



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Grass Cutting Services	
Solicitation No. - N° de l'invitation W0118-12S087/A	Date 2012-05-24
Client Reference No. - N° de référence du client W0118-12S087	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-101-8070	
File No. - N° de dossier WPG-2-35026 (101)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-04	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Wolowidnyk, Danielle	Buyer Id - Id de l'acheteur wpg101
Telephone No. - N° de téléphone (204) 983-6109 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BCE CONTRACTS OFFICE BLDG P101 CFB SHILO SHILO MANITOBA R0K2A0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

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

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Solicitation No. - N° de l'invitation

W0118-12S087/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg101

Client Ref. No. - N° de réf. du client

W0118-12S087

File No. - N° du dossier

WPG-2-35026

CCC No./N° CCC - FMS No/ N° VME

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Grass Cutting Services

PART 1 - GENERAL INFORMATION

1.0 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Insurance Requirements; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Task Authorization Form and any other annexes.

2.0 Summary

To supply all labour, materials, tools, equipment, transportation and supervision necessary to provide grass cutting and related landscaping services to the Department of National Defence, Canadian Forces Base (CFB) Shilo, Shilo, Manitoba, on a scheduled and as and when requested basis in accordance with the Statement of Work at Annex A. The base area of CFB Shilo is split into two divisions: Division A and Division B. Bidders are requested to bid on each individual division they can service. As bidders can bid on individual divisions, a maximum of two (2) Contracts will be awarded. As bidders can bid on both divisions, a minimum of (1) Contract will be awarded. The period of the Contract(s) will be from 01 July 2012 to 30 June 2013 with Canada retaining the irrevocable option to extend the period for two (2) additional consecutive one (1) year periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3.0 Debriefings

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1.0 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2.0 Submission of Bids

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

3.0 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4.0 Applicable Laws

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

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.

5.0 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 fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

6. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **01 June 2012, at 10:00am** at Building P101 - Engineering Services, CFB Shilo, Shilo, Manitoba. Bidders must communicate with the Contracting Authority no later than two (2) working days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

1.0 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (three (3) hard copies)

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their Capability 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

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 SACC Manual Clauses

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1.0 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.

1.1.1 Point Rated Technical Criteria

The proposals will be evaluated on the basis of the following criteria, therefore, bidders are advised to address each area in sufficient depth to show clearly how effectively the work could be done. Proposals which do not give sufficient information will be considered to be non-responsive. All bidders are requested to submit the following information in support of meeting the evaluation criteria. It is recommended that your proposal be submitted following the format below. Your technical proposal should include, but not necessarily be limited to, the following points:

1.1.1.1 ORGANIZATION AND MANAGEMENT

Maximum: 45 Points / Minimum Acceptable Score: 27 Points

Demonstrate that the Contractor shall provide all the staff necessary to perform all services as specified in the Statement of Work - Annex A, as it pertains to: the team's organization, services to be managed, and proof of the Contractor's resources and capacity to provide additional resources, if and when needed.

What the Contractor should provide but not be limited to:

- a) Overall Contractor's Organization: (max. 10 points)
 - An organization chart for the Contractor.
 - Key personnel position title and length of time with the Contractor as they relate to assigned roles and responsibilities.

b) Team assigned to this Contract: (max. 5 points)

- An outline indicating the number of personnel that would be utilized to carry out the services. The number of personnel should be broken down to reflect the number of superintendents, supervisor(s)/cleaners, day cleaners, evening cleaners and weekend cleaners.
- Resume of the team leader that will be assigned to this contract. Outlining their experience, time with company, and time in the profession.

c) Monitoring of Contractor's Staff (max. 15 points)

- A detailed description of the Contractor's intended methods to supervise and monitor the staff to ensure the work performance adheres to the Quality Standards specified in the Request for Proposal. This should include the number of hours for the working Supervisor(s).

d) Absenteeism of Contractor's Staff (max. 15 points)

- A detailed narrative of how you would remedy the situation if the quality of janitorial services that you are providing to the client diminished due to a high level of absenteeism (staffing approach).

1.1.1.2 HEALTH & SAFETY

Maximum: 35 Points / Minimum Acceptable Score: 21 Points

A demonstration that the Contractor shall adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures. In addition, adequate training of personnel assigned to perform operations such as relamping, use of chemicals, etc. is also required in relation to the measures the Contractor takes to maintain a healthy and safe working environment, the type of training the Contractor is providing to its employees, and the number of employees trained in specific programs.

The Contractor should provide but not be limited to:

a) Programs (max. 15 points)

- A detailed description of the Health and Safety Program or Practices currently in place, including training and monitoring of staff performance necessary to maintain a healthy and safe working environment and adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures.

b) Health and Safety Training (max. 10 points)

- Provide name(s) of supervisor(s) and employee(s) and type of training they have completed related to Health and Safety (e.g. Health and Safety, WHMIS, First Aid, other).
-

c) Accident Response

(max. 10 points)

A detailed plan for the response to accidents. (ex. Between contractors equipment and DND property/ civilian property)

1.1.1.3 MATERIALS & EQUIPMENT

Maximum: 30 Points / Minimum Acceptable Score: 18 Points

A demonstration that the Contractor shall supply all equipment, materials, or products required to carry out the Services as outlined in the Statement of Work, Annex A, as it pertains to the type and quantity of equipment the Contractor has available to carry out the Services as outlined in the Statement of Work, Annex A, as it pertains to the type and quantity of equipment the Contractor has available to carry out the services, the type of material or products that the Contractor will use to carry out the services, and the preferred use of quality materials and products considered environmentally friendly.

The Contractor should provide but not be limited to:

a) Equipment List

(max. 15 points)

- A list of mechanical equipment, including specifications (i.e. make and model number and/or performance capabilities, etc.) the Contractor will have available to carry out the services. For example: vacuums, floor machines, carpet extractors, etc. Include age of equipment (not used for assessment but for information purposes only) and quantities.

b) Materials and Products List:

(max. 15 points)

- A list of the materials or products, including the brand name and/or manufacturer, your firm intends to use to carry out the services. Indicate if they are environmentally friendly.

1.1.1.4 QUALITY ASSURANCE

Maximum: 45 Points / Minimum Acceptable Score: 27 Points

A demonstration that quality standards described herein shall be strictly adhered to as it relates to the Contractor's commitment towards a quality organization and the contractors method of maintaining and improving quality services.

The Contractor should provide but not be limited to:

a) Quality Assurance (QA) Program

(max. 20 points)

- A detailed description of the Quality Assurance Program currently employed by the Contractor, including the employee involvement.

b) Quality Assurance Training

(max. 10 points)

- Provide detailed description of QA Training and any other courses attended outside the organization given to employees to ensure quality service delivery.

c) Resolution of Problems (max. 15 points)

- A detailed description of how the Contractor resolves contentious issues related to the quality of services.

1.1.1.5 CONTRACTOR'S EXPERIENCE AND PAST PERFORMANCE

Maximum: 40 Points / Minimum Acceptable Score: 24 Total Points and 12 Points per Reference

A demonstration that the Contractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work - Annex A as it relates to evidence that the Contractor has a good track record, has experience in janitorial services, and has proven past performance in this field of work.

The Contractor should provide but not be limited to:

- a) Project Reference 1 (max. 20 points)
Project Reference 2 (max. 20 points)

Evidence of the Contractor's experience and past performance will be assessed on a submission of two (2) contracts or projects rendered for at least six (6) consecutive months within the past three (3) years, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP). References may be a combination of PWGSC contracts and/or other industry contracts. The references must be verifiable.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the past three (3) years, it will not be assessed and will receive 0 points for that Project Reference.

For each reference provided, the Bidder should address the information contained in the following:

- Name of client organization or company
- Name, title, telephone number and/or facsimile number of contact
- Provide a detailed description of Project or Contract
- Approximate size in square meters of the cleanable area of the project/contract
- Location of the project or contract
- Dollar value of the project or contract
- Performance period of the project or contract

1.1.1.6 SUPERVISOR(S) EXPERTISE AND EXPERIENCE

Maximum: 40 Points / Minimum Acceptable Score: 24 Points

A demonstration that the Contractor has in its employ, or access to, Supervisor(s) with the expertise to effectively supervise the work outlined in the Statement of Work, Annex A as it pertains to the working Supervisor's janitorial service experience & proven past performance, and a contingency plan to be followed if performance is deemed below quality standards by its senior personnel.

The Contractor should provide but not be limited to:

a) Supervisor's Experience and Project Reference (max. 25 points)

A list of the Contractor's working Supervisor(s) who will be assigned to this Contract, including the name and number of years of experience as Supervisor(s) in janitorial services.

Evidence of the experience and satisfactory performance of the working Supervisor(s) listed above, by referencing two (2) projects/contracts rendered for at least six (6) consecutive months within the past three (3) years, for providing janitorial services in a range comparable in size, scope and complexity to those outlined in the Statement of Work - Annex A. The references must be verifiable.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the past three (3) years, it will not be assessed and will receive 0 points for that Project Reference.

For each reference provided, the Bidder should address the information contained in the following:

- Name of client organization or company
- Name, title, telephone number and/or facsimile number of the contact
- Provide a detailed description of Project or contract including the performance period of the project/contract
- Approximate size in square meters of the cleanable area of the project/contract
- Provide a detailed description of the responsibilities of the individuals
- Location of the project/contract
- Dollar value of the project/contract

b) Supervisor's Performance (max. 15 points)

- A detailed narrative of how your firm would identify the factors that would indicate that the On-site Supervisor is not performing his/her duties adequately and what your firm would do to remedy the situation.

1.2 Financial Evaluation

SACC Manual Clause A0222T (2010-01-11), Evaluation of Price

2.0 Basis of Selection

2.1 Basis of Selection - Minimum Point Rating

2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and

- (c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

- 2.1.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1.0 Certifications Precedent to Contract Award

Bidders must submit the certifications as provided below:

1.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1.1.1 Federal Contractors Program - Certification

Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a

copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) ☐ is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ☐ is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ☐ is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ☐ is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

1.1.2 Former Public Servant Certification

Contracts with 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 with FPS, bidders must provide the information required below.

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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? YES [] NO []

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? 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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

1.1.3 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.

PART 6 - INSURANCE REQUIREMENTS

1.0 Insurance Requirements

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

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

PART 7 - RESULTING CONTRACT CLAUSES

1.0 Statement of Work

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

1.1 Task Authorization

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

1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the PWGSC 527, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within one (1) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ TBD, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

B9031C 2011-05-16 Canada's Obligation - Portion of the Work - Task Authorizations

1.1.4 Periodic Usage Reports - Contracts with Task Authorization

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

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

The data must be submitted on a quarterly basis to the Contracting Authority.
The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than seven (7) calendar days after the end of the reporting period.

1.1.5 Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

1.1.6 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

1.1.7 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DND. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2.0 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2012-03-02), General Conditions - Higher Complexity, Services, apply to and form part of the Contract.

3.0 Term of Contract

3.1 Period of the Contract

The period of the Contract is from 01 July 2012 to 30 June 2013 inclusive.

3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least three (3) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

4.0 Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Danielle Wolowidnyk, B. A
Supply Specialist
Public Works and Government Services Canada
Wester Region
Acquisitions Section
Suite 100-167 Lombard Avenue
P.O. Box 1408
Winnipeg, MB R3C 2Z1

Telephone: (204) 983-6109

Facsimile: (204) 983-7796

E-mail address: danielle.wolowidnyk@pwgsc-tpsgc.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.

4.2 Project Authority

The Project Authority for the Contract is: TBD

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.

4.3 Contractor's Representative

Name: _____
 Title: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____

5.0 Payment

5.0 Payment

5.1 Basis of Payment

5.1.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

5.1.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ TBD. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

5.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

5.4 SACC Manual Clauses

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

C2000C (2007-11-30), Taxes - Foreign-based Contractor

C0705C (2010-01-11), Discretionary Audit

C0710C (2007-11-30), Time and Contract Price Verification

6.0 Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

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

7.0 Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.0 Applicable Laws

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

9.0 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 2035 (2012-03-02) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____.

10.0 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Solicitation No. - N° de l'invitation

W0118-12S087/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg101

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0118-12S087

WPG-2-35026

Statement of Work

ANNEX A

Appendix 1 - Division A

Appendix 2 - Division B

All attached electronically. See pdf document.

Basis of Payment**ANNEX B****INSTRUCTIONS**

1. It is **MANDATORY** that bidders submit firm rates for the period of the proposed Contract in the following pricing schedules for **EACH DIVISION** (as described in Annex A, Statement of Work) they have the capability to provide services to. This section, when completed, will be considered as the Bidder's Financial Proposal.

2. Bidders can bid on an individual division or on both divisions A and B. A maximum of two (2) Contracts will be awarded. A minimum of (1) Contract will be awarded.

3. Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the bidder's proposal shall be changed to reflect the quantities stated in the RFP. The quantities specified below are provided for evaluation purposes only.

4. Rates **MUST** include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A, attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

5. **Miscellaneous Materials:** The Extended Price for Miscellaneous Materials is calculated by adding the mark-up quoted to the total estimated expenditure. Example: Year 1, \$15,000.00 estimated expenditure; 10% mark-up quoted = \$15,000.00 + (\$15,000.00 x 10%) = \$16,500.00

Materials will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

i) Mark-Up: The difference between the Contractor's laid-down cost for product and resale price to Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) Laid Down Cost: The cost incurred by the Contractor to acquire a specific product or service for resale to Canada. This includes, but is not limited to, the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

6. PRICING SCHEDULES**6.1 DIVISION A (AREAS 1 AND 3)****6.1.1 01 July 2012 to 30 June 2013**

Item	Description - Scheduled Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of acres cut on a monthly basis to maintain grass height specifications for Area 1 and 3 as indicated in Annex A, Statement of Work. Total acreage for Division A is approximately 105 acres. It is anticipated a maximum of 10 full area cuts will be required per season.					
1.1	As per Annex A, Statement of Work	(10X105 acres)	per acre	\$	\$

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		1,050			
Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
2. SODDING: including all labour, equipment, materials and watering for Unprepared sites:					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
2.3	Weekends and Statutory Holidays	500	m²	\$	\$
3. SEEDING: including labour, equipment, materials and watering for Unprepared sites:					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
3.3	Weekends and Statutory Holidays	500	m²	\$	\$
4. SODDING: including labour, equipment, materials and watering for Prepared sites:					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
4.3	Weekends and Statutory Holidays	500	m²	\$	\$
5. SEEDING: including labour, equipment, materials and watering for Prepared sites:					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
5.3	Weekends and Statutory Holidays	500	m²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	hr	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	50	hr	\$	\$
6.3	Weekends and Statutory Holidays	50	hr	\$	\$
7. MISCELLANEOUS MATERIAL:					
7.1	Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of ____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work	\$15,000.00			\$
Subtotal A (sum items 1 thru 7):					\$

6.1.2 OPTION YEAR ONE:01 July 2013 to 30 June 2014

Item	Description - Scheduled Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
------	----------------------------------	--------------------	---------------	-------------------------------	----------------

1. MOWING AND TRIMMING: Payment will be made for the actual number of acres cut on a monthly basis to maintain grass height specifications for Area 1 and 3 as indicated in Annex A, Statement of Work. Total acreage for Division A is approximately 105 acres. It is anticipated a maximum of 10 full area cuts will be required per season.					
1.1	As per Annex A, Statement of Work	(10X105 acres) 1,050	per acre	\$	\$
Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
2. SODDING: including all labour, equipment, materials and watering for Unprepared sites:					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
2.3	Weekends and Statutory Holidays	500	m²	\$	\$
3. SEEDING: including labour, equipment, materials and watering for Unprepared sites:					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
3.3	Weekends and Statutory Holidays	500	m²	\$	\$
4. SODDING: including labour, equipment, materials and watering for Prepared sites:					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
4.3	Weekends and Statutory Holidays	500	m²	\$	\$
5. SEEDING: including labour, equipment, materials and watering for Prepared sites:					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
5.3	Weekends and Statutory Holidays	500	m²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	hr	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	50	hr	\$	\$
6.3	Weekends and Statutory Holidays	50	hr	\$	\$
7. MISCELLANEOUS MATERIAL:					
7.1	Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of ____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work	\$15,000.00			\$
Subtotal B (sum items 1 thru 7):					\$

6.1.3 OPTION YEAR TWO: 01 July 2014 to 30 June 2015

Item	Description - Scheduled Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of acres cut on a monthly basis to maintain grass height specifications for Area 1 and 3 as indicated in Annex A, Statement of Work. Total acreage for Division A is approximately 105 acres. It is anticipated a maximum of 10 full area cuts will be required per season.					
1.1	As per Annex A, Statement of Work	(10X105 acres) 1,050	per acre	\$	\$
Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
2. SODDING: including all labour, equipment, materials and watering for Unprepared sites:					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
2.3	Weekends and Statutory Holidays	500	m ²	\$	\$
3. SEEDING: including labour, equipment, materials and watering for Unprepared sites:					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
3.3	Weekends and Statutory Holidays	500	m ²	\$	\$
4. SODDING: including labour, equipment, materials and watering for Prepared sites:					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
4.3	Weekends and Statutory Holidays	500	m ²	\$	\$
5. SEEDING: including labour, equipment, materials and watering for Prepared sites:					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
5.3	Weekends and Statutory Holidays	500	m ²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	hr	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	50	hr	\$	\$
6.3	Weekends and Statutory Holidays	50	hr	\$	\$
7. MISCELLANEOUS MATERIAL:					
7.1	Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of ____%	\$15,000.00			\$

Item	Description - Scheduled Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
	(not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work				
Subtotal C (sum items 1 thru 7):					\$

6.2 DIVISION B (AREAS 2 AND 4)

6.2.1 01 July 2012 to 30 June 2013

Item	Description - Scheduled Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of acres cut on a monthly basis to maintain grass height specifications for Area 2 and 4 as indicated in Annex A, Statement of Work. Total acreage for Division B is approximately 229 acres. It is anticipated a maximum of 10 full area cuts will be required per season.					
1.1	As per Annex A, Statement of Work	(10X229 acres) 2,290	per acre	\$	\$
Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
2. SODDING: including all labour, equipment, materials and watering for Unprepared sites:					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
2.3	Weekends and Statutory Holidays	500	m ²	\$	\$
3. SEEDING: including labour, equipment, materials and watering for Unprepared sites:					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
3.3	Weekends and Statutory Holidays	500	m ²	\$	\$
4. SODDING: including labour, equipment, materials and watering for Prepared sites:					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
4.3	Weekends and Statutory Holidays	500	m ²	\$	\$
5. SEEDING: including labour, equipment, materials and watering for Prepared sites:					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$

Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
	to 7:30 AM, Monday to Friday)				
5.3	Weekends and Statutory Holidays	500	m²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	hr	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	50	hr	\$	\$
6.3	Weekends and Statutory Holidays	50	hr	\$	\$
7. MISCELLANEOUS MATERIAL:					
7.1	Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of ____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work	\$15,000.00			\$
Subtotal D (sum items 1 thru 7):					\$

6.1.2 OPTION YEAR ONE:01 July 2013 to 30 June 2014

Item	Description - Scheduled Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of acres cut on a monthly basis to maintain grass height specifications for Area 2 and 4 as indicated in Annex A, Statement of Work. Total acreage for Division B is approximately 229 acres. It is anticipated a maximum of 10 full area cuts will be required per season.					
1.1	As per Annex A, Statement of Work	(10X229 acres) 2,290	per acre	\$	\$
Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
2. SODDING: including all labour, equipment, materials and watering for Unprepared sites:					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
2.3	Weekends and Statutory Holidays	500	m ²	\$	\$
3. SEEDING: including labour, equipment, materials and watering for Unprepared sites:					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
3.3	Weekends and Statutory Holidays	500	m ²	\$	\$
4. SODDING: including labour, equipment, materials and watering for Prepared sites:					

Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
4.3	Weekends and Statutory Holidays	500	m²	\$	\$
5. SEEDING: including labour, equipment, materials and watering for Prepared sites:					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
5.3	Weekends and Statutory Holidays	500	m²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	hr	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	50	hr	\$	\$
6.3	Weekends and Statutory Holidays	50	hr	\$	\$
7. MISCELLANEOUS MATERIAL:					
7.1	Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of ____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work	\$15,000.00			\$
Subtotal E (sum items 1 thru 7):					\$

6.1.3 OPTION YEAR TWO: 01 July 2014 to 30 June 2015

Item	Description - Scheduled Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of acres cut on a monthly basis to maintain grass height specifications for Area 2 and 4 as indicated in Annex A, Statement of Work. Total acreage for Division B is approximately 229 acres. It is anticipated a maximum of 10 full area cuts will be required per season.					
1.1	As per Annex A, Statement of Work	(10X229 acres) 2,290	per acre	\$	\$
Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
2. SODDING: including all labour, equipment, materials and watering for Unprepared sites:					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$

Item	Description - Scheduled Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
2.3	Weekends and Statutory Holidays	500	m²	\$	\$
3. SEEDING: including labour, equipment, materials and watering for Unprepared sites:					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
3.3	Weekends and Statutory Holidays	500	m²	\$	\$
4. SODDING: including labour, equipment, materials and watering for Prepared sites:					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
4.3	Weekends and Statutory Holidays	500	m²	\$	\$
5. SEEDING: including labour, equipment, materials and watering for Prepared sites:					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m²	\$	\$
5.3	Weekends and Statutory Holidays	500	m²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	hr	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	50	hr	\$	\$
6.3	Weekends and Statutory Holidays	50	hr	\$	\$
7. MISCELLANEOUS MATERIAL:					
7.1	Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of ____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work	\$15,000.00			\$
Subtotal F (sum items 1 thru 7):					\$

7.0 FINANCIAL EVALUATION TOTAL**DIVISION A = sum Subtotals A + B + C = \$****DIVISION B = sum Subtotals D + E + F = \$**

Insurance Requirements

ANNEX C

C.1 Commercial General Liability Insurance

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.
 - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

2.0 AUTOMOBILE INSURANCE

2.1 The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2.2 The policy must include the following:

- (a) Third Party Liability - **\$2,000,000** Minimum Limit per Accident or Occurrence

(b) Accident Benefits - all jurisdictional statutes

(c) Uninsured Motorist Protection

(d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX D**TASK AUTHORIZATION APPROVAL FORM**

Refer to Task Authorization Form DND 262 - Task Authorization

ANNEX E**TASK AUTHORIZATION REPORTING FORM**

The Contractor must submit quarterly usage reports tracking all TAs made for the services supplied under Contract. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing such usage reports.

Each Task Authorization Usage Report must include all completed TAs for services provided under this Contract. Learn

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 November	01 August	31 October
15 February	01 November	31 January
15 May	01 February	30 April
15 August	01 May	31 July

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

TASK AUTHORIZATION NO.	DOLLAR VALUE (HST INCLUDED)	CUMULATIVE DOLLAR VALUE (HST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period <insert period>:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

☐ Check this box if you are submitting a NIL **REPORT**

Please send all reports to the attention of the Contracting Officer:

Solicitation No. - N° de l'invitation

W0118-12S087/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg101

Client Ref. No. - N° de réf. du client

W0118-12S087

File No. - N° du dossier

WPG-2-35026

CCC No./N° CCC - FMS No/ N° VME

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