

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
#910, 410-22nd Street East  
Saskatoon  
Sask.  
S7K 5T6  
Bid Fax: (306) 975-5397

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Grass Cutting - Saskatoon SK	
<b>Solicitation No. - N° de l'invitation</b> W2585-121204/A	<b>Date</b> 2012-03-22
<b>Client Reference No. - N° de référence du client</b> W2585-121204	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-191-4435	
<b>File No. - N° de dossier</b> STN-1-34225 (191)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-04-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gerstmar, Denise	<b>Buyer Id - Id de l'acheteur</b> stn191
<b>Telephone No. - N° de téléphone</b> (306) 975-8912 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Department of National Defence 17 Wing Dundurn Detachment Camp Dundurn Dundurn SK S0K 1K0	

**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/Réception  
des soumissions Travaux publics et Services  
gouvernementaux Canada  
#910, 410 - 22nd Street East  
Saskatoon  
Sask.  
S7K 5T6

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

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

### 3. 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. 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 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety(90) days

### 2. 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. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) 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. Applicable Laws

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

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.

### PART 3 - BID PREPARATION INSTRUCTIONS

#### 1. Bid Preparation Instructions

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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Bid

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

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

#### 1. Evaluation Procedures

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

## 1.1 Technical Evaluation

### 1.1.1 Mandatory Technical Criteria

Failure to meet any of the following mandatory criteria at bid closing will render your submission non-responsive and it will be given no further consideration.

- a) Acceptance of PWGSC General Conditions and Resulting Contract Clauses contained in this solicitation.
- b) Ability to perform the full scope of the work described in Annex "A".
- c) Provision of pricing as requested in Annex "B", Basis of Payment.
- d) Compliance with the certification requirements as per Part 5, Section 1.2, Certifications Required with Bid:
  - a) Canadian Content Certification

## 1.2 Financial Evaluation

SACC Manual Clause A0220T - Evaluation of Price 2007-05-25

Assessment of this Request for Proposal will be based on a lowest evaluated total of weekly rate Item 1) multiplied by 26 weeks, plus the price for Item 2) multiplied by 2, plus the lot price for Item 3) (for evaluation purposes only) for Year One, Option Year One, and Option Year Two.

Lowest evaluated total will be calculated based on the following formula:

$$[ [\text{Item A.1}] \times 26 ] + [ [\text{Item A.2}] \times 2 ] + [ \text{Item A.3} ] + [ [\text{Item B.1}] \times 26 ] + [ [\text{Item B.2}] \times 2 ] + [ \text{Item B.3} ] + [ [\text{Item C.1}] \times 26 ] + [ [\text{Item C.2}] \times 2 ] + [ \text{Item C.3} ] = \text{Lowest evaluated total price}$$

## 2. Basis of Selection

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

## PART 5 - CERTIFICATIONS

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. 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 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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

- ( ) 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;
- ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- ( ) 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;
- ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .

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

### 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

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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.

### **1.3 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

#### **1.3.1 SACC Manual clause A3050T - Canadian Content Definition 2010-01-11**

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Statement of Work

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

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010C (2012-03-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract to 30 September 2012 inclusive.

#### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s), from 01 May 2013 to 30 April 2014 and 01 May 2014 to 30 April 2015 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 fifteen (15) 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.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Denise Gerstmar  
 Title: Supply Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Directorate: Western  
 Address: 410 - 910 22nd Street East, Saskatoon SK S7K 5T6  
 Telephone: (306) 975-8912  
 Facsimile: (306) 975-5397  
 E-mail address: denise.gerstmar@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.

## 5.2 Project Authority

The Project Authority for the Contract is:

### *To be determined*

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.

## 5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

See Annex B - Basis of Payment

### 6.2 Limitation of Price

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

### 6.3 Multiple Payments

SACC Manual clause H1001C - Multiple Payments 2008-05-12

### 6.4 SACC Manual Clauses

A9117C T1204 - Direct Request by Customer Department 2007-11-30

C0710C Time and Contract Price Verification 2007-11-30

## 7. 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.
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.

## 8. Certifications

**8.1** 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.

## 8.2 SACC Manual Clauses

A3060C	Canadian Content Certification	2008-05-12
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## 9. Applicable Laws

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

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C - Services (Medium Complexity) (2012-03-02);
- (c) Annex A, Statement of Work ;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

## 11. Defence Contract

SACC Manual clause A9006C - Defence Contract	2008-05-12
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## 12. SACC Manual Clauses

A9041C	Salvage	2008-05-12
A9062C	Canadian Forces Site Regulations	2011-05-16

## 13. Insurance

### 13.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Part 6, Section 13.2. 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.

### 13.2 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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**ANNEX "A"**

**STATEMENT OF WORK**

**SPECIFICATION**

**DEPARTMENT OF NATIONAL DEFENCE**

**GRASS CUTTING**

**HUGH CAIRNS ARMOURY**

**&**

**HMCS UNICORN**

**SASKATOON, SASKATCHEWAN**

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## PART 1 – GENERAL

- |     |                     |    |   |
|-----|---------------------|----|---|
| 1.1 | Site Information    | .1 | Consult with Engineer regarding services available, access to the site and obtain any/all information that may affect the Contractor's Tender   |
|     |                     | .2 | It is the Contractor's responsibility to verify the area to be Cut.   |
| 1.2 | Site Locations      | .1 | Sgt Hugh Cairns Armoury<br>930 Idylwyld Drive North<br>Saskatoon SK S7L 0Z6   |
|     |                     | .2 | HMCS Unicorn<br>405 24th Street East<br>Saskatoon SK S7K 0K7  |
| 1.3 | Work Schedule       | .1 | Prior to work commencement, the Contractor shall arrange for an on-site meeting with the Engineer, to program starting dates work schedules and contract procedures.  |
|     |                     | .2 | When schedule has been approved by Engineer, take necessary measures to complete work within scheduled time.  |
|     |                     | .3 | Do not change schedule without Engineer's approval.   |
| 1.4 | Description of Work | .1 | The work under this section comprises the furnishing Of all labour, materials and equipment required to cut and trim grass at HMCS Unicorn and SGT Hugh Cairns Armoury in accordance with this Specification. |
| 1.5 | Work Included       | .1 | Mowing  |
|     |                     | .2 | Trimming  |
|     |                     | .3 | Clean Up  |
| 1.6 | Frequency of Work   | .1 | Work of this Section to be performed on a weekly basis from 01 May to 30 September  |
|     |                     | .2 | Natural grassed area to the rear of the property at SGT Hugh Cairns Armoury shall be cut twice per year   |
|     |                     | .3 | Additional cutting or trimming as required  |

1.7	Invoicing	.1	Contractor shall provide one invoice for each location and each month of services received, on satisfactory completion of the work.
1.8	Hours of Work	.1	- The Contractor shall arrange his work in a manner that will cause the least inconvenience or disturbance to the building occupants and schedule his work with the Engineer. - Working hours are 8AM to 5 PM Monday to Friday.
1.9	Delivery and Storage	.1	- The Contractor shall be responsible for safety and security of his equipment and material. - Storage areas shall not be provided.
1.10	Safety	.1	Observe and enforce safety measures required by Canadian Construction Safety Code, Provincial Government, Worker's Compensation Board and Municipal statutes and authorities.
		.2	In event of conflict between any provisions of above authorities the most stringent provision will apply.
		.3	The Contractor shall comply with all standing orders or other regulations in force on the site where work is to be performed.
		.4	All protective devices shall be maintained in good order until completion of the work under this contract or until removal is ordered by the Engineer.
		.5	At no time leave equipment operating while unattended.
1.11	Protection	.1	- Prevent damage to buildings, landscaping, curbs, sidewalks, trees, fences and adjacent property. - Make good any damage.
1.12	Clean-Up	.1	The Contractor shall effect a daily clean-up of debris resulting from his work and ensure that all hazardous impediments shall be removed from site at the end of each days work.
		.2	At all times be extremely cautious that no debris or other hazardous impediments are left lying in locations that will cause an unsafe condition.
		.3	Disposal of clippings and debris shall be the Contractor's responsibility.
		.4	- On completion of the work under this contract, equipment and debris shall be removed from the job site. - The job site shall be left clean, neat and in a safe condition to the complete satisfaction of the Engineer.

## **PART 2 – PRODUCTS**

- 2.1 Equipment
- .1
    - All grass cutting equipment shall be maintained in first class condition with cutting edges sharp.
    - The equipment shall be inspected frequently by the Project Engineer, and shall be to his satisfaction.
    - Mowers of the type which causes scalping and turf damage shall not be used.
  - .2
    - Mowers, trimmers, tools and spares shall be furnished in sufficient numbers to meet the expected cutting frequency.
    - Mowers shall be calibrated and capable of being adjusted on Site to give mowing heights required by these specifications.
    - Mower safety guards, as supplied by the equipment Manufacturer shall be kept in use at all times.

### **PART 3 – EXECUTION**

- |     |          |    |   |
|-----|----------|----|---|
| 3.1 | Intent   | .1 | To maintain grassed areas at a suitable height.   |
|     |          | .2 | To maintain grassed areas at an even height of cut without streaking or missed areas.   |
| 3.2 | Mowing   | .1 | Provide additional grass cutting when requested by the Engineer.  |
|     |          | .2 | Mowing shall not be carried out when in the opinion of the Engineer: <ul style="list-style-type: none"><li>a. the grass is too wet</li><li>b. a long period of dry weather persists</li></ul> |
|     |          | .3 | Remove paper, cans and any other debris which may be on the grass surface before cutting.   |
|     |          | .4 | All cutting within 1 meter around buildings, fences, hydrants, poles, signs, flower beds, hedges, trees and all other physical obstructions shall be done by using a hand held trimmer.       |
|     |          | .5 | Cut all cultured grassed areas including North side of the property along the outside of the North fence .  |
| 3.3 | Trimming | .1 | Trim grass around buildings, fences, hydrants, poles, signs, flower beds, hedges, trees and all other physical obstruction within areas of grass mowing.                                      |
|     |          | .2 | Ensure trimming is completed no later than 4 hours after mowing is completed.   |
|     |          | .3 | Trim grass to same height as the mowed grass.   |
|     |          | .4 | Prevent damage to trees and other physical obstructions when using power operated grass trimmers.   |
| 3.4 | Clean-Up | .1 | - Clippings may not be left on the mowed areas<br>- the Contractor shall be responsible for removal and disposal of clippings.  |

**FREQUENCY OF WORK**

<b>Description of Work to be done</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Semi Annually</b>	<b>Annually</b>	
Aerate/power rake/power vacuum				X	May
Trim Hedges		X			
Cut and Trim back area (Hugh Cairns)			X		June/Sept
Cut and Trim Grassed Area	X				

**ANNEX "B"**

**BASIS OF PAYMENT**

(All prices/rates are GST extra, FOB Destination)

**A. Year One - Issuance of Contract to 30 April 2013:**

- .1) Firm, all inclusive rate for grass cutting and hedge trimming services for Hugh Cairns Armoury and HMCS Unicorn, as detailed in Annex "A" - Statement of Work, attached.  
\$ \_\_\_\_\_/week
- .2) Firm, all inclusive price per cut for two (2) cuts of the back area of the Hugh Cairns Armoury only as detailed in Annex "A" - Statement of Work, attached.  
\$ \_\_\_\_\_/cut
- .3) Firm, all inclusive lot price for one (1) aeration/power rake/power vacuum of the cultured grass areas of the Hugh Cairns Armoury and HMCS Unicorn, as detailed in Annex "A" - Statement of Work, attached.  
\$ \_\_\_\_\_/lot
- .4) Hourly rate for extra trimming of trees and shrubs, as and when requested:  
\$ \_\_\_\_\_/hour/person

**B. Option Year One - 01 May 2013 to 30 April 2014:**

- .1) Firm, all inclusive rate for grass cutting and hedge trimming services for Hugh Cairns Armoury and HMCS Unicorn, as detailed in Annex "A" - Statement of Work, attached.

\$\_\_\_\_\_/week

- .2) Firm, all inclusive price per cut for two (2) cuts of the back area of the Hugh Cairns Armoury only as detailed in Annex "A" - Statement of Work, attached.

\$\_\_\_\_\_/cut

- .3) Firm, all inclusive lot price for one (1) aeration/power rake/power vacuum of the cultured grass areas of the Hugh Cairns Armoury and HMCS Unicorn, as detailed in Annex "A" - Statement of Work, attached.

\$\_\_\_\_\_/lot

- .4) Hourly rate for extra trimming of trees and shrubs, as and when requested:

\$\_\_\_\_\_/hour/person

**C. Option Year Two - 01 May 2014 to 30 April 2015:**

- .1) Firm, all inclusive rate for grass cutting and hedge trimming services for Hugh Cairns Armoury and HMCS Unicorn, as detailed in Annex "A" - Statement of Work, attached.

\$\_\_\_\_\_/week

- .2) Firm, all inclusive price per cut for two (2) cuts of the back area of the Hugh Cairns Armoury only as detailed in Annex "A" - Statement of Work, attached.

\$\_\_\_\_\_/cut

- .3) Firm, all inclusive lot price for one (1) aeration/power rake/power vacuum of the cultured grass areas of the Hugh Cairns Armoury and HMCS Unicorn, as detailed in Annex "A" - Statement of Work, attached.

\$\_\_\_\_\_/lot

- .4) Hourly rate for extra trimming of trees and shrubs, as and when requested:

\$\_\_\_\_\_/hour/person