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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and the Standing Offer Reporting.

2. Summary

For landscaping services on an “as and when requested” basis during the period from 01 June, 2013 to 31 May, 2016, including all labour, materials, tools, equipment, transportation and supervision necessary to carry out the work for the Department of National Defence, CFB/ASU Wainwright, Denwood, Alberta, according to the terms and conditions.

Services included under this request are site grading, topsoil and finish grading, sodding; seeding, watering, mowing and other related services.

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3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-03-21) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Manual Clauses

M0019T Firm Price and/or Rates 2007-05-25

2. Submission of Offers

Offers 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 Request for Standing Offers.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

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4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Alberta.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one hard copy);

Section II: Financial Offer (one hard copy);

Section III: Certifications (one hard copy)

Section IV: Additional Information (one hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.1 SACC Manual Clause C3011T Exchange Rate Fluctuation 2010-01-11

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

Section IV: Additional Information

Former Public Servant - Competitive Requirements

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, offerors 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 a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites

as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** () **NO** ()

If so, the Offeror 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.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1 Financial Evaluation

- 1.1.1 For each of the three years in the Basis of Payment the unit prices quoted for items 1a - 2n, inclusive, will be multiplied by the estimated usages shown.
- 1.1.2 For each of the three years in the Basis of Payment the mark-ups quoted for items 3 and 4 will be applied to the estimated annual expenditure shown.
- 1.1.3 Results of the calculations in 1.1.1 and 1.1.2 will be added together to obtain the total evaluated standing offer price.

2. Basis of Selection

- 2.1** An offer must comply with the requirements of the Request for Standing Offer to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies as per section 01 of Standard Instructions 2006, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - Certification

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

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

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

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

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex C. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 01 June, 2013 to 31 May, 2016.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Alex Tikhonovitch
Public Works and Government Services Canada
Acquisitions Branch
Western Region
5th Floor Telus Plaza North
10025 Jasper Avenue
Edmonton, Alberta T5J 1S6

Telephone: (780) 497-3541
Facsimile: (780) 497-3510
E-mail address: alex.tikhonovitch@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

4.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

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4.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the Project Authority or their authorized representative.

6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, or an electronic version.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

8. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$ **To be stated at time of standing offer issue.** (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

9. 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 call up against the Standing Offer, including any annexes;
 - b) the articles of the Standing Offer;
 - c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
 - d) the general conditions 2010C (2013-03-21), General Conditions - Services (Medium Complexity);
 - e) Annex A, Statement of Work;
 - f) Annex B, Basis of Payment;
 - g) the Offeror's offer dated _____ .

10. Certifications

10.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Alberta.

12. SACC Manual Clauses

M3800C Estimates 2006-08-15

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2013-03-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13, Interest on Overdue Accounts, of 2010C (2012-11-19), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

5. Payment

5.1 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of the Call Up value. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the value of the Call Up. Customs Duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.3 SACC Manual clause H1000C (2008-05-12) Single Payment

5.4 SACC Manual Clauses

A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C0710C	Time and Contract Price Verification	2007-11-30
C0711C	Time Verification	2008-05-12

5.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

6. Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices and/or receipts for all direct expenses.

6.2 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.

7. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

8. SACC Manual Clauses

A9039C	Salvage	2008-05-12
A9062C	Canadian Forces Site Regulations	2011-05-16
A9006C	Defence Contract	2012-07-16

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ANNEX "A"

STATEMENT OF WORK

Please see the attached Statement of Work at the end of the document.

ANNEX "B"**BASIS OF PAYMENT**

- Prices are in Canadian Dollars
- Prices remain firm for the periods shown.
- Prices must be quoted for each of the items shown. If there is no (additional) charge for an item, then \$0.00 or N/C must be indicated.
- Prices include an on-site, experienced foreman for the duration of the Work.
- Estimated usages are for evaluation purposes. Actual usage may vary from amounts shown.

Year 1

Item	Description	Unit Price 01 June, 2013 - 31 May, 2014		Estimated Usage
1	On-site labour, other than described in item 2. Rates include all transportation, supervision, travel and personnel expenses.			
a	During regular working hours	\$ _____	/hour	400 hours
b	Outside regular working hours	\$ _____	/hour	25 hours
c	Weekends and holidays	\$ _____	/hour	25 hours
2	Rates for landscaping duties as described in Annex A, including all material and labour, tools, equipment, transportation and supervision, travel and personnel expenses.			
a	Site grading 140 -155 mm.	\$ _____	/square meter	2,000 M2
b	Topsoil replacement, leveling and rolling 140-155 mm.	\$ _____	/square meter	2,000 M2
c	Soil preparation, seeding and watering.	\$ _____	/square meter	2,000 M2
d	Soil preparation, hydraulic seeding and watering.	\$ _____	/square meter	2,000 M2
e	Soil preparation, sodding, watering.	\$ _____	/square meter	2,000 M2
f	Weed eater with operator.	\$ _____	/hour	200 hours
g	115 " grass cutter with operator.	\$ _____	/hour	100 hours
h	Roto tiller with operator.	\$ _____	//hour	40 hours
i	Bobcat with post hole auger, pallet forks, with operator.	\$ _____	/hour	48 hours

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j	Tractor with mower, 965 mm cut +/-50 mm, with operator.	\$_____	/hour	100 hours
k	Tractor with mower, 1525 mm cut +/-50 mm, with operator.	\$_____	/hour	100 hours
l	Tractor with mower, 2130 mm cut +/-50 mm, with operator.	\$_____	/hour	100 hours
m	Tractor with mower, 2920 mm cut +/-50 mm, with operator.	\$_____	/hour	200 hours
n	Walk-behind push mower with operator	\$_____	/hour	200 hours
3	Material not already covered in items 1 and 2, to be reimbursed at the Offeror's laid-down cost plus a mark up of...	_____	%	Est. Annual expenditure \$20,000.00
4	Equipment not already covered in items 1 and 2, to be reimbursed at Offeror's laid-down cost plus a mark up of ...	_____	%	Est. Annual expenditure \$20,000.00

Year 2

Item	Description	Unit Price		Estimated Usage
		01 June, 2014 - 31 May, 2015		
1	On-site labour, other than described in item 2. Rates include all transportation, supervision, travel and personnel expenses.			
a	During regular working hours	\$ _____	/hour	400 hours
b	Outside regular working hours	\$ _____	/hour	25 hours
c	Weekends and holidays	\$ _____	/hour	25 hours
2	Rates for landscaping duties as described in Annex A, including all material and labour, tools, equipment, transportation and supervision, travel and personnel expenses.			
a	Site grading 140 -155 mm.	\$ _____	/square meter	2,000 M2
b	Topsoil replacement, leveling and rolling 140-155 mm.	\$ _____	/square meter	2,000 M2
c	Soil preparation, seeding and watering.	\$ _____	/square meter	2,000 M2
d	Soil preparation, hydraulic seeding and watering.	\$ _____	/square meter	2,000 M2
e	Soil preparation, sodding, watering.	\$ _____	/square meter	2,000 M2
f	Weed eater with operator.	\$ _____	/hour	200 hours
g	115 " grass cutter with operator.	\$ _____	/hour	100 hours
h	Roto tiller with operator.	\$ _____	//hour	40 hours
i	Bobcat with post hole auger, pallet forks, with operator.	\$ _____	/hour	48 hours
j	Tractor with mower, 965 mm cut +/-50 mm, with operator.	\$ _____	/hour	100 hours
k	Tractor with mower, 1525 mm cut +/-50 mm, with operator.	\$ _____	/hour	100 hours
l	Tractor with mower, 2130 mm cut +/-50 mm, with operator.	\$ _____	/hour	100 hours
m	Tractor with mower, 2920 mm cut +/-50 mm, with operator.	\$ _____	/hour	200 hours
n	Walk-behind push mower with operator	\$ _____	/hour	200 hours
3	Material not already covered in items 1 and 2, to be reimbursed at the Offeror's laid-down cost plus a mark up of...	_____	%	Est. Annual expenditure \$20,000.00
4	Equipment not already covered in items 1 and 2, to be reimbursed at Offeror's laid-down cost plus a mark up of ...	_____	%	Est. Annual expenditure \$20,000.00

Year 3

Item	Description	Unit Price 01 June, 2015 - 31 May, 2016		Estimated Usage
1	On-site labour, other than described in item 2. Rates include all transportation, supervision, travel and personnel expenses.			
a	During regular working hours	\$ _____	/hour	400 hours
b	Outside regular working hours	\$ _____	/hour	25 hours
c	Weekends and holidays	\$ _____	/hour	25 hours
2	Rates for landscaping duties as described in Annex A, including all material and labour, tools, equipment, transportation and supervision, travel and personnel expenses.			
a	Site grading 140 -155 mm.	\$ _____	/square meter	2,000 M2
b	Topsoil replacement, leveling and rolling 140-155 mm.	\$ _____	/square meter	2,000 M2
c	Soil preparation, seeding and watering.	\$ _____	/square meter	2,000 M2
d	Soil preparation, hydraulic seeding and watering.	\$ _____	/square meter	2,000 M2
e	Soil preparation, sodding, watering.	\$ _____	/square meter	2,000 M2
f	Weed eater with operator.	\$ _____	/hour	200 hours
g	115 " grass cutter with operator.	\$ _____	/hour	100 hours
h	Roto tiller with operator.	\$ _____	//hour	40 hours
i	Bobcat with post hole auger, pallet forks, with operator.	\$ _____	/hour	48 hours
j	Tractor with mower, 965 mm cut +/-50 mm, with operator.	\$ _____	/hour	100 hours
k	Tractor with mower, 1525 mm cut +/-50 mm, with operator.	\$ _____	/hour	100 hours
l	Tractor with mower, 2130 mm cut +/-50 mm, with operator.	\$ _____	/hour	100 hours
m	Tractor with mower, 2920 mm cut +/-50 mm, with operator.	\$ _____	/hour	200 hours
n	Walk-behind push mower with operator	\$ _____	/hour	200 hours
3	Material not already covered in items 1 and 2, to be reimbursed at the Offeror's laid-down cost plus a mark up of...	_____	%	Est. Annual expenditure \$20,000.00
4	Equipment not already covered in items 1 and 2, to be reimbursed at Offeror's laid-down cost plus a mark up of ...	_____	%	Est. Annual expenditure \$20,000.00

Solicitation No. - N° de l'invitation

W642C-13CE03/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm183

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

W642C-13CE03

File No. - N° du dossier

EDM-2-35432

CCC No./N° CCC - FMS No/ N° VME

ANNEX C

STANDING OFFER REPORTING

Each Usage Report is to be comprised of data from completed Call Ups,

The first due date is July 15, 2010, and reports are due every 3 months thereafter.

The Offeror hereby offers to provide information on completed Callups as per the format below;

Supplier Name		Contact Name / Number:	
Standing Offer Number:		Period Covered	

Department	Call up Number	Dollar Value (GST Included)

(A) Total Dollar Value Call-ups for this Reporting period:	
(B) Accumulated Call-Up totals to date:	
(A+B) Total Accumulated Call-Ups:	

The data must be submitted by Email on a quarterly basis to the Public Works and Government Services Canada Standing Offer Authority at **WST.PA-EDM@pwgsc-tpsgc.gc.ca**

ANNEX "A"

STATEMENT OF WORK

LIST OF SPECIFICATIONS

<u>SECTION NO.</u>	<u>TITLE</u>	<u>PAGES</u>
	Cover	01
00000	Table of Contents	01
<u>DIVISION 1 - GENERAL REQUIREMENTS</u>		
01005	General Instructions	04
01600	Cleaning	01
<u>DIVISION 2 - SITE WORK</u>		
02210	Site Grading	01
02921	Topsoil and Finish Grading	02
02933	Seeding	03
02934	Hydraulic Seeding	03
02938	Sodding	03

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- | | | |
|-----------------------------------|----|--|
| <u>1 Description of Work</u> | .1 | Work under this Standing Offer comprises landscaping at CFB/ASU Wainwright, Alberta, on an as and when required basis. |
| <u>2 Contractor's Use of Site</u> | .1 | <u>Use of Site:</u> Exclusive and complete for the execution of the work except as follows:
.1 Movement around site shall be subject to restrictions imposed by Contract Officer.
.2 Do not unreasonably encumber site with materials or equipment. |
| <u>3 Setting Out of Work</u> | .1 | Provide at the job site a full-time experienced competent foreman, capable of and having authority to speak on Contractor's behalf, on day to day routine matters. |
| | .2 | Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated. |
| | .3 | Provide devices needed to layout and construct work. |
| <u>4 Temporary Facilities</u> | .1 | <u>Access:</u> Provide and maintain adequate access to project site.
.1 If authorized to use existing roads for access to project site, maintain such roads for duration of Contract and make good any damage resulting from Contractor's use of roads.
.2 Parking space will be made available on site. Maintain and administer this space as directed. |
| | .2 | <u>Storage:</u> There is no storage space available on site.
.1 Provide adequate weather tight storage, satisfactory to Contract Officer for materials, tools and equipment subject to damage by weather. |
| | .3 | <u>Drainage:</u> Provide temporary drainage and pumping as necessary to keep excavations and site of the work free from water at all times.
.1 Do not pump water containing silt in suspension into existing sewer or drainage system. |
| | .4 | <u>Removal of Temporary Facilities:</u> Remove all temporary facilities from site when directed by Contract Officer.
.1 Restore connection points for electric power and water to original condition. |
| | .5 | Approval is required for contractor to access Base water, to be obtained from Contract Officer. DND accepts no responsibility or obligation to provide water to contractor. |

4 Temporary
Facilities (con't)

- .6 Base water is to be authorized by the Contract Officer to be used for any watering of sod, grass, etc. fire hall must be informed, Contractor is responsible to purchase his own hose and fitting and equipment required to connect to "storz" quick connect fittings used on all base hydrants.

5 Material

- .1 General: Use new materials unless otherwise specified.
- .2 Manufacturer's Instructions: Unless other-wise specified, comply with manufacturers' latest printed instructions for materials and installation methods to be used.
- .1 Notify Contract Officer in writing of any conflict between these specifications and manufacturer's instructions so that the Contract Officer can designate which specification is to be followed.
- .3 Delivery and Storage: Deliver, store and maintain packaged materials with manufacturers' seals and labels intact.
- .1 Prevent damage, alteration and soiling of materials during delivery, handling and storage. Immediately remove rejected materials from site.
- .2 Store materials in accordance with suppliers' instructions.

6 Cleaning

- .1 General: Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .1 Do not bury rubbish and waste materials on project site.
- .2 Do not dispose of wastes into streams or waterways.
- .3 Store volatile wastes in covered metal containers and remove from premises daily.
- .4 Prevent accumulation of wastes which create hazardous conditions.
- .2 Cleaning During Construction: Maintain project grounds and public properties free from accumulations of waste materials and rubbish.
- .1 Wet down materials and rubbish to prevent blowing dust.
- .2 Provide on-site containers for collection of waste materials and rubbish.
- .3 Remove waste materials and rubbish from site.

- 6 Cleaning con't
- .3 Vehicles In The Training Area: All vehicles and equipment that travel off Maintained Service Roads (MSRs) must be thoroughly washed (steam cleaning preferred) to remove all weeds and insects prior to entrance and departure from the Range Training Area (RTA) from April 1 – November 1.
- 7 Construction Equipment
- .1 It is essential that all power tools, internal combustion engines and equipment, used for work on this Standing Offer be equipped with suppressers to positively eliminate interference with base radio, radar and telecommunication equipment.
- 8 Invoice
- .1 Invoice to be in duplicate with the following information:
- .1 GST Registration Number
 - .2 Date started
 - .3 Date finished
 - .4 Requisition number
 - .5 Description number
 - .6 Cost breakdown of material
 - .7 Labour hours
 - .8 Material/Equipment cost plus % mark up
 - .9 Sub Total
 - .10 GST
 - .11 Total
- 9 Project Estimate Cost
- .1 The Contractor is to provide a complete and detailed cost estimate for each project when requested.
- .2 All invoices must be submitted within thirty (30) days from completion.
- .3 Contractor is to provide copies of material invoices upon request.

***** END *****

- 1 General
- .1 Use new material and well maintained , functioning equipment unless otherwise specified.
 - .2 Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.
- 2 Manufacturers Instructions
- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
 - .2 Notify Engineer in writing of any conflict between these specifications and manufacturers instructions. Engineer will designate which document is to be followed.
- 3 Delivery and Storage
- .1 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
 - .2 Prevent damage, alteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.
 - .3 Store material and equipment in accordance with suppliers instructions.
 - .4 Touch-up damaged factory finished surfaces to Contract Officer's satisfaction. Use primer or enamel to match original. Do not paint over name plates.
- 4 Substitution
- .1 No substitutions will be permitted without prior written approval of Contract Officer.
 - .2 Should proposed substitution be accepted either in part or in whole, assume full responsibility and costs when substitution affects other work on project. Pay for design or drawing changes required as result of substitution.

***** END *****

PART 1 - GENERAL

1.1 Site Conditions .1 Ensure all underground utilities are marked before starting to grade.

1.2 Protection .1 Prevent damage to fencing, buildings, pavements, benchmarks, existing trees, shrubs, flowerbeds, or utilities both surface and underground. Make good any damage.

PART 2 - PRODUCTS

2.1 Materials .1 Obtain approval from Contract Officer of excavated or graded material used as fill for grading work. Protect approved material from contamination.

PART 3 - EXECUTION

3.1 Stripping of Topsoil .1 Do not handle topsoil while in wet or frozen condition or in any manner in which soil structure is adversely affected.

.2 Commence topsoil stripping of areas as indicated by Contract Officer after area has been cleared of brush, weeds and grasses and removed from site.

.3 Strip topsoil to depths as directed by Contract Officer. Avoid mixing topsoil with subsoil.

.4 Stock as per Contract Officer's direction and prevent from being contaminated by foreign substances.

3.2 Grading .1 Rough grade to levels as indicated or as directed by Contract Inspector.

.2 Slope rough grade away from buildings.

.3 Grade ditches.

.4 Do not disturb soil within branch spread of trees or shrubs to remain.

***** END *****

PART 1 - GENERAL

1.1 Related Work .1 Site Grading Section 02210.

PART 2 - PRODUCTS

- 2.1 Materials
- .1 Topsoil: highly organic material thoroughly mixed with no more than 35% sand and 35% silt or clay forming a homogenous, friable dark mass. Free from subsoil, roots, vegetation, debris, toxic material, stones and lumps of clay over 10 mm in diameter.
 - .2 Planting soil for trees, shrubs and flowerbeds mix 9 parts topsoil with 1 part peat moss. Incorporate bone meal into planting soil at a rate of 3 Kg/m³ of soil mixture.
 - .3 Peat Moss:
 - .1 Derived from partially decomposed fibrous or cellular stems and leaves of species of Sphagnum Mosses.
 - .2 Elastic and homogeneous, brown in color.
 - .3 Free of wood and deleterious material could prohibit growth.
 - .4 Shredded particle size 3-6 mm.
 - .4 Fertilizer:
 - .1 Grassed and seeded areas to be granular Urea 46-0-0 total nitrogen 46%.
 - .2 Shrubs, trees and flowerbed areas to be granular 35-15-0 nitrogen phosphate.
 - .5 Limestone:
 - .1 Ground agricultural limestone containing minimum 85% of total carbonates.
 - .2 Gradation requirements: percentage passing by weight, 100% passing 1.0 mm sieve, 50% passing through 0.75 sieve, and 0% passing through 0.50.

PART 3 - EXECUTION

3.1 Spreading of
Topsoil

- .1 Spread topsoil after Contract Inspector has approved Site Grading.
- .2 Spread topsoil with uniform layers over layers over unfrozen subgrade where seeding, sodding, or planting is indicated.
- .3 For sodded areas keep topsoil 15 mm below finished grade.
- .4 Apply topsoil as indicated to following minimum depths: 155 mm for seeded areas and 125 mm for sodded areas.
- .5 Apply planting soil as indicated to 400 mm for flower beds, 500 mm for shrub beds as indicated for trees.
- .6 Spread topsoil/planting soil by hand around existing trees, shrubs, flowerbeds, or other obstacles indicated by Engineer.

3.2 Application of
Fertilizer

- .1 Apply fertilizer at least one week after limestone application.
- .2 Spread fertilizer uniformly over entire area of topsoil at manufacturer's recommended rate of application.
- .3 Mix fertilizer thoroughly to full depth of topsoil.

3.3 Finish Grading

- .1 Fine grade and loosen topsoil. Eliminate rough spots, low areas and holes to ensure proper drainage. Prepare loose friable bed by means of cultivation and subsequent raking.
- .2 Roll to consolidate topsoil for areas to be sodded or seeded leaving surface smooth, uniform, firm against deep foot printing, and with a fine loose texture to approval of Contract Officer.

***** END *****

PART 1 - GENERAL

- 1.1 Related Work .1 Site Grading Section 02210
- .2 Topsoil and finish Section 02921 grading
- 1.2 Delivery and Storage .1 Deliver and store grass seed in original containers showing:
- .1 Analysis of seed mixture
- .2 Percentage of pure seed.
- .3 Year of production.
- .4 Net Mass.
- .5 Date when tagged and location.
- .6 Percentage germination.
- .7 Name and address of distributor.

PART 2 - PRODUCTS

- 2.1 Materials .1 Grass Seed: Certified Canada No. 1 Grade to Government of Canada, Seeds Regulations and having minimum germination of 85% and minimum purity of 97%.
- .2 Water: potable, free of impurities that would inhibit germination.
- 2.2 Grass Seed Mixture .1 For Class 1 Grounds:
40% Creeping Red Fescue
35% Kentucky Blue Grass
15% Red Top
10% Annual Rye
Seeded at 1.5 Kg per 100 m2
- .2 For other Ground:
50% Kentucky Blue Grass
50% Creeping Red Fescue
Seeded at 2.0 Kg per 100 m2
- .3 For Traverses:
70% Norden Crested Wheatgrass
20% Creeping Red Fescue
10% Annual Ryegrass
Seeded at 2.0 Kg per 100 m2

PART 3 - EXECUTION

- 3.1 Workmanship
- .1 Keep site well drained.
 - .2 Clean up immediately any debris spilt on pavement.
- 3.2 Preparation of Surfaces
- .1 Prepare surfaces to Sections 02210 and 02921.
 - .2 Obtain Contract Officer's approval before seeding.
- 3.3 Seeding
- .1 Seed area between 15 May and 15 June or 01 August and 15 September when winds are less than 8 Km/h.
 - .2 Sow one half seed in one direction and remainder at right angles. Incorporate seed into soil to a depth of 6 mm within one hour of seeding. Roll after to obtain smooth surface.
 - .3 Water with fine spray, ensure penetration to 50 mm.
 - .4 Protect areas from damage and remove after accepted by Contract Officer.
 - .5 Reseed at 10 day intervals where germination has failed.
- 3.4 Seed Protection on Slopes
- .1 Cover seeded slopes where 3:1 or greater with turf blanket. Roll blanket down slopes without stretching or pulling.
 - .2 Lay blanket smoothly on soil surface, burying tip end of each section in narrow 150 mm trench. Leave 300 mm overlap from top roll over bottom roll. Leave 100 mm overlap over adjacent section.
 - .3 Staple outside edges and overlaps at 500 mm intervals and at intermediate points to ensure close contact between blanket and soil.
- 3.5 Maintenance
- .1 Keep soil moist during germination period and adequately water grassed areas to ensure penetration of 75 to 100 mm.
 - .2 Cut grass when it reaches height of 75 mm to height of 40 to 50 mm. as per callups
 - .3 Maintain grassed areas free of pests and disease.

3.6 Acceptance

- .1 Area will be accepted by Contract Officer provided that:
 - .1 Seeded areas are properly established.
 - .2 Grass is free of eroded, bare, or dead spots and 98% free of weeds.
 - .3 No surface soil is visible when grass has been cut to height of 40 mm.
 - .4 Grass has been cut at least 3 times , with last cut within 24 hours of acceptance.

- .2 Areas seeded in fall will be accepted the following spring provided acceptance conditions are fulfilled.

*****END*****

PART 1 - GENERAL

- 1.1 Related Work
- .1 Site Grading Section 02210
 - .2 Topsoil and finish Section 02921 grading.
- 1.2 Delivery and Storage
- .1 Deliver grass seed in original containers showing:
 - .1 Analysis of seed mixture.
 - .2 Percentage of pure seed.
 - .3 Year of production.
 - .4 Net mass.
 - .5 Date when tagged and location.
 - .6 Percentage germination.
 - .7 Name and address of distributor.
 - .2 Deliver wood fiber mulch in moisture-proof containers showing manufacturer, content and net air-dry mass.
 - .3 Deliver erosion control agent in moisture-proof containers showing manufacturer, content and net air-dry mass.

PART 2 - PRODUCTS

- 2.1 Materials
- .1 Grass seed: Canada Certified No. 1 Grade to Government of Canada, Seeds Relations and having minimum purity of 97%.
 - .2 Mulch:
 - .1 Straw, oat, barley, alfalfa or wheat straw, reasonably free from weeds, foreign matter detrimental to plant life, in dry condition to allow even distribution when processed through blower.
 - .2 Fiber: wood or wood cellulose fiber free of germination or growth-inhibiting ingredients and forming blotter like ground cover allowing absorption and percolation of water.
 - .3 Erosion Control Agent: Water dilutable liquid dispersion containing thermoplastic resin (Curasol AH).
 - .4 Water: Potable, free of impurities that would inhibit germination.

- 2.2 Grass seed Mixture
- .1 For Class 1 Grounds:
75% Kentucky Blue Grass
15% Red Top
10% Annual Rye
Seeded at 1.5 Kg per 100 m²
 - .2 For other Grounds:
50% Kentucky Blue Grass
50% Creeping Red Fescue
Seeded at 2 Kg per 100 m²
 - .3 For traverses:
70% Norden Crested Wheatgrass
20% Creeping Red Fescue
10% Annual Ryegrass
Seeded at 2 Kg per 100 m²

PART 3 - EXECUTION

- 3.1 Workmanship
- .1 Keep site well drained.
 - .2 Clean up immediately, soil, mulch, or other debris spilled onto pavement, dispose of deleterious materials.
 - .3 Take reasonable care to prevent contamination by seeding slurry of structures, signs, guide rails, fences and utilities.
 - .4 Where contamination occurs remove seeding slurry to satisfaction of, and by means approved by Contract Officer.
- 3.2 Preparation of Surfaces
- .1 Prepare surfaces to Sections 02210 and 02921.
 - .2 Obtain Contract Officer's approval before seeding.
- 3.3 Seeding
- .1 Seed area between 15 May and 15 June or 01 August and 15 September when winds are less than 8 Km/h.
 - .2 Measure quantities of material by mass or mass-calibrated volume measurement , or when suitable by weight (lbs,kgs) to satisfaction of Contract Officer.

3.4 Maintenance

- .1 Keep soil moist during germination period and adequately water grassed areas until accepted by Contract Officer.
- .2 Apply water to ensure moisture penetration of 75 mm to 100 mm. Control sprinkling to prevent washouts.
- .3 Cut grass when it reaches height of 70 mm and cut to height of 40 to 50 mm.
- .4 Maintain grassed areas free of pests and disease.
- .5 Fertilize seeded areas one (1) month after seeding. Spread evenly and water in well. Postpone fertilizing until next spring if application falls within four (4) week period prior to expected end of growing season in locality.

3.6 Acceptance

- .1 Areas will be accepted by Contract Officer provided that:
 - .1 Seeded areas are properly established.
 - .2 Turf is free of eroded, bare or dead spots and 98% free of weeds.
 - .3 No surface soil is visible when grass has been cut to height of 40 mm.
 - .4 Seeded areas have been cut at least three (3) times, the last cut being carried out within 24 hours of acceptance.
- .2 Areas seeded in fall will be accepted in following spring one (1) month after start of growing season provided acceptance conditions are fulfilled.

PART 1 - GENERAL

- 1.1 Related Work
- .1 Site Grading Section 02210
 - .2 Topsoil and finish grading Section 02921
 - .3 Seeding Section 02933
- 1.2 Source Quality Control
- .1 Obtain approval of sod at source and use only that source.
- 1.3 Delivery and Storage
- .1 Schedule deliveries in order to keep storage at job site to minimum without causing delays.
 - .2 Deliver, unload and store sod on pallets.
 - .3 Deliver sod to site within 16 hours of being lifted and lay sod within 24 hours of being lifted.
 - .4 Do not deliver small, irregular or broken pieces of sod.
 - .5 During wet weather allow sod to dry sufficiently to prevent tearing during lifting and handling.
 - .6 During dry weather protect sod from drying and water sod as necessary to ensure its vitality and prevent dropping of soil in handling. Dry sod will be rejected.
- 1.4 Scheduling
- .1 Schedule sod laying to coincide with topsoil operations.

PART 2 - PRODUCTS

- 2.1 Materials
- .1 Nursery Sod: Quality and source to comply with standards outlined in "Guide Specification for Nursery Stock," Section 17, 1978 edition, published by Canadian Nursery Trades Association.
 - .2 Number One Kentucky Bluegrass/Fescue Sod: Sod grown from minimum 45% Kentucky Bluegrass, 55% Creeping Red Fescue.
 - .3 Field Sod (See 3.4): not sown or cultivated as turf grass crop but containing good percentage of common turf grasses and free of weeds, mosses and stones. Fertilize field sod minimum 2 weeks prior to lifting with 2:1:1 ratio fertilizer at rate of 0.5 kg nitrogen /100 m². Mow sod field at least twice prior to lifting and mow to 40 mm height within two days prior to lifting and remove clipping.

- 2.1 Materials (con't)
- .4 Wire Mesh: 40 mm agricultural (chicken wire) mesh.
 - .5 Wooden Pegs: (17 x 17 x 200) mm or approved 200 mm long steel staples.
 - .6 Water: potable.
 - .7 Fertilizer: complete synthetic slow release fertilizer with maximum 35% water soluble nitrogen.

PART 3 - EXECUTION

- 3.1 Workmanship
- .1 Keep site well drained.
 - .2 Clean up immediately soil or debris spilled onto pavement and dispose of deleterious materials.
- 3.2 Laying of Sod
- .1 Obtain approval of topsoil grade and depth before starting sodding.
 - .2 Lay sod during growing season. Sodding during dry summer period, at freezing temperatures or over frozen soil is not acceptable.
 - .3 Lay sod in rows, perpendicular to slope, smooth and even with adjoining areas, and with joints staggered. Butt sections closely without overlapping or leaving gaps between sections. cut out irregular or thin sections with a sharp knife.
 - .4 Provide close contact between sod and soil by means of light roller. Heavy rolling to correct irregularities in grade is not permitted.
 - .5 Water immediately after sod laying to obtain moisture penetration through sod into top 50 mm of topsoil.
 - .6 Provide adequate protection of sodded areas against erosion and mechanical damage. Remove protection after lawn areas have been accepted.
- 3.3 Laying of sod on Slopes Greater than 3:1 (Run/Rise)
- .1 Lay sod sections at right angles to slopes secure with wooden pegs. Place pegs three (3) per m², 100 mm below top edge to prevent shifting of sod and drive pegs flush with tip of sod soil.

3.4 Top Dressing

- .1 Top dress sodded areas with dry friable and clean topsoil having high humus content.
- .2 Spread topsoil to thickness of 5 to 10 mm, filling in low and bare spots.
- .3 Over seed top dressed area using 1 kg grass seed per 100 m² with seed mixture of 35% Kentucky Bluegrass, 40% Creeping Red Fescue, 15% Red Top, and 10% Annual Rye.
- .4 Mix topsoil and seed by means of heavy raking. Roll with light roller and water, ensuring contact between sod, seed and top dressing.

3.5 Maintenance

- .1 Water sodded areas in sufficient quantities and at required frequency to maintain subsoil immediately under sod continuously moist for depth of 75 to 100 mm.
- .2 Cut grass first time to 40 to 50 mm when it reaches height of 60 mm. Remove clippings which will smother grassed areas.

3.6 Acceptance

- .1 Sodded areas will be accepted at final inspection provided that:
 - .1 Sodded areas are properly established.
 - .2 Sod is free of bare and dead spots and without weeds.
 - .3 No surface soil is visible when grass has been cut to height of 40 mm.
 - .4 Sodded areas have been cut minimum of three (3) times.
- .2 Lawns sodded in fall will be accepted in following spring one month after start of growing season provided acceptance conditions are fulfilled.

***** END *****