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**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

## **SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

### **Comments - Commentaires**

"THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT"  
"CE DOCUMENT CONTIENT UNE CONDITION  
DE SÉCURITÉ"

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

### **Issuing Office - Bureau de distribution**

Maintenance & Professional Consulting Services  
Division (FK)  
11 Laurier St./ 11, rue Laurier  
3C2, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> Snow Removal Contract - CFS Leitrim	
<b>Solicitation No. - N° de l'invitation</b> EJ196-130139/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> R.019632.817	<b>Date</b> 2012-06-11
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-258-60609	
<b>File No. - N° de dossier</b> fk258.EJ196-130139	<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 2012-07-09</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Hill, Cris	<b>Buyer Id - Id de l'acheteur</b> fk258
<b>Telephone No. - N° de téléphone</b> (819) 956-1343 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PWGSC, CFS Leitrim, 3545 Leitrim Road, Ottawa, Ontario, K1A-0S5	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

EJ196-130139/A

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

R.019632.817

Amd. No. - N° de la modif.

002

File No. - N° du dossier

fk258EJ196-130139

Buyer ID - Id de l'acheteur

fk258

CCC No./N° CCC - FMS No/ N° VME

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This Solicitation Amendment is raised to revise the following:

- (1) Closing date is July 9, 2012 and not July 11, 2012 as specified in Solicitation Amendment 001
- (2) Security Requirement Check List (SRCL) (Reliability Status): To be given out at Site Visit
- (3) Annex D - Site Plans: To be given out at Site Visit
- (4) Annex A - PWGSC Grounds Maintenance Statement of Work - English Only - see attached

All other terms and conditions remain the same

## **GROUND MAINTENANCE SPECIFICATIONS**

### **SECTION 1- GENERAL**

#### **1. Response Time**

The Contractor will advise the Technical Authority of the telephone number, including cellular and pager, where they and/or their employees can be reached 24 hours per day 7 days per week in the event of an emergency call, with a 1 hour response time. If there is a full time employee on site, their phone or pager number must be provided to the Technical Authority.

The Contractor must take corrective action of any deficiencies in the service of this contract within 1 hour of reception of notice.

The Contractor will not refuse any call or service requested by the Technical Authority or his/her authorized representative such as, the National Service Call Centre (NSCC), relating to snow and ice removal.

#### **2. Sustainable Landscaping**

The Contractor will follow a sustainable approach to materials and methodologies used in the snow removal maintenance so as to reduce greenhouse gas emissions, protect public health through safe management of potentially hazardous substances and to protect soils and groundwater.

In order to reduce carbon emissions and noise pollution, equipment will only be used as required. The Contractor will select equipment and fuel to limit air-pollutant emissions and ensure that all equipment used on site is properly maintained. The Contractor will clean equipment prior to bringing it on site to prevent transportation of invasive species.

The Contractor will follow best salt management practices on site.

#### **3. Working Hours**

The site is operational 24 hours per day, 7 days per week.

#### **4. Addition or deletion of work**

The Department may from time to time, require changes to the areas to be maintained due to operational requirements, on-site projects, or construction of new areas to be maintained or deletion of areas to be maintained. The increase or decrease in the monthly firm price for the areas added or subtracted will be calculated by dividing the firm price for snow removal by the number of square meters listed in Annex D and then times the square meter area to be added or deleted.

#### **5. Garbage Receptacles and Cigarette Butt Stops**

All waste receptacles; from November 1, to April 30, will never be more than 90% full and emptied at least once a week. Garbage bags must fit snugly around the perimeter of the wire liner of the receptacle if present. All cigarette butt stops will be emptied daily from November 1, to April 30.

#### **6. Pick up Litter**

The entrances and grounds shall be free of litter year round. Litter includes cigarette butts, weeds, soil, grit as well as organic and inorganic debris. After the spring thaw, all hard surfaces and grass areas shall be free of ice-control agents by April 30.

## **7. Disposal Costs**

The Contractor is responsible for all disposal costs related to the removal of snow, leaves, litter and garbage from this site within this contract.

## **8. Damages**

The Contractor shall tour the work site with the Technical Authority at the beginning of the season. The Contractor is to request pictures of all damages on site from the Technical Authority. At the end of the season, another joint inspection will be carried out. The Contractor shall immediately report to Technical Authority all damages on site caused by the Contractor's personnel or equipment. Any damages caused by the Contractor will be repaired by the Contractor, at no extra cost, to the satisfaction of the Technical Authority. Any repairs are to be completed by April 30.

## **9. Maintenance Schedules and Contractor Inspections**

The Snow Clearing Daily Maintenance Schedule Annex C, shall be kept in the building 262 to record the Contractor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's supervisor from November 1 to April 30. This log must be kept up to date in order for invoices to be processed.

## **10. Identification**

All company employees and vehicles must be clearly identified.

## **11. Vehicles**

All vehicles used on the site shall be clearly identified, clean and meet provincial safety standards. Parking and driving on turf is to be avoided.

## **12. Plan of Operation**

Within five days of the commencement of the contract, the Contractor shall submit in writing an operating plan indicating the following items:

- Description of methodologies, techniques, and timing of maintenance used to provide the required services. The timing of maintenance must be detailed to allow for follow up inspections by the Technical Authority.
- Financial resources:
  - Proof of good standing with W.S.I.B.
  - Proof and level of insurance carried
- Human resources (applicable to this site)
  - Year round labour
  - Seasonal full-time labour
  - Part-time/student labour
  - Average years experiences for field personnel
  - Ratio: crew forepersons to labour
  - Ratio: Supervisors to forepersons
  - Number of staff with academic horticulture training (specify)

Number of staff with green roof training (specify)  
CCHT certification

- Company Profile:
  - Active membership in trade associations
- Physical resources
  - Facility location(s)
  - How equipment breakdowns or labour shortages will be addressed.
  - List of equipment and vehicles (with numbers of vehicles and pieces of equipment available for work on site). Indicate if they are leased equipment or owned.
  - Administrative resources and capability
- Description of the Contractor's approach to responding to requests made by the Technical Authority.
- Quality control methods of services to be provided including identifying the back up Full Time Supervisor who must meet the same qualifications as the regular Full Time Supervisor.

The operating plan will be reviewed by the Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work. Contractor agrees levels of staff and equipment agreed to in the operating plan will be maintained throughout the life of the maintenance contract.

Contractor must advise Technical Authority in writing if there is any change made to the site, within one business day after the change has been made, which may affect the maintenance as per the terms and conditions of the contract.

### 13. Special Operations and Additional Work

The Contractor must have written approval from the Technical Authority in advance of performance of any Special Operations, removal of snow in excess of 254 cm or outside of the regular season and call up work.

### 14. Health and Safety

1 Submit site-specific Health and Safety Plan after date of Notice to Proceed and (3) days prior to commencement of the Work. Include:

- .1 A site-specific safety hazard assessment.
- .2 Safety and health risk or hazard analysis for site tasks and operation.
- .3 the use of personal protective equipment including for working around poisonous plants.
- .4 procedures to be implemented during emergency situations.
- .5 *all necessary staff certifications must be attached to the plan including fall protection certificates. e.g. Anticipated H&S plans to include a traffic control where work is conducted in or next to a road. Snow removal from rooftops; workers must wear safety belt with a rope to secure them to a rail while shoveling. Two workers should do the shoveling together. Individuals or employees should be protected from falls.*

2. Submit a copy of the Contractor's Health and Safety Plan.

3. The Departmental Construction Safety Coordinator will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 2 days after receipt of plan. Revise plan as appropriate and resubmit before commencement of the Work.

4. General Conditions

- .1 Continue to implement, maintain, and enforce plan until final demobilization from site.
- .2 Relief from or substitution for any portion or provision of reviewed site-specific Health and Safety Plan must be submitted to the Technical Authority in writing, either accepting or requesting improvements.
- .3 Update health and safety plan as required.

5. Responsibility

- .1 Contractor shall be responsible for safety of persons and property on site and for protection of persons off site and environment to the extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, immediately stop work and advise Technical Authority verbally and in writing.

6. Correction

- .1 Immediately address health and safety noncompliance issues identified by Technical Authority.
- .2 Provide Technical Authority with written report of action taken to correct noncompliance of health and safety issues identified.
- .3 Technical Authority may stop work if noncompliance of health and safety regulations is not corrected.

7. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work

8. The Contractor will provide a training report with supporting documented proof to demonstrate that the staff have training to operate and maintain snow removal equipment and have received training on best salt management practices through recognized institutions such as, but not limited to, Ass'n of Ontario Road Supervisors (AORS), Ontario Good Roads Ass'n (OGRA) and Landscape Ontario (LO).

Winter maintenance training must include, but is not limited to: anti-icing and deicing products and technologies, salt management plans, proper plowing techniques, equipment maintenance and calibration, material selection to mitigate environmental impacts, mitigating blowing snow, and winter maintenance management.

If the staff has not had the necessary training, the Contractor must send the staff for training prior to the first winter season of the contract or as agreed to in writing by the Technical Authority depending on when the courses are offered in relation to when the contract is awarded.

## **SECTION 2 SNOW REMOVAL**

### **1. Stock piling**

Snow will be stock piled on this site in the snow dump areas, as per Annex D. Piled snow must not encroach on any parking spaces nor obscure visibility for vehicular or pedestrian traffic. Contractor is responsible for all costs associated with moving and stock piling snow in the snow dump area as indicated in Annex D or designated stock piling areas as indicated in the Statement of Work.

Snow from the gravel Road areas are to be cleared to the side of the roads as indicated in Annex D.

A separate snow dump area, for building 273 and 281, has been designated for the snow from the supply compound behind building 273 as indicated in Annex D site plan.

### **2. Safety**

The Contractor is responsible to treat all main roads, parking lots and walks as illustrated in the attached diagram, Annex D to ensure that they are reasonably safe for vehicle and pedestrian traffic. Contractor must also ensure that vehicle access to and from the property and municipal roads is free of hazards that may interfere with safe flow of traffic. Contractor is obliged to monitor the site according to the weather in the vicinity and apply ice melting or abrasive products as appropriate. In determining whether or not to apply these products in any particular circumstance, the Contractor shall act reasonably, and apply the standards of the custom of the snow and ice maintenance industry.

### **3. Daily Inspections**

Contractor shall inspect daily:

- 1 All exterior exit doors to ensure that no ice or snow accumulation prevents doors from opening.
- 2 All entrances and emergency exits to ensure that they are cleared of snow and ice the width of the stairs and sidewalks and that no snow or ice obstructs access to ashtrays or waste receptacles.
- 3 All sidewalks, pathways around buildings and stairs to ensure all are clear of ice and snow to their full width.
- 4 The remainder of the site to ensure that all work has been completed according to the conditions of the contract.

### **4. Clear snow and ice from building entrances, roads, parking lots**

Building entrances, emergency exits, sidewalks, steps, doorways, ramps and parking for disabled persons shall be free of snow and ice to bare pavement to their full width by 7:00 A.M., 7 days a week. If snow accumulation occurs after this time, clearing of these areas will commence once there is an accumulation of 4 cm. During ice forming conditions, ice control agents will be applied to these areas as needed.

Roads, gates, ramps, loading dock areas, parking lots, access to main roads, and emergency vehicle routes will be clear of snow and ice to bare pavement to their full width by 7:00 A.M., 7 days a week. If snow accumulation occurs after this time, clearing will commence once there is an accumulation of 5 cm. During ice forming conditions, ice control agents will be applied as required.

The main entrance gate must have the track fully cleared of snow and ice at all times to prevent the gate from jamming. The areas around the East gate and West gate must be free of snow and ice at all times to facilitate easy opening and closing to their full width.

A pathway is to be cleared to the sump pump station on the west side of building 138. The pathway is to run from the pavement behind building 138 the sump pump hydro connection and the sump pump to facilitate maintenance work in this area, the path is to be 1 metre wide and is approximately 5 metres long with a small circular area between the pump and the hydro connection area.

Gravel roads and gravel parking lots will be cleared as necessary to ensure the roads and parking lots are not damaged and to ensure vehicular and pedestrian safety. Packed snow will not exceed 5 cm on the gravel roads and gravel parking lots. Ice on the gravel roads and gravel parking lots may require grading to create ridges for tire traction in addition to ice control agents.

The secure supply compound, behind building 273, must have the snow back dragged out. The gate to this secure storage compound must be kept free of snow and ice at all times.

The west gate to the supply compound behind building 273 will be open during the day from 6:30 am until 3:30 p.m.. This area may only be cleared during these hours. Once the gate is opened at 6:30 am, the contractor must be on site to remove the snow from this area and apply ice control products as required. The snow from this compound area is to be moved to the snow dump area located outside of the compound as indicated on Annex D site plan.

Keys for the locks to the gates: East & West gates, the Pusher Hut Road gate, Building 281 gate and the Lagoon road gate are located at building 262.

## **5. Ice control agents**

Contractor is required to submit a salt management plan within three days of the contract award date. The salt management plan will be reviewed by the Site Authority and Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in Annex A Statement of Work. Salt management plan must outline under the best practices section what products will be used and under what conditions.

Ice melter such as Landscaper's Choice, Geomelt or Ecosalt is to be used on steps, doorways, and entrance walkways. Products such as sand, white salt, treated salt such as Thawrox, and liquids such as Caliber M1000 and M2000 to be added to the treated salt are to be used in the parking lot and roads as per the approved salt management plan. For gravel roads and gravel parking lots, as indicated in Annex D, ice control agents may include grit, sand, gravel, salt.

Excess ice control agents will be removed on written notice by Technical Authority.

Storage boxes, provided by PWGSC, are to be emptied, cleaned and stored on site as directed by Technical Authority by April 30.

Contractor must report the amount of salt or other ice-control agents used on the site at the end of the snow removal season. After the spring thaw, all hard surfaces shall be free of ice-control agents by April 30.

## **6. Clear snow from fire route, fire hydrants, standpipes and fuel filler pipes**

Keep fire routes, including routes to standpipes and access to fire hydrants clear of snow and ice at all times. Keep fire hydrants and fuel filler pipes clear to a diameter of 250 cm.

**7. Clear snow from garbage and recycling dumpsters**

Keep access to garbage and recycling dumpsters clear of snow and ice at all times.

**8. Clear snow from directional signs**

Directional signage shall be free of snow obstruction.

**9. Snow piles**

Blown, plowed or piled snow is to be kept away from obstacles, including but not limited to, trees, shrubs, fences and walls of buildings.

**10. Banked Snow**

Snow banked temporarily, with the written approval of the Technical Authority, will be removed within 24 hours after storm. Snow banks must not obscure or impede visibility for vehicular or pedestrian traffic. All snow banks on the roadways and parking lot entrances to Leitrim Road must be less than 1 metre for visibility of traffic on Leitrim Road.

**11. Snow coverage on grass**

A minimum of 15 cm of snow must be left on the grass where snow is removed or pushed.

**12. Delineate walkways, approaches and catch basins**

Walkways, approaches and catch basins shall be delineated prior to first snow fall to provide guides for snow clearing. Markers will be removed with spring thaw.

**13. Catch Basins and Culverts**

Keep catch basins and culverts free of snow and debris and anything that interferes with the free flow of run-off water at all times.

**14. Repairs**

All repairs to signs damaged by winter snow clearing will be completed to satisfaction of Technical Authority by April 30. Repairs to curbs damaged by winter snow clearing will be completed to satisfaction of Technical Authority by April 30. All curbs are to be realigned in the spring by April 30. Repairs to turf due to winter damage from snow removal operations will be complete by May 15.

**15. Clear drains, catch basins**

Drains and catch basins shall be free of all ice, litter, leaves, soil, or anything which interferes with the free flow of runoff water.

### **SECTION 3 SPECIAL OPERATIONS**

Contractor must have written approval from the Technical Authority in advance of performance of any of the following operations. Although some clauses have specific dates, these are subject to approval by the Technical Authority. The Contractor must give prior notice to the Technical Authority when the work will be undertaken so the Technical Authority can verify that the work is completed.

#### **1. Sweeping**

The paved parking lots, main loading dock zone and roadways shall be free of litter, dirt, sand and grit by mechanically sweeping once annually. Walks, ramps, entrances and loading dock areas must be free of salt and grit. The sweeping will be done in the spring by April 30.

### **SECTION 4 EXTRA WORK**

#### **1. Extra Work**

Contractor will provide services and materials for extra work on an as and when requested basis where charges shall be made for actual materials used, actual hours of a labourer and/or actual equipment with operator costs.

Estimates or amendments to estimates for extra work are to be provided by the Contractor to the Technical Authority as per the sample format in Annex F within two working days. A Call up must be obtained from the Technical Authority prior to conducting any extra work.

Additional hours and materials must have prior approval from the Technical Authority. The Call up will then be amended to reflect the additional hours and materials. Only actual hours worked and actual materials used may be invoiced.

Services may include but not be limited to: grading roads and parking lots, reinstating landscaping, mulching, flail mowing, and additional watering.

Materials may include but not be limited to gravel, topsoil, mulch, compost, river rock, plant material.

Topsoil is to be a friable loam, neither a heavy clay nor a very light sandy nature, with a minimum of 5% organic matter by weight. It must be clean of roots sod, stones in excess of 5 cm in diameter and other foreign objects, have an acidity range (pH) of 5.5 to 7.5 and a salt conductivity of less than 2 millisiemens/cm.

Specifications for all other materials requested will be specified in the call up.