

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11 rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**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

This document contains a security requirement.

Ce document comporte des exigences relatives à la sécurité.

Title - Sujet supply and install	
Solicitation No. - N° de l'invitation EJ196-122069/A	Date 2012-06-21
Client Reference No. - N° de référence du client 20122069	
GETS Reference No. - N° de référence de SEAG PW-\$\$PD-013-60722	
File No. - N° de dossier pd013.EJ196-122069	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-01	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
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: Pilon, Francine	Buyer Id - Id de l'acheteur pd013
Telephone No. - N° de téléphone (819) 956-7432 ()	FAX No. - N° de FAX (819) 956-7356
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence 110 O'Connor Street Ottawa, Ontario K1P 5M9 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

Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en régime
accéléré
11 Laurier St. / 11 rue Laurier
6B3, Place du Portage
Phase III
Gatineau
Québec
K1A 0S5

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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PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

1.2 Statement of Work / Requirement

To supply and install interior plants including decorative container for Public Works and Government Services Canada (PWGSC) at 110 O'Connor Street, Ottawa, Ontario. (refer to Annex A)

1.3 Delivery

The delivery is requested between August 27 and August 31, 2012.

1.4 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.

1.5 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada-Peru FTA and the Canada-Columbia FTA.

PART 2 - BIDDER INSTRUCTIONS

2.1 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

2.2 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.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority **no later than ten (10) 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.

2.4 Applicable Laws

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

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

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (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.
- (c) include the certifications as a separate section of the bid

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 (ANNEX B). The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if Applicable.

3.1.1 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**4.1 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.

4.1.1 Technical Evaluation

- (a) Bidders must demonstrate that they have the ability to perform the full scope of the work as described in Annex A.
- (b) Bidder must complete and submit a firm unit price for each item listed in Annex B, Basis of Payment.

4.1.2 Financial Evaluation

As per Annex B, Basis of Payment.

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

4.2 Basis of Selection

Prior to award, PWGSC will contact each reference (annex C) to ask them specific questions (annex C) and assign points. The maximum points that a bidder can get is 48, the pass mark is 24 or 50%. Should the lowest compliant bidder not meet the passing score, PWGSC will contact the next lowest compliant bidder. The responsive bid that meet the passing mark will be recommended for award of a contract.

Contractors will not be reimbursed for the cost of responding to this Request for Proposal.

4.3 Security Requirement

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

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.

5.1 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.

5.2 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

- (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;
- (d) 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.

5.3 Status and Availability of Resources

SACC Manual Clause A3005T (2010-08-16)

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable);
 - (b) Industrial Security Manual (Latest Edition).

6.2 Statement of Work / Requirement

To supply and install interior plants including decorative container for Public Works and Government Services Canada (PWGSC) at 110 O'Connor Street, Ottawa, Ontario.

6.3 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.

6.3.1 General Conditions

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

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

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before _____

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Francine Pilon

Public Works and Government Services Canada

Acquisitions Branch

Commercial and Consumer Products Directorate

phone: 819-956-7432

facsimile: 819-956-7356

e-mail: francine.pilon@pwgsc.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

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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.

6.5.2 Project Authority

The Project Authority for the Contract is: (to be completed at award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

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.

6.5.3 Contractor's Representative (please complete)

Name: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

Email: _____

6.6 Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices in canadian funds, DDP (Delivered Duty Paid) destination, Customs duties are included. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.1 Limitation of Price

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

6.6.2 Basis of Payment

SACC Manual Clause H1000C (2008-05-12) Single Payment

6.7 Invoicing Instructions

The Contractor must submit his invoices in accordance with the information required in Section 10, Invoice Submission, of the 2010A, General Conditions - Goods and Services (Medium Complexity).

An invoice for payment must be submitted once the supply and install is completed as per Annex B, pricing schedule A.1 and A.2.

6.8 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.

6.8.1 SACC Manual Clauses

SACC Manual Clause A3015C (2008-12-12) Certifications

6.9 Applicable Laws

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

6.10 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 2010A (2012-03-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract and 2010C (2012-03-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
- (c) Annex A, Statement of Work / Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirement Check List (SRCL)
- (f) the Contractor's bid dated _____ "as clarified on _____" or "as amended on _____"

6.11 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 6.12 Commercial General Liability Insurance**. 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.

6.12 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.

6.13 Workers' Compensation

It is mandatory that all persons performing the work be covered under the applicable workers' compensation legislation provided for the benefit of injured employees

6.14 Site Regulations

The Contractor must comply with all rules, instructions and directives in force on the site where the Work is performed.

Annex A - Statement of Work / Requirement

PART 1 - GENERAL

- | | | |
|------------------------|---|---|
| <u>1.1 References</u> | 1 | Guide to Interior Landscape Specifications, 4th Edition, 1988 issued by Interior Plantscape Division of the Associated Landscape Contractors of America (ALCA). Referred to as ALCA Guide. |
| | 2 | CAN/CGSB-148.2-M89, Geotextiles and Geomembranes - Definitions. |
| <u>1.2 Definitions</u> | 1 | Decorative container: decorative receptacle into which foliage plant is placed. |
| | 2 | Direct planting: planting process whereby nursery growing container is removed from root-soil mass of foliage plant prior to being transplanted into planting medium which fills decorative container or fixed planter. |
| | 3 | Environmental stress: any environmental condition resulting in deterioration of plant health. |
| | 4 | Pest: insect, fungus, virus or bacteria that is harmful to plant growth. |
| | 5 | Planting medium: homogeneous mixture of growing materials such as soil, sand, peat moss. |
| | 6 | Pot: molded receptacle with smooth, rigid walls into which plant is repotted. |
| | 7 | Nursery growing container: container in which plant is grown and shipped by grower. |
| | 8 | Sub irrigation: process of providing water or solution to plants from beneath roots. Sub irrigation system for interior plants generally work by capillary action of water from reservoir underneath plants. |

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- 1.3 Site Examination 1 Notify the Technical Authority of unacceptable environmental conditions and problems associated with plant installations.
- 1.4 Scheduling of Work 1 Provide installation schedule for prior approval by Technical Authority.
- 1.5 Source Quality Control 1 Inspection:
 1 - Notify Technical Authority 7 days in advance of delivery so that arrangements can be made for inspection and approval of foliage plants at supplier source.
 2 - Provide soil analysis results from provincially accredited laboratory.
 3 - Provide recommendations for soil adjustment for each foliage plant type.
 4 - Final inspection will be done once the plants have been installed.
- 2 Acclimated foliage plants:
 1 - Shade grown for minimum period of two (2) months prior to delivery to acclimatization facility.
 2 - After delivery to acclimatization facility, held for minimum period of 45 days, light levels not exceeding 3000 lux.
 3 - Adjust soil in accordance with soil analysis results and recommendations.
 4 - Ensure that slow release fertilizer is removed and excess salts are leached from soil.
- 3 Transplanting : Transplant from nursery containers to decorative containers minimum 7 days prior to installing at specific plant locations on site. Foliage plants are to be directly planted into moveable decorative containers, using a sub irrigation system such as the Lechuza planting specification, as explained below or visit www.lechuza.com
 1 - Insert the sub-irrigation set (separator, supply shaft and water level indicator) into the planter (or alternatively into the plant liner for the column planters) and place the included PON drainage material onto the separator (about 1 inch deep).

2 - Add potting soil to the planter, insert plant with roots, and fill the planter with soil ensuring plant retains the same finished grade in container as in the nursery growing pot. Compact soil well.

1.6 Measurement for Payment

- 1 Payment for foliage plants will be made at unit price bid for each species and size as described in 4.1 Plant List. Include labor costs in unit price.
- 2 Payment for decorative containers including drainage materials and planting medium will be made at unit price bid for each type, size and finish as described in 4.2 Container List. Include labor costs in unit price.

1.7 Guarantee

- 1 Guarantee plants for three (3) months against pests, disease and acclimatization issues. Replace any plants deemed unacceptable by the Technical Authority within 2 weeks of notification. All replacements will be the same type and size as the ones being replaced and will be subject to the same terms and conditions described throughout this specification. Plants replaced will be warrantied for an additional three (3) months.

PART 2 - PRODUCTS

2.1 Decorative Containers

- 1 Lechuza black planters, with sub-irrigation, model Classico 35 and Cararo.

2.2 Drainage Materials

- 1 Such as Lechuza PON drainage material onto the separator (about 1 inch deep) See Sub Irrigation system on [www. Lechuza.com](http://www.Lechuza.com).

2.3 Planting Medium

- 1 Mixture of organic and inert material for sustained vigor of each plant species specified, providing good aeration, drainage, moisture retention and physical support for plants.
- 2 PH: between 5.0 and 6.0 if soilless, or between 6.0 and 6.5 if soil is included.
- 3 Total soluble salt level: between 1-2 mmho/cm.

	4	Free of pests, harmful pathogens, and herbicides.
<u>2.4 Foliage Plants</u>	1	Supply plants to description and size as specified on plant list. Comply with ALCA Guide for measurement of foliage plants and Foliage No. 1 grade. Identify plant to genus, species and common names with labels. Do not prune to meet size requirements. Note: Pot sizes identified in the column on the Plant Lists (Section 4.1) are the size of the grower's pots. They are not to be potted up to a larger size pot before being planted directly into the decorative containers.
	2	Self supporting unless otherwise specified.
<u>2.5 Water</u>	1	Potable, room temperature.
<u>PART 3 - EXECUTION</u>		
<u>3.1 Installation of Containers</u>	1	Place foliage plants in locations as indicated by the Technical Authority.
<u>3.2 Clean-Up</u>	1	At all times keep work area free of debris and excess material and equipment.
	2	At completion of work clean exposed surfaces of containers.
	3	Clean carpet and floor
<u>3.3 Maintenance Prior to and after Acceptance</u>	1	Immediately remove and replace foliage plants which are not in accordance with ALCA Guide Foliage No. 1 grade.
	2	Schedule and provide maintenance of interior plantings prior to acceptance.
	3	Irrigate as required for a sub-irrigation system.
	4	Wash or wipe leaves free of dust or residue.
	5	Keep interior of containers free of debris and exterior

clean.

6 Remove dead or injured leaves or branches.

3.4 Planting Instructions for
Multiples Planters

1 For each of the (16) Lechuza Cararo planters with
sub irrigation set plant with three (3)
10” Sansevieria trifasciata “Laurentii”.

Annex B Basis of Payment

B1 Plant List

Supply and install

Supply plants as per list below. No substitution on plants type, size, pot size or form unless approved by Technical Authority. A planting plan will be provided to the contractor by the Technical Authority at contract award.

Type	Form	Size	Qty	Unit Price	Total Price
Aglaonema, Tissue culture	Multi stem,	10"	5		
C. Florida Hybrid	Multi stem, min. ht. 4'-5'	10"	9		
Dracaena fragrans Massangeana	Min.3ppp, 2',3', ,and 4' high	10"	12		
Dracaena Warneckii lime light	Min.3 ppp; min. ht 30"	10"	4		
Dracaena Janet Craig "lime"	Bush	10"	7		
Epipremnum	Totem	10"	9		
Ficus "Monique"	Std. Full , 4' +	10"	5		
Rhapis excelsa	Min. canes 5, min. ht. 4-5'	10"	4		
Sansevieria trifasciata 'Laurentii'	Multi stem; min. ht. 30"	10"	57		
Spathiphyllum	Multi stem, full"	10"	3		
Pleomole Reflexa	Upright bush, full'	10"	6		
Zamioculacas zamifolia	Multi stem, full" min. ht. 30"	10"	12		
Total B1					

B2 Container List**Supply and install**

Supply containers as per list below. No substitution on pot size or form unless approved by Technical Authority.

Type	Colour	Sizes	Qty	Unit Price	Total Price
Lechuza Cararo with sub irrigation set	Black	30"x12"x17"	16		
Lechuza Classico 35 with sub irrigation set	Black	14"x13"	85		
Total B2					

TOTAL ASSESSED PROPOSAL PRICE:

Sum of Basis of Pricing

B1 inclusive

\$ _____

+

B2 inclusive

\$ _____

= \$ _____ Total assessed proposal price

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

Annex C

Reference Chart

The bidder must provide evidence of its experience and past performance by referencing three (3) projects or contracts satisfactorily rendered for at least twelve (12) consecutive months within the past five (5) years, the services provided must be of comparable size, scope and complexity to those described in this Request for Proposal (RFP).

It is mandatory that the name of the client be identified who can provide a reference for the projects or contracts included in the Reference Chart below. Failure to provide the name of the client will make the bid non-responsive and no further consideration to it will be given.

It is also mandatory that the business phone number of the client be included in the chart. Failure to provide the business phone number in the Chart will make the bid non-responsive and no further consideration will be given.

It is mandatory that the period of each of the projects or contracts were satisfactorily rendered for at least 12 consecutive months. Failure to identify the 12 month period in the Reference Charts will make the bid non-responsive and no further consideration will be given.

The evidence provided by the bidder may be verified by Canada. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be reasonably verified will result in the bidder being disqualified and no further consideration will be given to the bidder. If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

PWGSC has the right to verify the information provided for completeness and accuracy and to confirm client reference satisfaction with the services provided. In the event the information cannot be reasonably verified or the service found to be unsatisfactory this will result in the proposal being considered to be non-responsive and no further consideration will be given.

Solicitation No. - N° de l'invitation

EJ196-122069/A

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

20122069

Amd. No. - N° de la modif.

File No. - N° du dossier

pd013EJ196-122069

Buyer ID - Id de l'acheteur

pd013

CCC No./N° CCC - FMS No/ N° VME

PROJECT/CONTRACT REFERENCE NO. 1

Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Business Telephone and facsimile number and email of client contact:	Phone No.: _____ Fax No.: _____ Email: _____
Address/Location(s)/site(s) of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____	

Solicitation No. - N° de l'invitation

EJ196-122069/A

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

20122069

Amd. No. - N° de la modif.

File No. - N° du dossier

pd013EJ196-122069

Buyer ID - Id de l'acheteur

pd013

CCC No./N° CCC - FMS No/ N° VME

PROJECT/CONTRACT REFERENCE NO. 2

Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Business Telephone and facsimile number and email of client contact:	Phone No.: _____ Fax No.: _____ Email: _____
Location(s)/site(s) of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____	

Solicitation No. - N° de l'invitation

EJ196-122069/A

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

20122069

Amd. No. - N° de la modif.

File No. - N° du dossier

pd013EJ196-122069

Buyer ID - Id de l'acheteur

pd013

CCC No./N° CCC - FMS No/ N° VME

PROJECT/CONTRACT REFERENCE NO. 3

Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Business Telephone and facsimile number and email of client contact:	Phone No.: _____ Fax No.: _____ Email: _____
Address/Location(s)/site(s) of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate day, month and year)	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____	

Questions

1. How would you describe the level of service provided throughout the contract?

8 points - excellent. That is exceeding the requirements of the contract

6 points - very good. That is generally meeting all the requirements of the contract

4 points - satisfactory. That is meeting most of the requirements of the contract to satisfaction

2 points - fair. That is barely adequate level of service

0 points - unsatisfactory

2. Did you have to supervise or monitor the contractor?

8 points - not at all

6 points - occasionally

3 points - frequently

0 points - closely

3. Did the contractor respond promptly to service requests?

8 points - always

6 points - usually

3 points - frequently deficient

0 points - seldom

4. Within the context of the contract what would best describe the contractor and/or supervisors?

8 points - showing initiative, pointing out problems and promptly resolving them

6 points - cooperative and prompt to respond to complaints to your satisfaction

3 points - slow to respond to complaints or point out problems

0 points - argumentative or uncooperative, or needing to be reminded to respond to complaints or problems

Solicitation No. - N° de l'invitation

EJ196-122069/A

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

20122069

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File No. - N° du dossier

pd013EJ196-122069

Buyer ID - Id de l'acheteur

pd013

CCC No./N° CCC - FMS No/ N° VME

5. Did the contractor submit accurate invoices promptly according to the directins in the contract?

6 points - always

3 points - occasionally late or inaccurate

0 points - frequently

6. If you had a choice would you invite this contractor to bid on future contracts with you?

10 points - yes

6 points - yes, but with conditions

3 points - uncertain

0 points - no

Maximum points 48

Minimum to pass 25 or 50%

Total score: _____

Annexe D / Annex D



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EJ196-12-2069
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPS-MOA
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail supply & install & maintenance of interior plants at 110 O'Connor St.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat
EJ196-12-2069
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments: **Only security screened personnel must be utilized.**
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat EJ196-12-2069
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EJ185-12-2069
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Charbonneau, Luc		Title - Titre Horticulture technicien	Signature
Telephone No. - N° de téléphone 819-775-4487	Facsimile No. - N° de télécopieur 819-775-4047	E-mail address - Adresse courriel Luc.J.Charbonneau@pwgsc.gc.ca	Date 2011/11/18
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sherlock, Ronalee		Title - Titre SO	Signature
Telephone No. - N° de téléphone 819-956-0601	Facsimile No. - N° de télécopieur ---	E-mail address - Adresse courriel ronalee.sherlock@psgo-pwgsc.gc.ca	Date 2011/11/11
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Whitney Ball		Title - Titre AICSA	Signature
Telephone No. - N° de téléphone 013-948-659	Facsimile No. - N° de télécopieur 013-954-4771	E-mail address - Adresse courriel Whitney.Ball@pwgsc.gc.ca	Date 2011-11-25