thorough soaking at least once a week during the growing season the grass will not enter dormancy and turn brown. A thorough soaking means that the soil under the grass receives moisture to a depth of 150 mm. If periods with dormant grass are not acceptable to cemetery administration, additional watering should only be instituted when natural rainfall does not provide this soaking. Sprinklers can deliver this additional watering, but care should be taken to try to wet the grave markers as little as possible. A simple tin can should be set out under the sprinkler to gauge the amount of precipitation the watering is actually supplying. By the time about 25 mm of water has accumulated in the tin can, the moisture should have penetrated the required 150 mm into the subsoil. A soil probe can be used to check the rate of penetration and the watering regime can be fine tuned from the results of the probe.

Weeding and over-seeding

Rather than using herbicides, broad-leaf weeds should be removed from the turfgrass surfaces by mechanical means. Avoiding the use of herbicides will protect grave markers from potential chemical damage, and will protect visitors and cemetery groundskeepers from potential health problems. The procedure for removing broad-leaf weeds from turfgrass is as follows:

- The turfgrass in areas of Veterans' burials should be checked for weeds before each mowing, and weed removal should be done before the mowing takes place.

- Weeds should be removed by hand using a gardening fork to loosen the soil before pulling. Care should be taken to ensure that the entire weed root is removed.
- If weed removal creates a noticeable bald spot in the lawn, this area can be over-seeded with a grass mixture to match the mixture of the surrounding turfgrass.
- Cover the seeded area with a 12 mm layer of peat moss, water daily, and protect from pedestrian traffic until the seeded area has sprouted and is ready to be mown.

#### Uneven grave surfaces

The surface planes of Veterans' graves covered with turfgrass should be relatively flat to enable the grass to be cut to the recommended height without creating bald patches in the turf. The natural settlement of a grave during its first two years will cause the surface layer of soil and grass to sink. This creates a saucer that allows water to accumulate and makes it difficult to provide a neat cutting for the grass covering the grave. Maintenance workers should expect to top up a new grave's surface with additional soil and to re-seed the surface in the spring and fall during each of its first two years, and occasionally thereafter. If older graves show settlement, they should also be topped up with soil and resurfaced with grass.

Tree roots Tree roots can grow large enough, particularly in the area near the base of the trunk known very descriptively as the root flare, to move grave markers out of alignment. Because the cutting of such main roots will damage large portions of the canopy and perhaps even kill the tree, the best maintenance for this problem is prevention. When installing graves, care should be taken that they are not located within a two metre (6 ½ foot) radius of the tree trunk.

### **5.5 Inspection Schedules, Checklists and Procedures**

All Veterans' gravesites in Canada should be inspected at least once every six years for the general conditions of their individual markers and foundations, and for their grave surfaces. Local conditions at some cemeteries, however, may result in the need to carry out inspections on a more frequent basis. Cemetery-wide conditions should also be noted as part of the inspection because larger scale problems such as site drainage, soil quality, and conditions of trees and shrubs can affect the durability of marker installations, the legibility of their inscriptions, and the dignity of Veterans' gravesites.

Individual marker conditions that should be noted as part of these recommended inspections include: problems with the legibility of the inscriptions, misalignment of the markers, damage to the markers and their foundations, and staining of the markers.

Grave surfacing conditions that should be noted include: any problems with the grave margin (for gravel-surfaced graves), settlement of the surface plane, grass mixes used for seeding and new sod, cutting height for grass, presence of broad-leaved weeds, and overall presentation of the gravesite.

Once every six years the inspectors should also take a soil sample from the VAC departmental plots and cemeteries in their inspection territory for testing for the following:

- soil pH,
- soil nutrient requirements,
- level of sulphates in soil (SO<sub>4</sub>), and
- level of chlorides, nitrates, alkalies, iron and other minerals in soil.

VAC should encourage private sector gravesite providers to follow the same testing regime.

#### **5.5.1 Inspection Checklists**

Two checklists have been developed to assist inspectors in the collection of information:

- *Cemetery and Grave Surface Inspection Checklist*
- *Grave Marker Inspection Checklist.*

Both checklists are included in **Appendix B**. Photocopies should be made of these checklists for use during the inspections.

##### Cemetery and Grave Surface Inspection Checklist

The *Cemetery and Grave Surface Inspection Checklist* is intended to be used in examining the parts of cemeteries that contain Veterans' gravesites, as well as for examining the surface conditions of individual graves. It permits the recording of data relevant to the cemetery wide problems, as well as landscape problems at individual graves. The *Cemetery and Grave Surface Inspection Checklist* is divided into three main parts:

- Part One provides space to record general data about the area of the cemetery where Veterans' graves are located, and about how they are surfaced. This information will typically remain unchanged from year to year as the inspections are completed, though some changes may be necessary if new grave markers are installed or changes are made to the cemetery. If information is available on the location of any unmarked graves this should also be noted as this knowledge would be beneficial for restoration work.
- Part Two provides space to record data specific to the symptoms of drainage, soil-related, and grave surface problems. This information may change from year to year as these areas of the cemetery are treated to solve the problems related to these symptoms.
- Part Three of the checklist is a series of information notes that provide additional data on the types of responses expected for parts one and two.

##### Grave Marker Inspection Checklist

The *Grave Marker Inspection Checklist* permits the recording of data related to the problems of a specific marker. This checklist should be completed for each marker installation that has

problems associated with the legibility of the inscriptions, misalignment of the marker, damage to the marker or its foundation, or staining. The *Grave Marker Inspection Checklist* is divided into three main parts:

- Part One provides space to record general information about the marker. The collection of this information will require some investigative work including minor excavation as required to determine the connection type, foundation type, and the condition and size of the foundation.
- Part Two provides space to record data specific to symptoms present for the five main problem types: inscription legibility, marker misalignment, marker damage, staining, and general presentation of the marker. The symptoms were selected based on their visibility and relative ease of identification. After each symptom the Problem Identification Sheet [Pr/id] where this symptom is discussed is listed to aid the inspector in completing the problem identification.
- Part Three of the checklist is an area where the repair steps taken to treat the symptoms should be recorded with the date of the repair.

#### **5.5.2 Inspection Procedures**

In carrying out the inspection of the area within a cemetery with Veterans' gravesites, the *Cemetery and Grave Surface Inspection Checklist* should be completed for each of the areas.

In preparation for the first inspection of a cemetery, and when possible, the inspector should interview cemetery staff to obtain information on the maintenance history of the cemetery and to identify any significant issues or features of the cemetery that may not be obvious to the eye. On subsequent inspections, the inspector should review any records of repairs and maintenance activities for the intervening years between the current and the last inspection. The *Grave Marker Inspection Checklist* has been developed in such a way that the pertinent information on maintenance history of an individual marker can be recorded for just such a review.

For the inspection of the grave markers, the inspector should visually review each marker for evidence of problems with the legibility of its inscription, its alignment, damage to the marker or its foundation, staining, and foundation defects. As part of this review, all upright markers should be checked to determine if the marker / foundation connection is loose by pushing the marker back and forth by hand. When a marker is identified as having any of these problems to a degree that requires repair, the inspector should note these observations on the *Grave Marker Inspection Checklist*, completing a new checklist for each "problem" marker.

Most of the symptoms to be identified on the checklists are visual and require no further investigation. Misalignment, however, requires some additional investigation. If misalignment is an identified problem, the inspector should perform the following quick tests:

- For upright markers, determine if the marker / foundation connection is loose by pushing the

marker back and forth by hand. If the marker moves easily, it should be considered loose.

- To acquire data about the foundation, carry out some minor excavation over and around the foundation to determine:
  - ❖ its condition (the extent of cracking and fracturing if any);
  - ❖ its type:
    - single marker foundation (a foundation that supports only one marker);
    - multiple marker (beam-on-grade) foundation (a foundation that is a concrete beam supported directly by the soil and which supports more than 1 marker); or
    - multiple marker (beam-on-piles) foundation (a foundation that is a concrete beam supported on concrete piles located at each end of the beam and which supports more than 1 marker); and
  - ❖ its approximate size.
- Determine the type of connection detail used between the marker and its foundation, and the condition of this connection. Common connections to the foundation include:
  - marker cast-in-place (the marker set directly into the concrete of the foundation);
  - marker set into a pocket or slot in the concrete foundation, and grouted in place;
  - marker grouted between concrete bumpers of the foundation (the marker grouted or mortared into place between raised bumpers that have been cast onto the concrete foundation); and
  - marker pinned to the concrete (metal rods connect the marker to its foundation).

After completing the inspection, the information on the *Grave Marker Inspection Checklist* should be compared with the problem identification sheets contained in **Section 6.0**. This will enable the inspector to identify the problems and the recommended repairs to treat them. To aid in this step, the Problem Identification Sheet [Pr/id] relevant to each symptom is identified by its number beside the symptom for quick reference.

All checklists should be retained and filed after the completion of the inspection, and reviewed prior to the start of each subsequent inspection. This will permit an accurate tracking of the problem types and repairs common at the cemetery, and will assist in the identification of long-term trends of specific problem types and the success or failure of specific repair techniques.

**ANNEX B**

**BASIS OF PAYMENT**

**Initial Contract Period: Date of Contract Award – March 31, 2026**

Required Services	Hourly Rate	Estimated Quantity (hours per week)	Total
Labor – up to 55 hours per week	\$	55	
<b>Total Cost – Required Services</b>			

Optional Services	Hourly Rate	Estimated Quantity	Total
Optional Services – up to 120 hours per contract period	\$	120	
<b>Total Cost – Optional Services</b>			

Direct Charges	Fixed Amount	Estimated Quantity	Total
Other direct charges, at cost and without mark-up as follows for supplies and consumables:  All necessary supplies for cemetery and grounds maintenance (i.e. grass seed, fertilizer, gas and oil etc.)		N/A	\$7,200.00

**1<sup>st</sup> Option Year: April 1, 2026 – March 31, 2027**

Required Services	Hourly Rate	Estimated Quantity (hours per week)	Total
Labor – up to 55 hours per week	\$	55	
<b>Total Cost – Required Services</b>			

Optional Services	Hourly Rate	Estimated Quantity	Total
Optional Services – up to 120 hours per contract period	\$	120	
<b>Total Cost – Optional Services</b>			

Direct Charges	Fixed Amount	Estimated Quantity	Total
Other direct charges, at cost and without mark-up as follows for supplies and consumables:  All necessary supplies for cemetery and grounds maintenance (i.e. grass seed, fertilizer, gas and oil etc.)		N/A	\$7,200.00

**2<sup>nd</sup> Option Year: April 1, 2027 – March 31, 2028**

Required Services	Hourly Rate	Estimated Quantity (hours per week)	Total
Labor – up to 55 hours per week	\$	55	
<b>Total Cost – Required Services</b>			

Optional Services	Hourly Rate	Estimated Quantity	Total
Optional Services – up to 120 hours per contract period	\$	120	
<b>Total Cost – Optional Services</b>			

Direct Charges	Fixed Amount	Estimated Quantity	Total
Other direct charges, at cost and without mark-up as follows for supplies and consumables:  All necessary supplies for cemetery and grounds maintenance (i.e. grass seed, fertilizer, gas and oil etc.)		N/A	\$7,200.00

**3<sup>rd</sup> Option Year: April 1, 2028 – March 31, 2029**

Required Services	Hourly Rate	Estimated Quantity (hours per week)	Total
Labor – up to 55 hours per week	\$	55	
<b>Total Cost – Required Services</b>			

Optional Services	Hourly Rate	Estimated Quantity	Total
Optional Services – up to 120 hours per contract period	\$	120	
<b>Total Cost – Optional Services</b>			

Direct Charges	Fixed Amount	Estimated Quantity	Total
Other direct charges, at cost and without mark-up as follows for supplies and consumables:  All necessary supplies for cemetery and grounds maintenance (i.e. grass seed, fertilizer, gas and oil etc.)		N/A	\$7,200.00



**ANNEX C**

**SECURITY REQUIREMENTS CHECK LIST**



Government of Canada / Gouvernement du Canada

Contract number / Numéro du contrat 3000771803
Security Classification / Classification de sécurité

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

Solicitation No. - N° de l'invitation  
3000771803  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
1000522035

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

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Contract number / Numéro du contrat 3000771803
Security Classification / Classification de sécurité

<b>PART A (continued) / PARTIE A (suite)</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
Short Title(s) of material: / Titre(s) abrégé(s) du matériel :	
Document Number / Numéro du document :	
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui



Contract number / Numéro du contrat 3000771803
Security Classification / Classification de sécurité

**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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRIENTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 the 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## ANNEX D

### MADATORY TECHNICAL EVALUATION CRITERIA

**The Bidder must clearly demonstrate their experience by providing a description of the previous projects or work experience. They must also indicate when the work was carried out.**

Bidders are encouraged to use Annex D template to demonstrate the Mandatory Technical Criteria. Please use one template per project to demonstrate the experience of that project.

**In the case where the timelines of two or more projects or experience overlap, the timeframe of the overlap will only be counted once.** For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) month

**For each project or work experience the Bidder must provide:**

- **The name of the client or organization;**
- **Name and phone number of the client's representative;**
- **The period during which the service was provided (month and year);**
- **A brief outline of the service(s) provided.**

#### Mandatory Technical Criteria

**Proposals must meet all of the following mandatory requirements**

Item	Criteria	Page(s) in Proposal	Met/Not Met
MT. 1	The Bidder must demonstrate that the proposed resource that will provide caretaker services has 6 months of cumulative experience providing two (2) or more aspects of property maintenance on properties larger than 0.5 acres.		
MT. 2	The Bidder must demonstrate that the proposed resource who will provide caretaker services has 6 months of cumulative experience in providing two (2) or more aspects of horticulture services and operating lawn maintenance equipment.		

#### Definitions:

**Property Maintenance:** Includes but is not limited to ensuring all walkways, paths, grates, catch basins and roadways are free and clean of debris, all garbage and debris is collected and disposed of properly, snow and ice removal, maintain and clean on-site structures such as public restrooms.

**Horticulture Services and Operation of Lawn Maintenance Equipment:** Includes but is not limited to mowing of turfgrass lawns, trimming and pruning trees and similar flora, Weeding of garden areas, Watering of all lawns, and sinkhole repair.

## ANNEX E

### PROJECT TEMPLATE FOR PROPOSED RESOURCE(S)

The information provided in the project template must support the experience of the proposed resource(s) in the Mandatory Technical Criteria.

<b>Name of Client or Organization</b>	
<b>Name of Client's representative</b>	
<b>Phone number of the client's representative</b>	
<b>Period during which the service was provided (month and year)</b>	
<b>Description of the Service(s) provided.</b>	

## ANNEX F

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance - G2001C (2018-06-21)

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.  
For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,

284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:  
Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

**Automobile Liability Insurance - G2020C (2018-06-21)**

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



Solicitation No. - N° de l'invitation  
3000771803  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
1000522035

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

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## **ANNEX G**

### **APPLICATION FOR REGISTRATION (AFR)**

ANNEX D - Application for Registration



Public Services and  
Procurement Canada  
Services publics et  
Approvisionnement Canada

Organization #

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## CONTRACT SECURITY PROGRAM (CSP)

### APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

#### Instructions for completing the Application for Registration (AFR)

##### Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and / or investigation in accordance with the *Policy on Government Security and Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the Privacy Act and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 ([Access to information and privacy - PSPC \(pspc-pwgsc.gc.ca\)](#)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](#)). Under the Privacy Act, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessment is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at [TPSGC.ViePrivee-Privacy.PWGSC@pspc-pwgsc.gc.ca](mailto:TPSGC.ViePrivee-Privacy.PWGSC@pspc-pwgsc.gc.ca). If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

##### General Instructions:

- This form is used for registering Canadian legal entities ONLY. The CSP does not register foreign based organizations. **ALL** Foreign based firms must contact the [International Industrial Security Directorate \(IISD\)](#) for more information on the security screening process. Canadian subsidiaries of foreign based firms may be eligible to register with the CSP.
- This form and all supporting documentation requested must be provided in English or French
- In any instance where this form does not allow enough space for a complete answer, please include additional pages or rows to the table as required.

For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.

In the case of already cleared organizations: a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.

## CONTRACT SECURITY PROGRAM (CSP)

### Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided
  - **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.  
Provide the following information to substantiate this "Type of Organization" selection:
    - Stock exchange identifier (if applicable);
    - Certificate of Incorporation, compliance, continuance, current articles of Incorporation, etc.
    - Ownership structure chart is mandatory
  - **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.  
Provide the following information to substantiate this "Type of Organization" selection:
    - Evidence of legal status, i.e. partnership agreement;
    - Provincial partnership name registration (if applicable);
    - Ownership structure chart
  - **Sole proprietor** refers to the owner of a business who acts alone and has no partners.  
Provide the provincial registration documentation (if applicable) i.e. master business license, provincial name registration document
  - **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)  
Provide the following information to substantiate this "Type of Organization" selection:
    - Evidence of legal status such as acts, charters, bands, etc.
    - Ownership structure chart and management structure chart
- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

### Section B - Security Officers

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address (site) the ACSG is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers must meet all of the following criteria:
  - an employee of the organization;
  - physically located in Canada;
  - a Canadian citizen\*; and
  - security screened at the same level as the organization (In some cases alternates may require a different level).

\*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractual requirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.

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## CONTRACT SECURITY PROGRAM (CSP)

### Section C - Officers

- Your organization must list all the names and position titles for its officers, management, leadership team, executives, managing partners, authorized signatories, members, etc. that are responsible for the day to day operations of its business. A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- Citizenship refers to the status of being a citizen. A citizen is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

### Section D - Board of Directors

- List all members of your organization's board of directors. Indicate all board titles including the chairperson if there is one. Add additional rows to the section or on a separate page if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- Citizenship refers to the status of being a citizen. A citizen is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

### Section E - Ownership Information

- For the purposes of the CSP, the following interpretations are applicable:
  - Direct (or registered) ownership are all owners who hold legal title to a property or asset in that owner's name.
  - Ownership refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
  - Parent company refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

### Section F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

- Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract, etc.), contracting authority or prime contractor and the security level requirement.

### Section G - Certification and Consent

- Only an officer identified in Section C may complete this section.



## CONTRACT SECURITY PROGRAM (CSP)

### APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

**NOTE:**

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

#### SECTION A - BUSINESS INFORMATION

1. Legal name of the organization	
2. Business or trade name (if different from legal name)	
3. Type of organization - Indicate the type of organization and provide the required validation documentation (select one only) <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other (specify)	
4. Provide a brief description of your organization's general business activities.	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
7. Business civic address (head office)	
8. Principal place of business (if not at head office)	
9. Mailing address (if different from business civic address)	
10. Organization website (if applicable)	
11. Telephone number	12. Facsimile number
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/classified information/assets/sites



Organization #

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**CONTRACT SECURITY PROGRAM (CSP)**

**SECTION B – SECURITY OFFICERS**  
 Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.  
 Add additional rows or attachments as needed if there is not enough space allotted

Position title	Site #	Surname	Given name	E-mail (where the CSP will send correspondence)
Company security officer (CSO)				
Alternate company security officer (ACSO)				
ACSO (if applicable)				
ACSO (if applicable)				
ACSO (if applicable)				

**For Document Safeguarding Capability ONLY:**

00 – Address will be principal place of business	
01 – Site address:	
02 – Site address:	

**SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)**  
 Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

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





Organization #

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**CONTRACT SECURITY PROGRAM (CSP)**

**SECTION D – LIST OF BOARD OF DIRECTORS**

**Add additional rows or attachments as needed**

Position Title on the Board	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

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

**Please complete for each level of ownership**

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate **Y** if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada's Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include all levels of ownership from direct to ultimate.

**Note: The organization structure chart with percentages of ownership must be included with your submission**

**SECTION E-1 - OWNERSHIP LEVEL 1 (direct ownership) if more than three - please provide on additional sheet**

**Ownership - Level 1 (Direct Parent)**

Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			



**CONTRACT SECURITY PROGRAM (CSP)**

**SECTION E-2 - OWNERSHIP LEVEL 2**

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

Ownership of entries listed in E-1 (Level 2)			
Name of direct owner from E-1			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

**SECTION E-3 - OWNERSHIP LEVEL 3**

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

Ownership of entries listed in E-2 (Level 3)			
Name of intermediary ownership from E-2			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			





Organization #

Protected (once completed)

**CONTRACT SECURITY PROGRAM (CSP)**

**SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)**

Add additional rows or attachments as needed

Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.

Contract, lease, SA, SO, etc. number	Client / contracting authority	Security Type & level	Expiry date (dd-mm-yyyy)

**SECTION G - CERTIFICATION AND CONSENT (ONLY AN OFFICER IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)**

I, the undersigned, as the Officer authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of my personal information for the purposes as described above. I agree to notify the Contract Security Program of any changes to the organization including but not limited to: change of address, phone number, contact information, change in security officers, officers and directors, board members, partners, management / leadership team and ownership.

Surname	Given name
Position title	Telephone number (include extension number if any)
Facsimile number	Email address
Signature	Date (dd-mm-yyyy)

**FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM**

Recommendations	
Recommended by e-signature	Approved by e-signature