

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

STANDING OFFER AGREEMENT

GRASS CUTTING AND LANDSCAPING

CANADIAN FORCES BUILDINGS

Thunder Bay, Ontario

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1 SITE OF WORK

- .1 HMCS GRIFFON, 1250 Algoma Street, Thunder Ontario
- .2 HMCS Boat House including waterfront area, Thunder Bay Ontario
- .3 Thunder Bay Armoury

2 DRAWINGS

- .1 No drawings will be issued with this specification. Drawings will be available for viewing at Building 1 HMCS GRIFFON Thunder Bay ON
- .2 A complete set of drawings will be given to the successful contractor on issuance of a Standing Offer Agreement (SOA).

3 SCOPE OF WORK

- .1 General. The work of this section comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision necessary to maintain the designated grass areas by cutting on an "asrequired basis".
  - .1 The Engineer will coordinate with the Contractor the work required, the equipment and labour, authorize the work to commence, detail priorities and certify the time sheets and invoices.
- .2 Work included.The work under this section includes, but is not necessarily confined to, the following:
  - .1 Mowing. Mowing of the turf areas designated on the drawings, as dictated by area map and when required on the written authority of the Engineer, in accordance with the following specifications.
  - .2 Trimming.Trimming of grass around tree trunks, flower beds, buildings, fence lines, etc., must be carried out within four hours of mowing in the immediate area. Grass must be trimmed to the same height as the mowed grass in the applicable area.
  - .3 Repairing/replacing. The following landscaping is to be done on an as-required basis and to be actioned within five working days after a call-up is made.
    - .1 sod;
    - .2 seeding of sparsely grassed areas;
    - .3 replacing and maintaining trees, shrubs or flowers;
    - .4 spreading of topsoil as needed; and
    - .5 weed control

4 EQUIPMENT AND TOOLS

- .1 The Contractor must supply contractor's tools and equipment which will be subject to the following conditions:
  - .1 They must be in good working condition.
  - .2 Mowers must be calibrated and capable of being adjusted on site to give the mowing heights required by these specifications

5 SECURITY AND SAFETY REGULATIONS

- .1 The Contractor must be acquainted with and abide by all regulations for security and safety on the base as may be promulgated by the Department of National Defence (DND) or the Public Authority having jurisdiction. In particular, the Contractor must:
  - .1 obey all fire regulations;
  - .2 obey all safety regulations; and
  - .3 conform to the following working hours, as from 0730 hours to 1600 hours or other hours as approved by the Engineer or site Representative dependent upon weather.

6 METHOD OF WORK

- .1 The contractor must answer calls only from the Engineer or the site Representative for work authority and must action these calls at the time given.
- .2 The Contractor must cut grass only in those areas specified in the call-up.
- .3 On commencement of work the Contractor must cut grass from the open areas with large equipment and finish up the close areas with smaller equipment. Final trimming, by hand or mechanical trimming equipment, must complete the cutting.
- .4 Grassed areas must be cut to a height of not less than 7 cm nor more than 10 cm.
- .5 After completion of cutting and trimming, clippings that are deemed injurious to the area must be removed by the Contractor as directed by the Engineer. Clippings that have been discharged on sidewalks or pavements must be removed by the Contractor.
- .6 It will be the responsibility of the contractor to remove and immediately replace any marker identifying underground utilities that may impede his/her responsibilities under the call-up.

7 LIMITATIONS

- .1 Mowing must not be carried out if it's within the opinion of the Engineer:
  - .1 The grass is too wet; and
  - .2 a long period of dry weather prevails.
- .2 If, in the opinion of the Engineer, the ground is too soft to support the equipment on hand, the Contractor must provide lighter equipment.

8 SAFETY REQUIREMENTS

- .1 General. The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the SOA.
- .2 Construction Safety Measures. The Contractor must observe and enforce construction safety measures required by the most recent edition of the National Building Code of Canada, Provincial Government, Workers Compensation Board and Municipal Statutes and Authorities.
  - .1 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- .3 Work procedures and equipment:
  - .1 all work procedures and equipment will be in accordance with

- legislated standards;
- .2 a "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base. Hot work permits are issued and controlled by the Wing Fire Chief.
  - .4 Unguarded Work Sites. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked.
  - .5 Safety Personnel and Responsibility.
    - .1 The Contractor must supply qualified personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
    - .2 DND will monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the call-up to be reviewed and a stop work order and/or call-up termination may result. .
    - .3 The Contractor will report to the Engineer and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the contractor's execution of work.
  - .6 Delay Due to Health and Safety Regulations Infractions.
    - .1 The Contractor will include all provisions of the SOA in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.
    - .2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the Engineer to avoid delay in the final completion of the work or any operation thereof.
  - .7 Fire Safety Requirements. The Contractor must comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief.
  - .8 Overloading. No part of the work must be loaded to the point which will endanger its safety.
  - .9 Falsework. Falsework must conform with CSA S269.1-1975, National, Provincial and/or Local codes and by-laws, governing this type of work.
  - .10 Solvent and Adhesives. The Contractor must take suitable fire precautions. Smoking is not permitted in working area. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc, in storm or sanitary sewers.

## 9 SECURITY REQUIREMENTS

- .1 If requested by the Engineer, the Contractor will be required to supply the names of all personnel that require access to the work sites, and on a regular basis as employees change or as requested by the Engineer.
- .2 This requirement may be put in place to ensure quick access to the work sites. If a Contractor's employee name is not provided in advance, the Contractor's employee may experience delays in getting access. Any time lost while the Contractor's employees are waiting for access due to names not being forwarded to the Engineer, will be the responsibility of the Contractor.

## 10 WORK ESTIMATES

- .1 The Engineer's Contracts Inspectors will normally request an approximate cost for call-ups, in which case a verbal estimate is acceptable.
- .2 If a "Quote" is requested, a written quote must be faxed to the Engineer's Contracts Inspector requesting it and there must be no charge to DND for this service

11 HAZARDOUS MATERIALS

- .1 Material Safety Data sheets must be provided to the Engineer for any controlled product being brought onto locations listed in paragraph 1.
- .2 Contractor personnel will have been trained in workplace hazardous material legislation as contained in Occupational Health and Safety Regulations of the Canada Labour Code.
- .3 All chemicals used for weed control must be approved for use by the Wing Environmental Officer.

12 RESPONSIBILITIES

- .1 Itemized list of materials used, by cost, must be shown on all invoices submitted for payment.
- .2 The Contractor must provide daily work sheets showing start and completion times for each job performed against the call-up.
- .3 Work sheets must be signed by the Engineer or the Engineer's representative on site and must be submitted with each invoice forwarded for payment.

13 INVOICES

- .1 All invoices submitted for payment must be accompanied by a copy of the DSS 942 (Requisition on Contract).
- .2 Invoices are to include a breakdown as follows:
  - .1 Rates of pay and hours of work for each tradesperson.
  - .2 An itemized list of materials used, by cost, must be shown on all invoices submitted for payment.
  - .3 Extended total.
  - .4 Where subcontracting is involved a copy of subcontractor's invoice must accompany the invoice against the requisition.
  - .5 Where discount or markup is applicable, please indicate separately.
  - .6 Goods and Services Tax (GST) must be shown as a separate item.
- .3 Invoices submitted for payment against this SOA that are not properly identified will be returned to the contractor for proper annotation before certification for payment is made.

14 CLEAN UP

- .1 Clippings may be left on the mowed areas provided they are evenly distributed. If bunching occurs, the Contractor must immediately remove the clippings or spread them evenly to the satisfaction of the Engineer.
- .2 The Contractor must remove all refuse resulting from the contractor's operations to a site off DND property and dispose of it at the contractor's expense.