



**DEPARTMENT OF NATIONAL DEFENCE  
3 AREA SUPPORT GROUP  
ENGINEER BRANCH  
CFB GAGETOWN**

**SPECIFICATION**

**SERVICE CONTRACT  
GRASS CUTTING  
MONCTON ARMOURY, MONCTON, N.B.  
AND SUPPORTED SITES  
01 APRIL 2013 TO 31 MARCH 2014  
WITH OPTION TO RENEW  
FOR TWO - ONE YEAR PERIODS**

Designed by

Fire Inspector

Project O

Engineering O

PF No:

Job No: L-M186-9900/83

Date: 2012-07-04

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	6
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety Requirements	3
01 35 35	DND Fire Safety Requirements	3
01 35 43	Environmental Procedures	1
<u>Division 02 - Existing Conditions</u>		
02 97 00	Grass Cutting	3
<u>List of Annexes</u>		
Annex A	Site Moncton Armoury	1
Annex B	Site Plan - Acadia Park 110 Athlone Avenue and 202 Dickson Blvd.	1
Annex C	Salisbury Rifle Range	1
Annex D	Sussex Armoury	1
Annex E	Sussex Rifle Range	1

1.1 Description of Work .1

The work covered under this Service Contract comprises the furnishing of all labour, material, tools, equipment and transportation required to cut grass as shown on Annexes for the following areas:

- .1 Moncton Armoury, Moncton, N.B.
- .2 Military Family Resource Center - 21 & 25 Bennett Ave.
- .3 Annex to Military Family Resource Center - 110 Athlone Ave.
- .4 VIP House - 202 Dickson Blvd.
- .5 Area No.1 at Acadia Park, Moncton N.B.
- .6 Salisbury Rifle Range, Lower Mountain Road - outside of Moncton, N.B.
- .7 Sussex Armoury, Sussex, N.B.
- .8 Sussex Rifle Range, Sussex, N.B.

**Note:** Areas to be mowed may be deleted at any time during the duration of the Contract.

1.2 Duration of Contract .1

The duration of this Contract will be from 01 April 2013 to 31 March 2014 with an option to renew two - one year periods.

1.3 Qualifications .1

All operators and trimmers must be qualified and experienced in the proper operation of machinery and equipment. All employees must be trained in proper fueling methods, spill control and mandatory use of personnel protective equipment.

1.4 Engineer .1

The Engineer, as defined and stated in this specification will be the Commanding Officer 3 ASG Engineer Branch or a designated representative. The address of the Engineer is:

Contracts Office  
3ASG Engineer Branch  
Building B18  
CFB/ASU Gagetown  
PO Box 17000 Stn. Forces  
Oromocto, N.B.  
E2V 4J5  
Tel: (506) 422-2000, ext: 2677  
Fax: (506) 422-1248

---

1.5 Liability Insurance

- .1 The Contractor shall provide proof of Liability Insurance for the amount of two Million Dollars (\$2,000,000.00) to PWGSC prior to award of this Service Contract.

1.6 Documents Required

- .1 Maintain at the job site, one copy of each of the following:
  - .1 Specification; and
  - .2 Contract drawings.

1.7 Contractor's Use of Site

- .1 Access to the site of the work to be as Directed by the Engineer.
- .2 Movement around the site is subject to restrictions laid down by the Engineer and Military requirements.
- .3 Do not unreasonably encumber the site with materials or equipment.

1.8 Power and Water

- .1 DND can provide, free of charge, temporary electric power for the purpose of this agreement.
- .2 Engineer will determine delivery points and quantities limits. Engineers written permission is required before any connection is made. Connection to the power supply in accordance with Canadian Electrical code C-22.1-06.
- .3 Contractor to provide, at no cost to DND all equipment and temporary lines to bring this service to work site.
- .4 Supply of temporary service by DND is subject to DND requirement and may be discontinued at any time without notice or acceptance of any liability for damage or delay caused by such a withdrawal of temporary service.

1.9 Guarantee

- .1 The Contractor will guarantee all workmanship to the satisfaction of the Engineer. Unsatisfactory work will be rectified at the Contractors expense.

1.10 Codes and  
Standards

- .1 Perform all work in accordance with Canada Labour Code Part 2. Employer must provide PP&E to workers and ensure safety standards are met.
- .2 Contractor must be registered with Worksafe NB and provide a current copy of this to the Engineer.
- .3 Comply with the requirements of Workplace Hazardous Material Information System (WHMIS) regarding use, handling, storage and disposal of hazardous material; labeling and provision of MSDS acceptable to Human Resources and Skills Development Canada and Health Canada.

1.11 Temporary  
Structures

- .1 The Contractor will furnish and maintain suitable storage facilities as may be required for their equipment and materials.
- .2 Temporary facilities will be erected in areas approved by the Engineer in writing.
- .3 On completion of the contract, these temporary facilities will be removed by the Contractor and the site left in a clean and tidy condition which meets the satisfaction of the Engineer.
- .4 Fuel storage tanks are required to be double wall and meet ULC S601, with an overfill valve and a dispenser sump with leak detection.
- .5 Storage tank systems must be properly supported above grade level to the satisfaction of the Engineer.

1.12 Work  
Requisition

- .1 The Contractor will advise the Engineer of the telephone number at which they or their representative may be contacted.
- .2 The Contractor will not refuse any call for service requested by the Engineer and will respond within 24 hours.
- .3 Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment.

1.13 Quantities  
and Basis of  
Payment

- .1 The Contractor will submit prices for the following in accordance with the specification. Such prices will include tools, equipment, labour, supervision, transportation, expenses and profit.
- .1 Lump sum price per cut for cutting, trimming, and removal of grass at the Moncton Armoury. (**Estimated at 15 cuts per year**)
- .2 Lump sum price per cut for cutting, trimming, and removal of grass at the Moncton Military Family Resource Center, 21 & 25 Bennett Ave. (**Estimated at 15 cuts per year**)
- .3 Lump sum price per cut for cutting, trimming, and removal of grass at the Moncton Family Resource Center Annex, 110 Athlone Ave. (**Estimated at 15 cuts per year**)
- .4 Lump sum price per cut for cutting, trimming, and removal of grass at the VIP House, 202 Dickson Blvd. (**Estimated at 15 cuts per year**)
- .5 Lump sum price per cut for cutting, trimming, and removal of grass at Area No. 1 - Acadia Park (**Estimated at 9 cuts per year**)
- .6 Lump sum price per cut for cutting, trimming, and removal of grass at the Salisbury Rifle Range - Lower Mountain Road (**Estimated at 3 cuts per year**)
- .7 Lump sum price per cut for cutting, trimming, and removal of grass at the Sussex Armoury - Sussex, N.B. (**Estimated at 15 cuts per year**)
- .8 Price per hour for bush hog cutting. (**Estimated at 100 hours per year**)
- .9 Price per hour for labour to maintain flower beds, shrub beds, etc. (**Estimated at 100 hrs per year**)
- .2 Quantities are to be used for a guide only and may be increased or decreased. Quantities are not guaranteed and the Contractor will have no claim for loss of anticipated profits as a result of these estimated quantities.

1.14 Security  
Clearances

- .1 The Contractor shall maintain an up to date roster of all employees involved in this Contract including managers, supervisors, operators, labourers. This roster must be made available to the Engineer upon request.

- |  |    |   |
|--|----|---|
| <u>1.14 Security Clearances (Cont'd)</u> | .2 | The Contractor shall provide proof of the information contained within the roster to the Engineer upon request. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements as laid down by the Military Police section.  |
|  |    |   |
| <u>1.15 Damage to Facilities</u>         | .1 | The Contractor will take all necessary precautions to protect and prevent damage to all property and installations. Damage caused by the Contractor will be made good without undue delay, to the complete satisfaction of the Engineer.  |
|  |    |   |
| <u>1.16 Hours of Work</u>                | .1 | The Contractor will have enough manpower and equipment to complete work within normal hours of work Monday to Friday during the period of this contract. On site negotiations between the Contractor and the Engineer may <b>occasionally</b> extend the hours of work to take advantage of weather conditions, or for other reasons, as approved in writing by the Engineer. |
|  |    |   |
| <u>1.17 On-Site Supervisor</u>           | .1 | The Contractor will provide at the job site, a full time experienced supervisor, capable of and having authority to speak on their behalf on day-to-day routine matters. He will direct all operations and ensure all work is fully completed as per the specification.   |
|  |    |   |
| <u>1.18 Clean Up</u>                     | .1 | On completion of the Contract, the Contractor will clean up and remove all signs of their presence from areas used by them for storage and/or maintenance.  |
|  |    |   |
| <u>1.19 Special Instructions</u>         | .1 | Regardless of existing ground conditions, all areas shown on the drawing or listed in the specification are to be mowed and trimmed. Where areas are inaccessible to operator mounted equipment, hand mowers, trimmers, or other equipment will be used to produce a satisfactory end result. The Contractor's equipment must be capable of traversing rough                  |

1.19 Special  
Instructions  
(Cont'd)

- .1 (Cont'd)  
or uneven terrain which exists within the area  
to be cut.
- .2 Base policy states when vehicles are  
parked, they will be backed into a parking  
space or risk being towed.



PART 1 - GENERAL

- 1.1 References
- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
  - .2 Province of New Brunswick Occupational Health and Safety Act, S.N.B. 1983.
  - .3 National Building Code of Canada, 2010.
- 1.2 Regulatory Requirements
- .1 Do work in accordance with the safety measures of the National Building Code of Canada 2010, the Canada Labour Code Part 2, the New Brunswick Occupational Health and Safety Act and WorksafeNB provided that in any case of conflict or discrepancy the more stringent requirements shall apply.
- 1.3 Responsibility
- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
  - .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
  - .3 As outlined in the Canada Labour Code Part 2, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
  - .4 CFB Gagetown Construction Engineering Branch employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not
-

1.3 Responsibility .4  
(Cont'd)

- (Cont'd)
- forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code Part 2, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to worn at all times along with shirts and long pants.
- .7 Personnel working in, on or around moving equipment or roadways shall wear highly visible clothing.

1.4 Unforeseen Hazards

- .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.

1.5 Correction of Non-Compliance

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.
- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.

- 1.6 Work  
Stoppage
- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

PART 1 - GENERAL

- |  |  |
|--|--|
| <u>1.1 Reporting Fires</u>   | <ul style="list-style-type: none"><li>.1 Know location of nearest fire alarm box and telephone, including emergency phone number.</li><li>.2 Report immediately all fire incidents to Fire Department as follows:<ul style="list-style-type: none"><li>.1 Telephone 911.</li></ul></li><li>.3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.</li></ul>  |
| <u>1.2 Interior and Exterior Fire Protection and Alarm Systems</u> | <ul style="list-style-type: none"><li>.1 Fire protection and alarm system will not be:<ul style="list-style-type: none"><li>.1 obstructed;</li><li>.2 shut-off; and</li><li>.3 left inactive at end of working day or shift without authorization from Fire Chief.</li></ul></li><li>.2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.</li></ul> |
| <u>1.3 Fire Extinguishers</u>                                      | <ul style="list-style-type: none"><li>.1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.</li></ul>  |
| <u>1.4 Blockage of Roadways</u>                                    | <ul style="list-style-type: none"><li>.1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.</li></ul>  |
| <u>1.5 Smoking Precautions</u>                                     | <ul style="list-style-type: none"><li>.1 Observe smoking regulations at all times.</li></ul>   |
| <u>1.6 Rubbish and Waste Materials</u>                             | <ul style="list-style-type: none"><li>.1 Rubbish and waste materials are to be kept to a minimum.</li><li>.2 Burning of rubbish is prohibited.</li></ul>   |
-

1.6 Rubbish and  
Waste Materials  
(Cont'd)

- .3 Removal:
  - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.

1.7 Flammable  
and Combustible  
Liquids

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.8 Hazardous  
Substances

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.

1.8 Hazardous  
Substances  
(Cont'd)

- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

1.9 Questions  
and/or  
Clarification

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.

1.10 Fire  
Inspection

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .2 Allow Fire Chief unrestricted access to work site.
- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

PART 1 - GENERAL

1.1 General

- .1 Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.

1.2 Fires

- .1 Fires and burning of rubbish on site not permitted.

1.3 Disposal of Wastes

- .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

1.4 Spill Protection

- .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. fuels,oils, lubricants, etc).
- .2 Contractor must have an emergency response plan in place for spills/cleanup and disposal. A copy of this plan must be provided to the Engineer.
- .3 In case of fuel or hydraulic leaks and or spills all mowers will carry adequate cleanup/absorbent material for immediate response.
- .4 In the event of a spill the Contractor will immediately take corrective action to clean up the material and inform Engineer so the area can be checked.
- .5 In the event of a spill over one litre of a hazardous material, the Contractor will immediately inform proper authorities at the Fire Hall(G3)at 442-2000 local 2106.

PART 1 - GENERAL

- 1.1 Work Included .1 Work includes the following:
- .1 Mowing;
  - .2 Trimming;
  - .3 Clean up; and
  - .4 Supervision.
- 1.2 Frequency of of Work and Cut Height .1 To be performed on an as and when required basis when requested by the Engineer. Frequency of cutting will depend on weather conditions and growth rates.
- .2 Contractor will cut grass at specified heights and frequencies and will be paid on a unit price per cut basis for areas as indicate in Section 00 21 13, Instructions to bidders, Quantities and Basis of Payment.

PART 2 - PRODUCTS

- 2.1 Equipment .1 Equipment required to cut all areas indicated on attached Annexex to produce a satisfactory end result with in given time line.
- .2 Contractors will present with their Tender, a list of the equipment they propose to use for the Contract. The equipment list is to include the manufacturer's name, model, and capacity. Prior to award of contract, the Contractor will make arrangements with the Engineer for inspection of equipment. If the equipment does not meet the approval of the Engineer, the contract will not be awarded.
- .3 All grass cutting equipment will be maintained in first class condition The equipment will be inspected frequently and will be to the satisfaction of the Engineer. Mowers which cause scalping and turf damage will not be used.
- .4 Mowers will be calibrated and capable of being adjusted on site to give mowing heights required by these specifications. All guards and protective devices on all equipment shall be properly maintained and utilized according to manufacturers design at all times.



- 2.1 Equipment  
(Cont'd)
- .5 Should a tractor be used, a gauge on the tractor is required to indicate RPM of PTO drive to rotary finish mower. The RPM of PTO drive will be monitored during cutting operations to ensure compliance with mower requirements.
  - .6 The Contractor will maintain on DND property, a mechanic on staff at all times to expedite prompt equipment repair when necessary. Supervisor may act in a dual role as supervisor/mechanic as long as day to day supervisory duties are maintained.

PART 3 -EXECUTION

- 3.1 Mowing
- .1 Cut grass to heights as specified in Section 00 21 13, Instructions to Bidders, and as indicated on Annexes.
  - .2 Mowing will not be carried out when in the opinion of the Engineer:
    - .1 The grass is too wet; and
    - .2 A long period of dry weather persists.
  - .3 Grass areas not cut satisfactorily will be re-cut at no cost to DND.
  - .4 Remove paper, cans, limbs and all other debris prior to cutting prescribed area.
  - .5 Mowing to be completed in such a way to blow grass away from walkways, roads, parking areas, flower beds, buildings and vehicles.

- 3.2 Trimming
- .1 Trim grass around buildings, fences, poles, signs, hedges, trees, propane tanks and all other physical obstructions within areas of grass mowing.
  - .2 Ensure trimming/grass cutting is completed within 4 hours of each other.
  - .3 Trim grass to same height as mowed grass in the applicable area.
  - .4 Prevent damage to trees and other physical obstructions when using power operated trimmers.

3.2 Trimming  
(Cont'd)

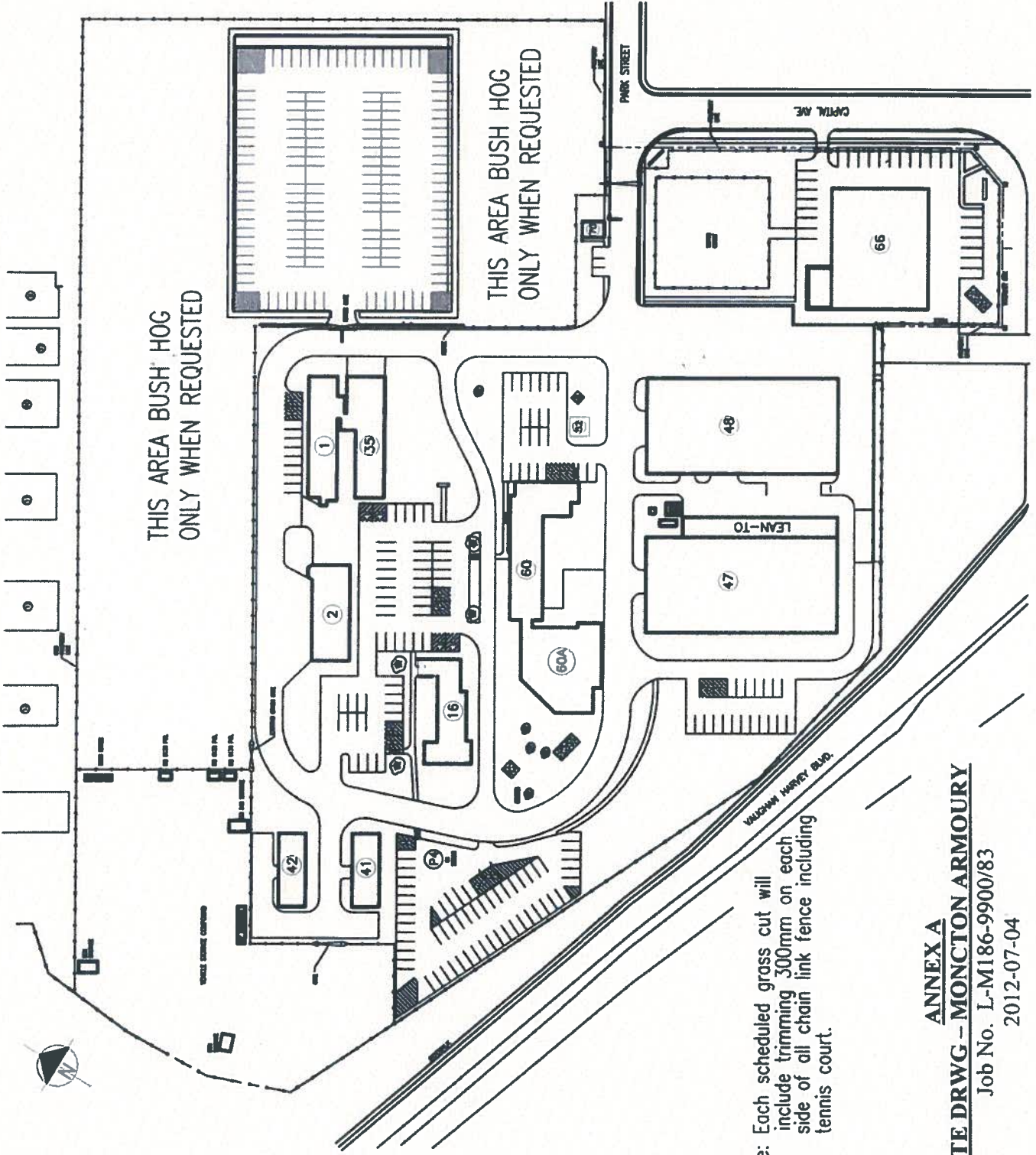
- .5 In order to prevent damage to vehicles, scheduling of trimming may need to be carried out during silent hours when parked vehicles are not present. Damage to vehicles will be contractors responsibility.
- .6 Trimming to be completed in such a way to blow grass away from walkways, roads, parking areas, flower beds, buildings and vehicles.

3.3 Grass  
Clippings

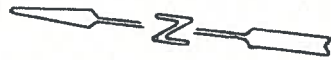
- .1 By use of a blower or sweeping, all clippings/debris left on sidewalks, building entrances or parking areas as a result of completing work is to be removed immediately after cutting. This is to reduce grass from being tracked into buildings.

3.4 Special Notes

- .1 The grassed areas to be cut under this contract contain a high density of weed growth. Regardless of this problem, the cutting activity must be executed in such a manner and with the types of equipment which will provide an acceptable grounds appearance following the cutting operation. Failure to provide an acceptable finish appearance will be considered grounds for withholding payment for the area involved.
- .2 The growth rate varies in each area included in the contract depending upon soil conditions, moisture, turf condition, and type of grass and weed present. The intent of the contract is to provide an acceptable standard of grounds appearance following each cut.
- .3 Ditch bottoms and slopes are included and must be cut.
- .4 The Contractor must have sufficient personnel and equipment available to be able to cut all areas on the Contract within 5 calendar days. This is critical during May, June, and July, when cut frequency is at its highest rate.
- .5 The Contractor must have a minimum of 2 years proven experience as a grass contractor and shall provide references of previous contracts upon request.

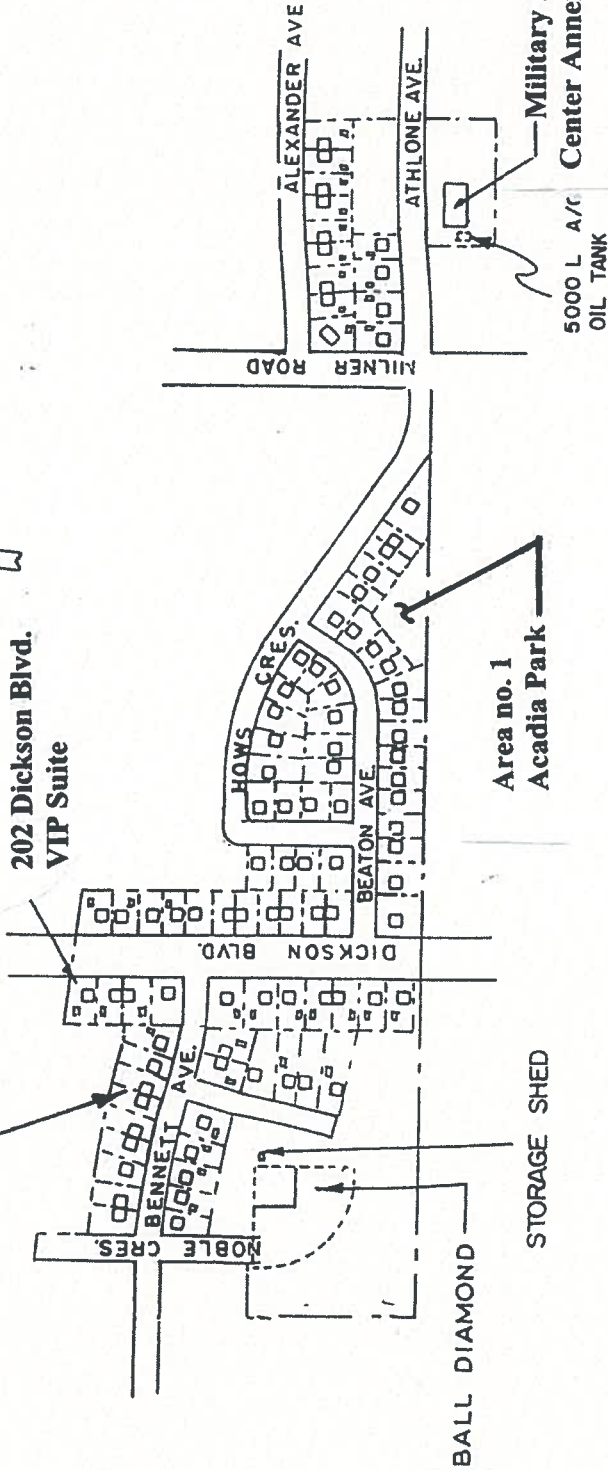


**ANNEX A**  
**SITE DRWG - MONCTON ARMOURY**  
Job No. L-M186-9900/83  
2012-07-04

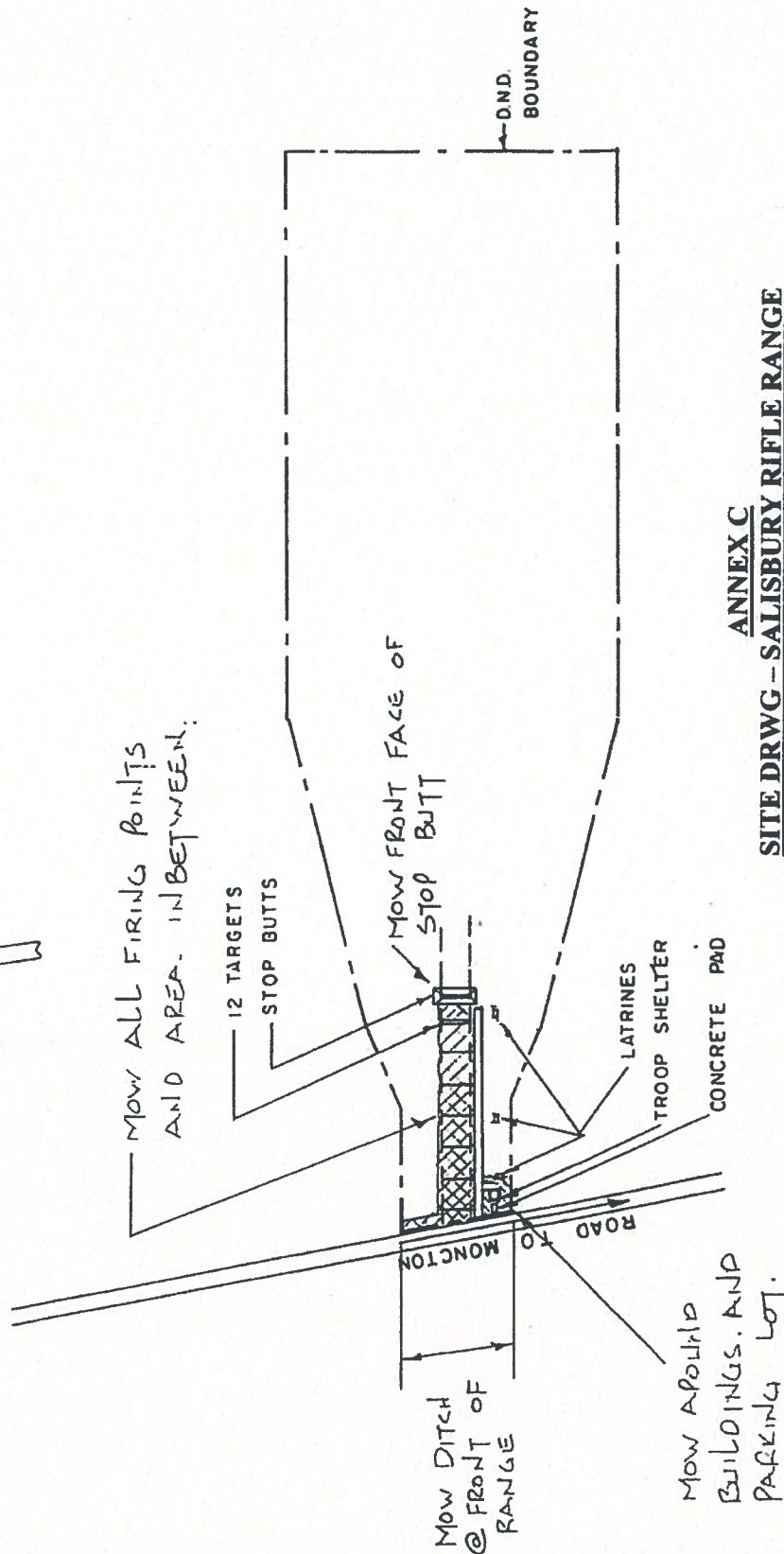
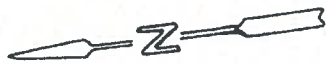


Military Family Resource Center  
21 & 25 Bennett Ave.

202 Dickson Blvd.  
VIP Suite



**ANNEX B**  
**SITE DRWG - ACADIA PARK**  
Job No. L-M186-9900/83  
2012-07-04



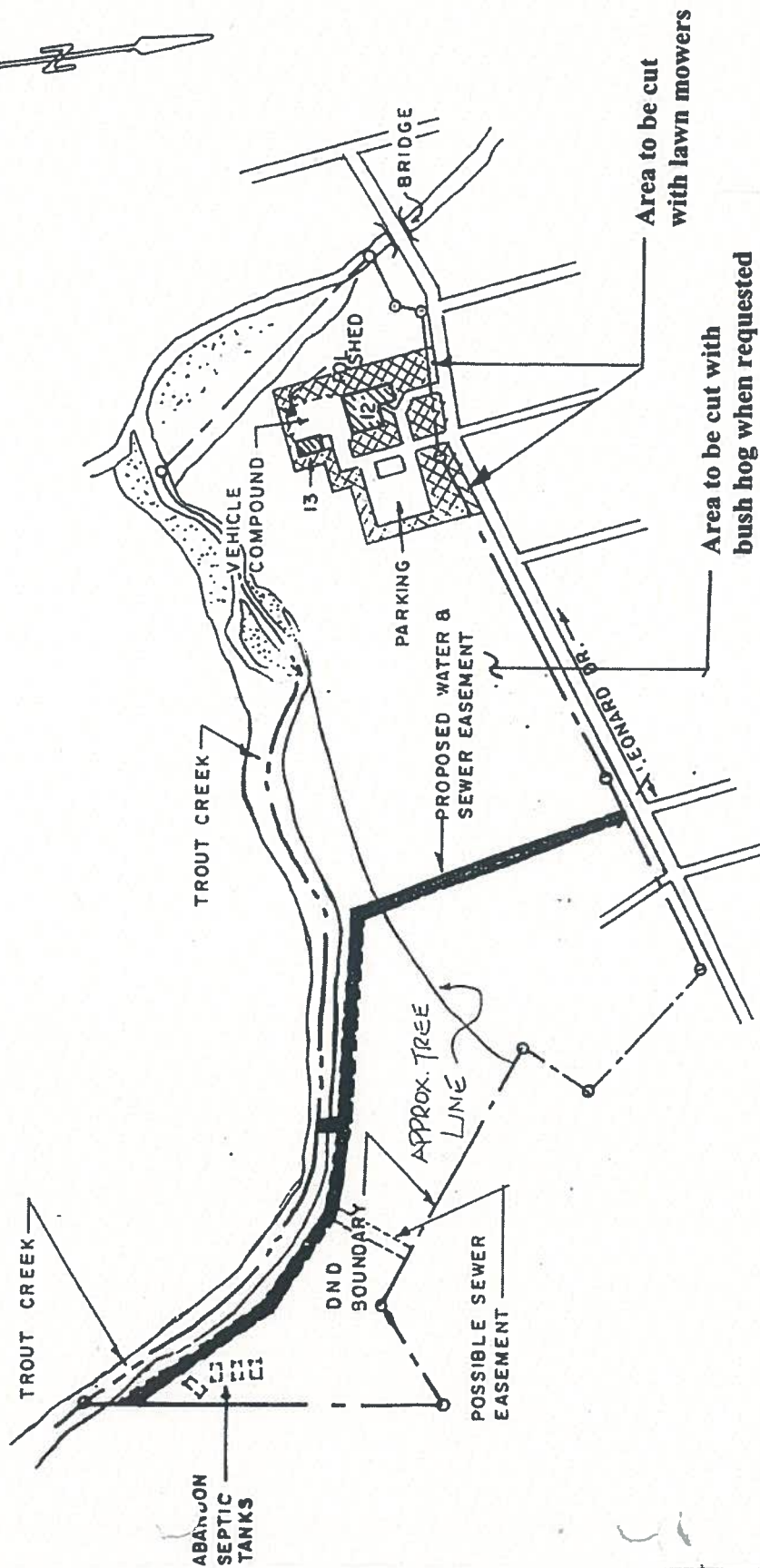
ANNEX C  
SITE DRWG - SALISBURY RIFLE RANGE

Job No. L-M186-9900/83

2012-07-04

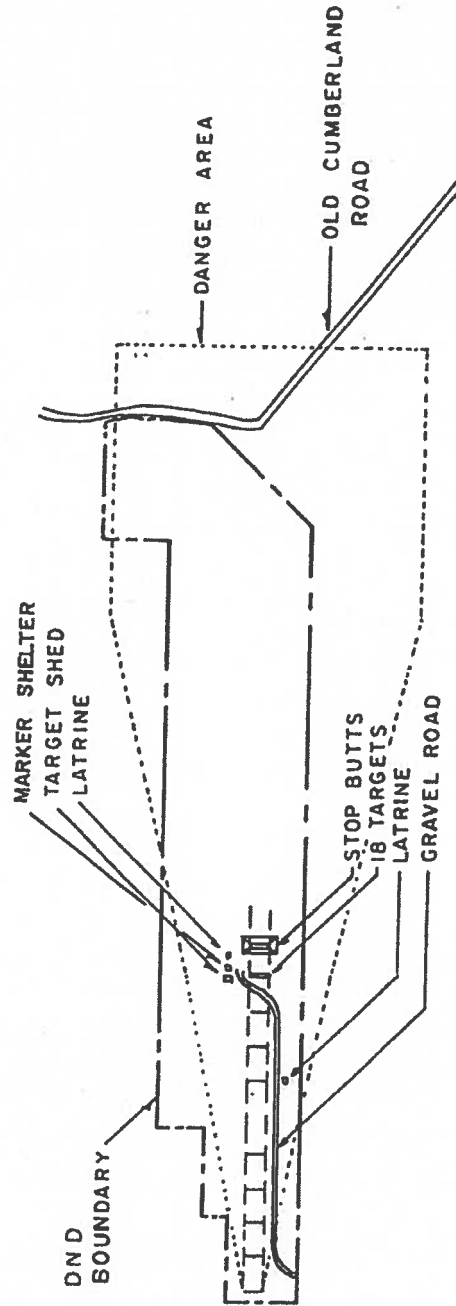


BUILDING SCHEDULE	
BLDG	DESCRIPTION
12	GREGG ARMOURY
13	VEHICLE GARAGE



**ANNEX D**  
**SITE DRWG - SUSSEX ARMOURY**  
 Job No. L-M186-9900/83  
 2012-07-04

**Note:** Each scheduled grass cut will include trimming - 300mm on each side of vehicle compound fence.



**ANNEX E**  
**SITE DRWG - SUSSEX RIFLE RANGE**

Job No. L-M186-9900/83  
2012-07-04

Note: Bush hog services will be requested on an as and when required basis only for the Sussex rifle range.