



**Return Bids to:**

Natural Resources Canada

**Bid Receiving Natural Resources Canada**  
**See herein for bid submission instructions**

**Request for Proposal (RFP)**

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

**Comments**

**Issuing Office**

Finance and Procurement Management Branch  
 Natural Resources Canada  
 1 Challenger Drive  
 Dartmouth, Nova Scotia

Title – Sujet	
International boundary vista clearing BC/WA	
Solicitation No. – No de l'invitation <b>NRCan-5000073104</b>	Date May 16, 2023
Requisition Reference No. - N° de la demande 177010	
Solicitation Closes – L'invitation prend fin <b>at – 02:00 PM Eastern Daylight Time (EDT)</b> <b>on – June 15, 2023</b>	
Address Enquiries to: - Adresse toutes questions à: <a href="mailto:julia.pace@NRCan-RNCan.gc.ca">julia.pace@NRCan-RNCan.gc.ca</a>	
Telephone No. – No de telephone 902-719-4856	
Destination – of Goods and Services: Destination – des biens et services:  Natural Resources Canada 588 Booth Street Ottawa, Ontario K1A 0Y7	
Security – Sécurité  There are security requirements associated with this requirement	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur          Telephone No.: - No. de téléphone:  Email – Courriel :	
Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature _____	Date _____



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 5**

1.1 INTRODUCTION ..... 5

1.2 SUMMARY ..... 5

1.2.2..... **ERROR! BOOKMARK NOT DEFINED.**

1.2.3..... 5

1.3 DEBRIEFINGS..... 5

**PART 2 - BIDDER INSTRUCTIONS ..... 6**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS ..... 6

2.2 SUBMISSION OF BIDS..... 6

2.3 ENQUIRIES - BID SOLICITATION..... 7

2.4 APPLICABLE LAWS ..... 7

2.5 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD ..... 7

**PART 3 - BID PREPARATION INSTRUCTIONS..... 8**

3.1 BID PREPARATION INSTRUCTIONS..... 8

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION..... 10**

4.1 EVALUATION PROCEDURES ..... 10

4.1.1 TECHNICAL EVALUATION..... 10

4.2 BASIS OF SELECTION – WITHIN BUDGET ..... 10

**PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION..... 11**

5.1 CERTIFICATIONS REQUIRED WITH THE BID ..... 11

5.1.1 INTEGRITY PROVISIONS - DECLARATION OF CONVICTED OFFENCES ..... 11

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION ..... 11

5.2.1 INTEGRITY PROVISIONS – REQUIRED DOCUMENTATION ..... 11

5.2.2 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - BID CERTIFICATION ..... 12

5.2.3 STATUS AND AVAILABILITY OF RESOURCES ..... 12

5.2.4 EDUCATION AND EXPERIENCE ..... 13

5.2.5 FORMER PUBLIC SERVANT ..... 13

5.2.6 ABORIGINAL DESIGNATION..... 15

**PART 6 - SECURITY AND OTHER REQUIREMENTS..... 17**

6.1 SECURITY REQUIREMENTS..... 17

6.2 INSURANCE REQUIREMENTS ..... 17

**PART 7 - RESULTING CONTRACT CLAUSES..... 18**

7.1 STATEMENT OF WORK ..... 18

7.2 STANDARD CLAUSES AND CONDITIONS ..... 18

7.2.1 GENERAL CONDITIONS ..... 18

7.3 SECURITY REQUIREMENTS..... 18

7.4 DISPUTE RESOLUTION ..... 18

7.5 TERM OF CONTRACT ..... 19

7.5.1 PERIOD OF THE CONTRACT ..... 19



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7.6	COMPREHENSIVE LAND CLAIMS AGREEMENTS (CLCAs)	19
7.7	AUTHORITIES	19
7.7.1	CONTRACTING AUTHORITY	19
7.7.2	PROJECT AUTHORITY	19
7.7.3	CONTRACTOR'S REPRESENTATIVE	20
7.8	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	20
7.9	PAYMENT	20
7.9.2	METHOD OF PAYMENT	21
7.10	INVOICING INSTRUCTIONS	21
7.11	CERTIFICATIONS AND ADDITIONAL INFORMATION	22
7.11.1	COMPLIANCE	22
7.12	APPLICABLE LAWS	22
7.13	PRIORITY OF DOCUMENTS	22
7.14	FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR)	22
7.15	INSURANCE	22
7.16	CONTRACT ADMINISTRATION	23
<b>ANNEX A - STATEMENT OF WORK</b>		<b>24</b>
<b>ANNEX B - BASIS OF PAYMENT</b>		<b>31</b>
<b>ANNEX C – INSURANCE REQUIREMENT</b>		<b>32</b>
<b>APPENDIX 1 - EVALUATION CRITERIA</b>		<b>34</b>
2.1.1	FUNDING LIMITATION	38
<b>APPENDIX 2 - FINANCIAL PROPOSAL FORM</b>		<b>39</b>



The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP.

**Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.**

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

**Part 1 General Information:** provides a general description of the requirement;

**Part 2 Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation;

**Part 3 Bid Preparation Instructions:** provides Bidders with instructions on how to prepare their bid;

**Part 4 Evaluation Procedures and Basis of Selection:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

**Part 5 Certifications and Additional Information:** includes the certifications and additional information to be provided;

**Part 6 Security and Other Requirements:** includes specific requirements that must be addressed by Bidders; and

**Part 7 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and Insurance Requirements.

The Appendixes include the Evaluation Criteria and the Financial Proposal Form.

### **1.2 Summary**

**1.2.1** By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals for Vegetation/Vista Clearing Services between Canada and the United States Border. The International Boundary Commission is responsible for the maintenance of an effective boundary line between Canada and the United States. One part of the work is to keep a 6.1-metre (20-foot) wide “vista” clear of trees and brush between the two countries.

The resulting contract will be from date of award to October 13, 2023.

**1.2.2** This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Debriefings**

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



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 1 and 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8: Delete entirely**
- **Subsection 2 of Section 8:**  
**Delete:** : The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: [tpsgc.pareceptiondessomissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessomissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca), or, if applicable, the email address identified in the bid solicitation. :  
**Insert:** The only acceptable email address to use with CPC Connect for responses to bid solicitation issued by NRCan is: <mailto:procurement-apvisionnement@NRCan-RNCan.gc.ca>
- **Subsection 2b of Section 8:**  
Delete: “six business days”  
Insert: “five business days”
- **Under Subsection 2 of Section 20:** Delete in its entirety

### 2.2 Submission of Bids

Bidders must submit all proposals using the Canada Post Canada (CPC) Connect service. Given the current constraints on NRCan’s networks, the electronic mail system has a limit of 1GB per single message received and a limit of 20GB per conversation.

Bids must be submitted no later than the date and time indicated on page 1 of the bid solicitation.

**Only bids submitted using epost Connect service will be accepted.**

At least Five (5) days before the bid solicitation closing date, it is necessary for the Bidder to send an email requesting to open CPC Connect conversation to the following address:

<mailto:procurement-apvisionnement@NRCan-RNCan.gc.ca>

**Note:** Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open CPC Connect conversation, as detailed in the Standard Instructions 2003 (Subsection



of Section 08), or to send bids through CPC Connect message if the bidder is using its own licensing agreement for CPC Connect.

**IMPORTANT:** It is requested that you write the bid solicitation number in “Subject” of the email:

**NRCan – 5000073104 Canada/United States Boarder Tree Clearing**

NRCan will not assume responsibility for proposals directed to any other location.

The onus is on the Bidder to ensure that the bid is submitted correctly using epost Connect service. Not complying with the instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

**Due to the nature of the bid solicitation, bids transmitted by mail or facsimile to NRCan will not be accepted.**

### **2.3 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.

### **2.4 Applicable Laws**

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

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

### **2.5 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least Five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy) in a separate file and document

Section III: Certifications (1 electronic copy)

Section IV: Additional Information (one (1) electronic copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

#### Section I: Technical Bid

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

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

#### Section II: Financial Bid

**3.1.1** Bidders must submit their financial bid in accordance with the Financial Proposal Form in Appendix 2. The total amount of Applicable Taxes must be shown separately.

#### 3.1.2 Exchange Rate Fluctuation

C3011T (2012-11-06), Exchange Rate Fluctuation





### **Section III: Certifications**

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

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

In Section IV of their bid, bidders should provide:

1. the 1<sup>st</sup> page of this RFP signed with their legal name;
2. the name of the contact person (provide also this person's mailing address, phone numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid.



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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 *Technical Evaluation***

Mandatory evaluation criteria are included in Appendix 1 - Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

Mandatory financial evaluation criteria are included in Appendix 2 – Evaluation Criteria.

### **4.2 Basis of Selection – Within Budget**

A bid must comply with all requirements of the bid solicitation 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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#integrity-provisions>), all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).



- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: \_\_\_\_\_

OR

Name of each member of the joint venture:

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_

Member 3: \_\_\_\_\_

Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

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

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

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

**5.2.3 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable



to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

#### **5.2.4 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

#### **5.2.5 Former Public Servant**

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

#### **Definitions**

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

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

"**lump sum payment period**" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs



to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

**Former Public Servant in Receipt of a Pension**

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

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

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

By providing this information, Bidders agree that the successful Bidder’s status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 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.

Professional fees	Amount
_____	_____

**5.2.6 Aboriginal Designation**

Who is eligible?

- a) An Aboriginal business, which can be:
- i) a band as defined by the Indian Act
  - ii) a sole proprietorship
  - iii) a limited company
  - iv) a co-operative
  - v) a partnership
  - vi) a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above.



**SIGNATURE for CERTIFICATION**

The Contractor certifies having read and understood the information included in the present document and acknowledges receipt.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative





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

### **6.1 Security Requirements**

There are no security requirements associated with this procurement.

### **6.2 Insurance Requirements**

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

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

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



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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid dated \_\_\_\_\_. (*to be completed at contract award*)

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

[2010C \(2022-12-01\)](#), General Conditions - Medium Complexity - Services, apply to and form part of the Contract. [If applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan)]

### 7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

### 7.4 Dispute Resolution

#### Mediation

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

#### Arbitration

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.



## Meaning of "Dispute"

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca).

## 7.5 Term of Contract

### 7.5.1 Period of the Contract

The period of the Contract is from date of Contract to October 13, 2023 inclusive.

## 7.6 Comprehensive Land Claims Agreements (CLCAs)

The Contract is not subject to any Comprehensive Land Claims Agreements.

## 7.7 Authorities

### 7.7.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Julia Pace  
Title: Procurement Specialist  
Organization: Natural Resources Canada  
Address: 1 Challenger Drive, Dartmouth, Nova Scotia  
Telephone: 902-719-4856  
E-mail address: [Julia.pace@nrca-rncan.gc.ca](mailto:Julia.pace@nrca-rncan.gc.ca)

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

### 7.7.2 Project Authority (to be provided at contract award)

The Project Authority for the Contract is:

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.

### **7.7.3 Contractor's Representative (to be provided at contract award)**

Name:

Title:

Organization:

Address:

Telephone:

E-mail address

## **7.8 Proactive Disclosure of Contracts with Former Public Servants**

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

## **7.9 Payment**

### **7.9.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B "Basis of payment". Customs duties are included and Applicable Taxes are extra.

### **7.9.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. (will be completed 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.

### 7.9.2 Method of Payment

#### Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### 7.10 Invoicing Instructions

Invoices shall be submitted as follows:

E-mail:

[Invoicing-Facturation@nrcan-rncan.gc.ca](mailto:Invoicing-Facturation@nrcan-rncan.gc.ca)

**Note:** Attach "PDF" file. No other formats will be accepted

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the Contract number: \_\_\_\_\_

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>



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## 7.11 Certifications and Additional Information

### 7.11.1 Compliance

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

## 7.12 Applicable Laws

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

## 7.13 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions [2010C](#) (2022-12-01) Professional services (medium complexity - services);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Insurance requirements;
- f) the Contractor's bid dated \_\_\_\_\_.

## 7.14 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

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

**OR**

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

## 7.15 Insurance

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an



Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **7.16 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the supplier respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca).



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## ANNEX A - STATEMENT OF WORK

### TITLE:

Vegetation/Vista Clearing Services between Canada and the United States Border.

### SW.1.0 INTRODUCTION

The International Boundary Commission is responsible for the maintenance of an effective boundary line between Canada and the United States. One part of the work is to keep a 6.1-metre (20-foot) wide "vista" clear of trees and brush between the two countries.

### SW.2.0 BACKGROUND

Since the purpose of the vista is to demarcate the boundary between the countries, it is essential that it be accurately followed between boundary monuments and that each segment has the appearance of a straight line of even skyline width.

### SW.3.0 SCOPE OF WORK

For estimating the amount of work in this undertaking it is emphasized that old growth at the sides of the vista characteristically have branches of greater than usual length reaching into the vista for light.

Where branches extend into the vista from the sides, they MUST be removed either by trimming or by cutting the trees. In either case, this "side cutting" will be the subject of a majority of the work.

Important to note, that each area must be closely examined to determine its location, the terrain, and the actual amount of line to be cut.

### SW.4.0 PROJECT REQUIREMENTS

#### Project Tasks, Deliverables, Milestones:

#### SW.4.1 Public Relations:

The required work is carried out under the authority of *International Boundary Commission* <https://www.internationalboundarycommission.org/> which authorizes access to private property to carry out the work on the vista. <https://www.internationalboundarycommission.org/>

If anyone (for example, Landowners, Parks persons, Land Managers, etc.) should object to any clearing operation, the Contractor is to consult with the Commission's Project Authority prior to proceeding in that valley. Any damages to public or private property, caused by the Contractor, shall be the responsibility of the Contractor.

The Customs laws, game laws and environmental laws of both countries must be observed by all of the Contractor's personnel. However, the International Boundary Commission, its agents, employees, etc. do have the authority to cross the boundary in the course of their duties.

**Note:** The contractor must meet with the Project Authority (or the authorized representative prior to commencement of work:





#### **SW.4.2 Length of Vista to be Cleared.**

The distance evaluation must be done from the Western bank of Ross Lake going West. It is the responsibility of the Contractor to determine the horizontal distance (mean sea level) to be cleared including the alpine area.

#### **SW.4.3 Limits of the Boundary Vista**

In order to be certain of the location and width of the 6.1-metre (20-foot) vista, the Contractor shall project the boundary line from boundary monument to adjacent boundary monument with a surveyor's transit or theodolite. All monuments may not be intervisible and the ability to establish a temporary intermediate point may be required.

The Contractor shall locate the boundary monuments and mark on the ground, the boundary line and vista limits, using brightly painted stakes or bright surveyors' tape tied to a stake, at intervals not exceeding 60 metres (200 feet) in order to provide a straight vista of uniform width. These stakes will be located on both sides of the boundary markers.

**Note:** The Contractor must clear between the pickets to ensure that a 6.1-metre (20-foot) sky clearance is achieved

Stakes shall remain in place until the Project Authority (or their authorized Representative) has carried out the final inspection. Stakes are not required if the area along the boundary is already completely clear such as along fields and roads.

#### **SW.4.4 Cutting Requirements:**

It is critical to the Contractor that it must make certain that all brush, trees, dead trees and berry canes will be cut with power saws or brush cutters to such a width that at all places the vista will have a clear skyline, for a total horizontal width of 6.1 metres (20 ft), lying 3.05 metres (10 ft) on each side of the boundary line. Including the alpine area.

Understanding that the sides of the vista must be completely free of overhanging branches and trees, it may be required that a considerable number of large trees be removed or alternatively that their branches be trimmed.

All larger trees are to be carefully cut, felling them along the boundary to minimize damage to standing trees on both sides of the vista. No cut trees shall be left leaning or hung up.

Trees on the side of the vista that are damaged during the operation must be cut and then disposed of in accordance with Item 4.5 below.

No stumps shall be left as **illustrated in Appendix 1 to Annex A** attached. The cutting height will be 15 centimetres (6 ins) for brush and berry canes, and 30 centimetres (12 ins) for all growth over 20 centimetres (8 ins) in diameter.

#### **SW.4.5 Disposal of Cut Trees:**

All branches are to be removed from the portion of the tree over 12 centimetres (5 ins) in diameter as well as any large protruding branches on the remainder or on smaller trees. All tree trunks are to be cut and branches removed so that they lie fully in contact with the ground, and away from the centre line of the vista. No trees are to be left perpendicular to the vista.

Special provincial or state requirements in the disposal of cut trees must be followed in the performance of the work. The Contractor shall attempt at all times to avoid having trees branches falling into or across any roads, trails, fields, ditches, streams or stream beds or other bodies of water. Such debris is to be immediately removed by the Contractor.

The cut trees remain the property of the landowner. No cut tree shall be left leaning or hanging.



#### **SW.4.6 Crew and Equipment**

The Contractor shall be responsible to provide the appropriate safety training, as well as all the necessary personnel tools, safety equipment and supplies required to complete the clearing operations. The contractor shall inform personnel of medical facilities and provide a reliable type of communication equipment.

All equipment and machinery shall be capable of performing all work as specified herein. The Commission reserves the right to inspect and approve all equipment to be used under this contract prior to commencement of the work and during the course of the work being performed.

#### **SW.4.7 Litters and Operating Refuse**

All Contractor gasoline and oil containers, as well as lunch wrappers and litter, shall be carried back from the boundary and disposed of at an approved dump site.

#### **SW.4.8 Protection and Inspection of Boundary Monuments**

While operating equipment and felling trees, all precautions shall be taken by the Contractor to protect boundary monuments from damage or disturbance. The Contractor will be held responsible for any such damage or disturbance that it may cause during the clearing operations.

#### **SW.4.9 Preventive clauses for the environmental protection:**

##### **While on site, the Contractor shall:**

- a) Notify the International Boundary Commission representative of all departures from environmental clauses or, where applicable, the inability to comply with such a clause.
- b) In choosing the vehicles needed to perform the work, consider the characteristics of the environment (type of soil, waterway, wetland), the time of year and weather conditions, to mitigate environmental impacts.
- c) Refrain from keeping vehicle engines running unnecessarily.
- d) Ensure that equipment, construction machinery and vehicles used to perform work are in proper operating condition, that is, free of leaks, defects and malfunctions caused by excessive wear on certain parts, which could release contaminants into the environment.
- e) Consider noise-related inconveniences and seek to reduce the level of noise. Comply with current environmental noise standards and regulations. Where possible, especially noisy work must be done during normal working hours.
- f) Ensure that the work areas used are kept clean at all times, by recovering waste, materials, fuels or other substances, and by disposing of them at authorized sites.
- g) Take all necessary steps to prevent, control and eliminate all forms of contamination or other damage to the environment, in accordance with existing regulations. Have the necessary emergency equipment on hand in case of accidental spills. The contractor is responsible for all damage to the environment resulting from the work done.
- h) In the event of an accidental spill, regardless of the volume of product spilled, immediately inform the representative of the Commission. Be sure to notify the responsible department and all other government authorities concerned. Contain the spill and confine the product spilled, using appropriate emergency equipment.
- i) Avoid handling oil or fuel, and filling construction or other machinery less than 50 metres from a waterway or well, unless the quantities of petroleum products concerned are less than 10 litres.
- j) Store petroleum products at a distance of at least 100 metres from any waterway.
- k) Refrain from leaving any cut trees or brush in waterways.
- l) Pile cut saplings and other wood debris above the high-water mark.
- m) Preferably cross over existing bridges and culverts. If there is no existing bridge or culvert, where possible, use only one site for crossing a fordable stream.



- n) Cross at right angles on solid ground. Prefer locations where banks are the most stable and the waterway is narrow. Place stop logs at the approaches if necessary. Avoid over-compacting banks, since this may result in destabilization

**SW.4.10 Changes to the preliminary plan/physical location of contractor:**

It is important that the Project Authority always know the location of the Contractor for purposes of inspection, possible border patrol checks, with a minimum of one report per week (work completed in the last week and planned work ahead). Therefore, any significant change to the Contractor's initial Preliminary Plan estimates for commencement and completion of each of the valleys which would take the Contractor into a location different from that stated in the initial Preliminary Plan must be reported to the Project Authority immediately upon Contractor knowledge of the change. In addition, the Contractor must report to the Project Authority upon completion of the clearing of each area.

**SW.5.0 LOCATION AND SCHEDULE OF WORK**

See TABLE-3 below for locations of the Areas to be Cleared.

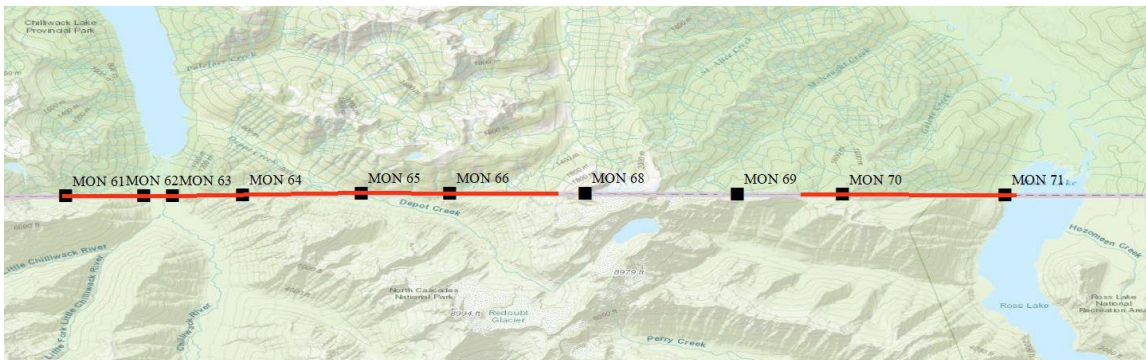
The section of the vista to be cleared (forested area)

Along the International Boundary between the British Columbia; and

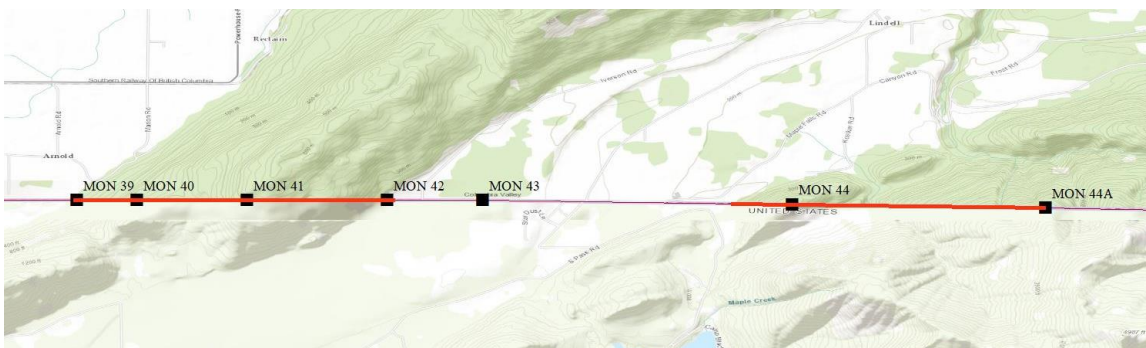
Along Washington State extends from Ross Lake towards the West to the western base of Vedder Mountain.

**Note:** Approximate coordinates of departure point: **49°00'05.2"N, 122°01'45.5"W**

**Table 1: 5.2.1 (i)**



**Table 2: 5.2.2 (ii)**





**Table 3: 5.2.3 (iii)**

Location	Area specifications to clear
# 1	From the western shore of Ross Lake to the treeline west of Mon 70
# 2	From the tree line west of Mon 68 to the eastern shore of Hanging Lake (close to Mon 61)
# 3	From Mon 44A to the eastern base of the Columbia Valley
# 4	From the western base of the Columbia Valley to the western base of Vedder Mountain

**SW.6.0 SECURITY LEVEL**

There is no security requirement applicable to the Contract.

**SW.7.0 PROGRESS REPORTS**

Weekly status report to be provided to the Project Authority named indicating status, issues, and remaining work. The status report will be highlighted with (current project status, outstanding risks, issues, and associated recommendations and planned tasks) for the next reporting period;

Project Closeout final report.

**SW.8.0 LANGUAGE OF WORK**

All work will be conducted in English or French.

**SW.8.0 CANADA OBLIGATIONS**

- The contractor will be invited to Microsoft Teams meetings during the early stage of the project.
- Communications at the layout stage and page proofs will be by email.

**SW.9.0 CONTRACTOR OBLIGATIONS**

- The contractors must be able to work 100% remotely.
- The transition of the services provided will be considered complete once the Contractor has completed all SOW deliverables. The transition must be complete by no later than 20 working days before the Contract is completed.
- Contractor must attend a meeting either virtually or in person with the Project Authority (or his authorized Representative) prior to commencement of any contract work, to discuss various aspects of the work; the Project Authority (or an authorized Representative) will contact the Contractor and arrange the time, date and location for the meeting.
- Transportation arrangements (e.g., helicopter support) shall be the responsibility of the Contractor.
- It is the responsibility of the Contractor to ensure familiarity with the terrain and growth conditions along the area stated in Article SW.5.0 above "Locations of the Areas to be Cleared" and to complete the work within the time period is estimated to be 1 week from contract award.
- If the Contractor fails to perform any of the provisions of the contract and does not correct such failure within a period of ten (10) days after receipt of notice from the Project Authority in writing specifying such failure, the Commission will request that Natural Resources Canada issue a "Stop Work Order".



### **SW.10.0 TRAVEL**

The is no travel for this requirement.

### **SW.11.0 ASSUMPTIONS AND CONSIDERATONS**

If, as a result of any strike or lockout, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

Schedule and Estimated Level of Effort (Work Breakdown Structure) timeline might change at any time in the project.

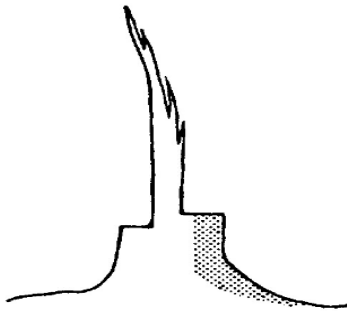
### **SW.12.0 DIVERSITY**

Natural Resources Canada is committed to making our department more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values.

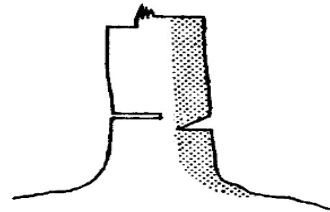
More information can be found at: <https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>



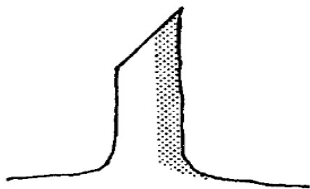
**APPENDIX 1 to ANNEX A**  
**SPECIFICATIONS for STUMPS**



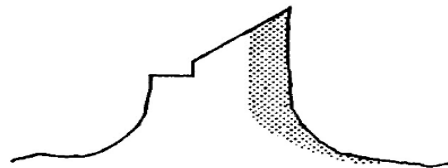
**a) Barberchaired**



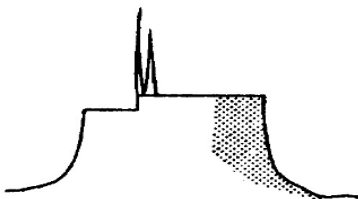
**b) Block Left**



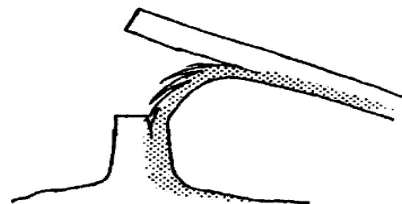
**c) Cut Off At Angle**



**d) Angled Backcut**



**e) Pulled Fibres**



**f) Incompletely Cut**

**UNACCEPTABLE STUMP PROFILES**



## **ANNEX B - BASIS OF PAYMENT**

**TO BE COMPLETED AT CONTRACT AWARD**





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## ANNEX C – INSURANCE REQUIREMENT

### Commercial General Liability

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. **Additional Insured:** Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. **Products and Completed Operations:** Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. **Personal Injury:** While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. **Cross Liability/Separation of Insureds:** Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. **Blanket Contractual Liability:** The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. **Broad Form Property Damage including Completed Operations:** Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.





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- i. **Non-Owned Automobile Liability** - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - m. **Sudden and Accidental Pollution Liability** (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - n. **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.



## APPENDIX 1 - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

### 1. Technical Criteria

#### 1.1 Mandatory Evaluation Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Item ID	Mandatory Criteria	Cross-reference to Bidder’s proposal	Pass/ Fail	Comments
M1	<p><b>Companies Vista Clearing in Remote Areas experience:</b></p> <p>The Bidder <b>must</b> have a minimum of eight (8) months’ experience from date of bid closing clearing vegetation in remote regions.</p> <ul style="list-style-type: none"> <li>The summary <b>must</b> be in <b>PDF</b> format.</li> </ul> <p>For any relevant work experience, the bidder <b>must</b> provide complete details as to;</p> <p>a) Where they provided the vegetation clearing function; and</p>	<p>(Bidder must Indicate the specific section and page numbers where the information related to this mandatory <u>M1</u> can be found in their proposal)</p>		



	<p>b) When they provided the vegetation clearing function; and</p> <p>c) Timeline, month and year, they provided the vegetation clearing function; and</p> <p>d) How, through which activities/responsibilities, the vegetation clearing experience was obtained.</p> <p>*NRCan reserves the right to contact the named client project authorities to verify the accuracy of the information provided. References will only be contacted to confirm the information provided.</p>			
<p><b>M2</b></p>	<p><b>Companies work site Supervisor Representative:</b></p> <p>The Bidder’s proposed Supervisor <b>must</b> have a minimum of eight (8) months’ previous experience.</p> <p><b>As an On-Site Supervisor for Work requiring the clearing of vegetation in remote regions:</b></p> <p>The Bidder <b>must</b> provide a résumé for the On-Site Supervisor that demonstrates the required experience.</p> <p><b>Note:</b> References will only be contacted to confirm the information provided.</p> <p>NRCan reserves the right to contact the named client project authorities to verify the accuracy of the information provided.</p>	<p>(Bidder must Indicate the specific section and page numbers where the information related to this mandatory <u>M2</u> can be found in their proposal)</p>		
<p><b>M3</b></p>	<p><b>Companies Survey Instrument Personnel:</b></p> <p>The Bidder’s proposed Survey Instrument personnel</p> <p><b>Or</b></p> <p>proposed <u>Subcontract</u> Survey Instrument personnel, <b>must</b> have a minimum of one (1) year’s experience from date of bid close</p> <p><b>Or</b></p>	<p>(Bidder must Indicate the specific section and page numbers where the information related to this mandatory <u>M3</u> can be found in their proposal)</p>		



	<p>an **equivalent amount of training (or combination thereof), in the use of survey instrumentation,</p> <p>The Bidder <b>must</b> provide a résumé of the proposed personnel that demonstrates the required experience.</p> <p>**Equivalent training is defined as 12 months of survey practice school, 6 months of survey practice school + 6 months of survey practice work/internship</p>			
<b>M4</b>	<p><b>Companies Vista Clearing Personnel:</b></p> <p>The Bidder <b>must</b> demonstrate that <b>all</b> of its proposed personnel to perform the Work have a minimum of six (6) months' experience or an equivalent amount of training (or combination thereof) in the clearing of vegetation involving tree felling and/or in the use of chain/brush saws.</p> <p><b>And</b></p> <p>The Bidder <b>must</b> provide a list of the proposed personnel, detailing their training/experience.</p>	(Bidder must Indicate the specific section and page numbers where the information related to this mandatory <u>M4</u> can be found in their proposal)		
<b>M5</b>	<p><b>Companies Safety Equipment:</b></p> <p>The Bidder <b>must</b> provide an equipment list demonstrating that the Bidder has, as a minimum, the following types of equipment suitable to perform the required vegetation clearing safely and effectively:</p> <ul style="list-style-type: none"> <li>• Safety-regulated Communications Equipment and Safety Equipment;</li> </ul> <p><u>Communication equipment</u> should consist of cellular phone and/or satellite phone and/or two-way radio</p> <p><u>Safety Equipment</u> required ensuring safe worker conditions is based on the remoteness and the proposed cutting equipment. (i.e. Personal Protective clothing and equipment, firearms, First Aid , etc).</p> <p><b>and</b></p> <ul style="list-style-type: none"> <li>• Survey Instrumentation (whether that of Bidder or Subcontractor), consisting of a theodolite, total station, survey grade GPS positioning system;</li> </ul>	(Bidder must Indicate the specific section and page numbers where the information related to this mandatory <u>M5</u> can be found in their proposal)		



	<p><u>Survey Instrumentation</u> is defined as a 15cm (6 inches) online positioning quality at 95% precision.</p> <p><b>And</b></p> <ul style="list-style-type: none"><li>• Cutting equipment to be used for vegetation of a 1"-3, 3"-16", and greater than 16" diameter with confirmation that chain saws must meet the CSA Standard Z62.1-95). Note: The bidder should have adequate numbers for all proposed personnel performing the work.</li></ul>			
<b>M6</b>	<p><b>Companies Preliminary Plan:</b></p> <p>The Bidder <b>MUST</b> provide a Preliminary Plan detailing its proposed approach for delivering the most clearance for the budget provided.</p> <p>The approach must be presented in PDF format.</p>	<p>(Bidder must Indicate the specific section and page numbers where the information related to this mandatory <u>M6</u> can be found in their proposal)</p>		



### **2.1.1 Funding Limitation**

The maximum funding available for the Contract resulting from the bid solicitation is \$400,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

This maximum **included a) the Price to perform the Work, b) any Travel and Living and c) Miscellaneous Expenses that may be required.**



## APPENDIX 2 - FINANCIAL PROPOSAL FORM

### 1. Financial Evaluation

The cost per kilometer proposed by the bidder for the performance of the work is all inclusive and in Canadian funds. Applicable taxes are extra. Any Travel and Living expenses and other miscellaneous expenses must be included in the total cost per Location.

**Length of Vista to be Cleared** - The distance evaluation must be done from the Western bank of Ross Lake going West. It is the responsibility of the Contractor to determine the horizontal distance (mean sea level) to be cleared including the alpine area.

The following table will be used for the Financial Evaluation:

Description	Unit Price per km
Vista Clearing as the SOW	\$ _____ /km

The below table is included for information purposes only and will not be used for evaluations.

Description	Unit price per km	# of estimated Kilometres	Total estimated Costs (Applicable Taxes Excluded)
Vista Clearing as the SOW	\$ _____ /km	_____ #KM	\$ _____

The total costs should not exceed \$400,000.00 as mentioned in APPENDIX 1, 2.1.1 Funding Limitation.