

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

Title - Sujet LANDSCAPE - BIO	
Solicitation No. - N° de l'invitation E0225-132904/A	Date 2013-03-28
Client Reference No. - N° de référence du client E0225-13-2904	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-321-8968
File No. - N° de dossier HAL-2-69360 (321)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-09	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Gillis, Floyd	Buyer Id - Id de l'acheteur hal321
Telephone No. - N° de téléphone (902)496-5566 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SEE HEREIN Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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. Introduction

The Request for Standing Offers (RFSO) is divided into seven 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** Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7** 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, 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 any other annexes.

2. Summary

Public Works and Government Services Canada (**PWGSC**) on behalf of the Bedford Institute of Oceanography (**BIO**), Dartmouth, Nova Scotia, has a requirement for a one (1) year Regional Individual Standing Offer (**RISO**) with two, 1 year options to extend for landscaping services.

1. Description of Work

The scope of work under this Standing Offer Agreement includes, but shall not be limited to, the provision of all labour, materials, and equipment necessary to carry out spring cleaning, repair and renovating, aerating, fertilizing, watering, mowing, weeding, pest and disease control, cultivating planters and shrub beds, pruning and winter preparation.

2. Location

Work sites for this Standing Offer Agreement are:

- (a) Bedford Institute of Oceanography - Dartmouth, NS
- (b) Shannon Hill Traffic Centre - Dartmouth, NS
- (c) Coast Guard - Shearwater Helicopter Hanger - Dartmouth, NS

This requirement is subject to the following trade agreements:

- 1. North American Free Trade Agreement (NAFTA).
- 2. Agreement on Internal Trade. (AIT)

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see **Part 6** - Security, Financial and Insurance Requirements, and **Part 7** - Standing Offer and Resulting Contract Clauses.

4. 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 (**2013-01-28**) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

1.1 SACC Manual Clauses

M0019T - Firm Price and or Rates (2007-05-25)

M7035T - List of Proposed Subcontractors (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 **FIVE (5) 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.

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 **Nova Scotia**.

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 (1) hard copy)

Section II: Financial Offer (One (1) hard copy)

Section III: Certifications (One (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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>).

. 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 as described in **ANNEX A and attached specification**.

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.

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**.

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. Technical Evaluation

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work as described in **ANNEX A and attached specification**.

1.2 Financial Evaluation

1.2.1 The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

2.1 An offer must comply with the requirements of the Request for Standing Offers 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

- 1.1.1** By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html) form- **PWGSC-TPSGC 229**) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

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

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 a 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.

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 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**.

2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, 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.

2.3 Proof of a Independent Safety Audit

Offerors are to provide documentation indicating that the offeror has successfully completed a recognized safety audit, and the company/person performing the audit are approved by a regulatory authority to conduct safety audit.

2.4 Confirmation of Workers Compensation Coverage

The Offeror must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Offeror must provide, within 3 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Offeror's good standing account. **Failure to comply with the request may result in the offer being declared non-responsive**

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in **Part 7A - Standing Offer**;
 - (b) the Offeror'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 7A - Standing Offer**;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors 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 Web site.

2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in **Annex D**.

If the information is not provided in the offer, 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.

PART 7 - 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. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, 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/Offeror 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/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at **Annex C**;
- (b) Industrial Security Manual (Latest Edition).

3. 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.

3.1 General Conditions

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

3.2 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 E**. 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 **TEN (10) calendar days** after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for a period of one (1) year from date of issuance with two, 1 year options to extend.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Floyd Gillis
Supply Officer
Public Works/Government Services Canada
Atlantic Region (Halifax) Acquisitions
Tel: 902.496.5566
Fax: 902.496.5016
email: floyd.gillis@pwgsc-tpsgc.gc.ca
1713 Bedford Row, Halifax, NS B3J 3C9

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.

5.2 Project Authority

The Project Authority for the Standing Offer is: **To be announced at issuance of standing offer.**

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

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.

5.3 Offeror's Representative: To be completed by Offeror.

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **To be announced at issuance of standing offer.**

7. Call-up Procedures

Contracting authorities employed at the Bedford Institute of Oceanography (**BIO**) Dartmouth, NS, are authorized to make call ups against the standing offer.

8. 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.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$: **To be announce at issuance at standing offer.** (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$To be announce at issuance at standing offer_** (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.

11. 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) General Conditions 2005 (**2012-11-19**) - Standing Offers - Goods or Services
- d) General Conditions 2029 (**2012-11-19**) - Goods or Services (Low Dollar Value) apply to and form part of the Contract
- e) **Annex A**, Statement of Work
- f) **Annex B**, Basis of Payment
- g) **Annex C**, Security Requirements Check List
- h) **Annex D**, Insurance Requirements
- i) the Offeror's offer dated _____

12. Certifications

12.1 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.

13. 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 **Nova Scotia**.

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

2029 (2012-11-19), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

3. Term of Contract

3.1 Delivery Date

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

3.1 Period of the Contract

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

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in **Annex B, Basis of Payment**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax 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.

4.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

4.3 Limitation of Price

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

4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment

6. SACC Manual Clauses

B7500C	(2006-06-16)	Excess Goods
A0285C	(2007-05-25)	Workers Compensation
R2940D	(2012-07-11)	Fair Wages and Hours of Labour - Labour Conditions

Solicitation No. - N° de l'invitation

E0225-132904/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal321

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

E0225-13-2904

File No. - N° du dossier

HAL-2-69360

CCC No./N° CCC - FMS No/ N° VME

A9117C (2007-11-30) Direct Request by Customer Department

ANNEX A**STATEMENT OF WORK**

Public Works and Government Services Canada (**PWGSC**) on behalf of the Bedford Institute of Oceanography (**BIO**), Dartmouth, Nova Scotia, has a requirement for a one (1) year Regional Individual Standing Offer (**RISO**) with two, 1 year options to extend for landscaping services.

1. Description of Work

The scope of work under this Standing Offer Agreement includes, but shall not be limited to, the provision of all labour, materials, and equipment necessary to carry out spring cleaning, repair and renovating, aerating, fertilizing, watering, mowing, weeding, pest and disease control, cultivating planters and shrub beds, pruning and winter preparation.

2. Location

Work sites for this Standing Offer Agreement are:

- (a) Bedford Institute of Oceanography - Dartmouth, NS
- (b) Shannon Hill Traffic Centre - Dartmouth, NS
- (c) Coast Guard - Shearwater Helicopter Hanger - Dartmouth, NS

Specification :

**Public Works/Government Services Canada
Real Property Services
Landscape Maintenance
Standing Offer Agreement**

Solicitation No. - N° de l'invitation

E0225-132904/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal321

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ANNEX B **BASIS OF PAYMENT**

Offers will be evaluated on the total aggregate price based on the total estimates usage figures provided in **Annex B** herein.

The offer with the **lowest total overall aggregate evaluated price** will be recommended for issuance of standing offer. The overall aggregate evaluated offer at the **Summary** table will be the combined totals of the tables for each year indicated below.

Evaluation of Price: The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax are extra, if applicable, FOB destination, Canadian customs duties and excise taxes included.

The Estimated Quantity* entered in **Column C** for each item in each year is an **estimate only** for service “as and when required” and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

NOTE: Please disregard unit pricing grid shown at Section 7, pages 1-13 of attached ANNEX A specification. Offerors must complete all tables shown below at ANNEX B (including Summary table) if the submitted offer is to be considered for evaluation.

All dollar values shall not include HST

Year 1 (2013-2014)**Bedford Institute of Oceanography, Dartmouth, NS**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity*	Price Per Unit	Extended Total
A	B	C	D	E (C X D)
Annual Cleanup				
1. Lawns	Per cleanup	2	\$_____	\$_____
2. Planting Beds	Per cleanup	2	\$_____	\$_____
3. Paved Areas	Per cleanup	2	\$_____	\$_____
4. Catch Basins	Per cleanup	2	\$_____	\$_____
5. Repair and Renovating				
6. Regrading	Sq. meter	100	\$_____	\$_____
7. Resodding	Sq. meter	100	\$_____	\$_____
8. Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
9. Lawn Mowing	Per mowing	30	\$_____	\$_____
10. Aerating	Per aerating	2	\$_____	\$_____
11. Weed Control	Per application	4	\$_____	\$_____
12. Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
13. Pruning	Per pruning	4	\$_____	\$_____
14. Winter Preparation	Per section	2	\$_____	\$_____
15. Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
TOTAL AMOUNT FOR YEAR 1				\$_____

Note: Allowance for materials complete with mark-up of 10% applied.

Year 1 (2013-2014)**Shannon Hill Traffic Centre - Dartmouth, NS**

Class of Labour, Plant or Material A	Unit of Measure B	Estimated Quantity* C	Price Per Unit D	Extended Total E (C X D)
Annual Cleanup				
1. Lawns	Per cleanup	2	\$_____	\$_____
2. Planting Beds	Per cleanup	2	\$_____	\$_____
3. Paved Areas	Per cleanup	2	\$_____	\$_____
4. Catch Basins	Per cleanup	2	\$_____	\$_____
5. Repair and Renovating				
6. Regrading	Sq. meter	100	\$_____	\$_____
7. Resodding	Sq. meter	100	\$_____	\$_____
8. Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
9. Lawn Mowing	Per mowing	30	\$_____	\$_____
10. Aerating	Per aerating	2	\$_____	\$_____
11. Weed Control	Per application	4	\$_____	\$_____
12. Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
13. Pruning	Per pruning	4	\$_____	\$_____
14. Winter Preparation	Per section	2	\$_____	\$_____
15. Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
TOTAL AMOUNT FOR YEAR 1				\$_____

Note: Allowance for materials complete with mark-up of 10% applied.

Year 1 (2013-2014)**Coast Guard- Helicopter Hanger, Shearwater, NS**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity*	Price Per Unit	Extended Total
A	B	C	D	E (C X D)
Annual Cleanup				
1.Lawns	Per cleanup	2	\$_____	\$_____
2. Planting Beds	Per cleanup	2	\$_____	\$_____
3. Paved Areas	Per cleanup	2	\$_____	\$_____
4. Catch Basins	Per cleanup	2	\$_____	\$_____
5. Repair and Renovating				
6. Regrading	Sq. meter	100	\$_____	\$_____
7. Resodding	Sq. meter	100	\$_____	\$_____
8. Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
9. Lawn Mowing	Per mowing	30	\$_____	\$_____
10. Aerating	Per aerating	2	\$_____	\$_____
11. Weed Control	Per application	4	\$_____	\$_____
12. Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
13. Pruning	Per pruning	4	\$_____	\$_____
14. Winter Preparation	Per section	2	\$_____	\$_____
15. Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
TOTAL AMOUNT FOR YEAR 1				\$_____

Note: Allowance for materials complete with mark-up of 10% applied.

Year 2 (Option) 2014-2015**Bedford Institute of Oceanography, Dartmouth, NS**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity*	Price Per Unit	Extended Total
A	B	C	D	E (C X D)
Annual Cleanup				
1. Lawns	Per cleanup	2	\$_____	\$_____
2. Planting Beds	Per cleanup	2	\$_____	\$_____
3. Paved Areas	Per cleanup	2	\$_____	\$_____
4. Catch Basins	Per cleanup	2	\$_____	\$_____
5. Repair and Renovating				
6. Regrading	Sq. meter	100	\$_____	\$_____
7. Resodding	Sq. meter	100	\$_____	\$_____
8. Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
9. Lawn Mowing	Per mowing	30	\$_____	\$_____
10. Aerating	Per aerating	2	\$_____	\$_____
11. Weed Control	Per application	4	\$_____	\$_____
12. Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
13. Pruning	Per pruning	4	\$_____	\$_____
14. Winter Preparation	Per section	2	\$_____	\$_____
15. Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
TOTAL AMOUNT FOR YEAR 2				\$_____

Note: Allowance for materials complete with mark-up of 10% applied.

Year 2 (Option) 2014-2015**Shannon Hill Traffic Centre - Dartmouth, NS**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity*	Price Per Unit	Extended Total
A	B	C	D	E (C X D)
Annual Cleanup				
1. Lawns	Per cleanup	2	\$_____	\$_____
2. Planting Beds	Per cleanup	2	\$_____	\$_____
3. Paved Areas	Per cleanup	2	\$_____	\$_____
4. Catch Basins	Per cleanup	2	\$_____	\$_____
5. Repair and Renovating				
6. Regrading	Sq. meter	100	\$_____	\$_____
7. Resodding	Sq. meter	100	\$_____	\$_____
8. Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
9. Lawn Mowing	Per mowing	30	\$_____	\$_____
10. Aerating	Per aerating	2	\$_____	\$_____
11. Weed Control	Per application	4	\$_____	\$_____
12. Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
13. Pruning	Per pruning	4	\$_____	\$_____
14. Winter Preparation	Per section	2	\$_____	\$_____
15. Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
TOTAL AMOUNT FOR YEAR 2				\$_____

Note: Allowance for materials complete with mark-up of 10% applied.

Year 2 (Option) 2014-2015**Coast Guard- Helicopter Hanger, Shearwater, NS**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity*	Price Per Unit	Extended Total
A	B	C	D	E (C X D)
Annual Cleanup				
1.Lawns	Per cleanup	2	\$_____	\$_____
2. Planting Beds	Per cleanup	2	\$_____	\$_____
3. Paved Areas	Per cleanup	2	\$_____	\$_____
4. Catch Basins	Per cleanup	2	\$_____	\$_____
5. Repair and Renovating				
6. Regrading	Sq. meter	100	\$_____	\$_____
7. Resodding	Sq. meter	100	\$_____	\$_____
8. Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
9. Lawn Mowing	Per mowing	30	\$_____	\$_____
10. Aerating	Per aerating	2	\$_____	\$_____
11. Weed Control	Per application	4	\$_____	\$_____
12. Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
13. Pruning	Per pruning	4	\$_____	\$_____
14. Winter Preparation	Per section	2	\$_____	\$_____
15. Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
TOTAL AMOUNT FOR YEAR 2				\$_____

Note: Allowance for materials complete with mark-up of 10% applied.

Year 3 (Option) 2015-2016**Bedford Institute of Oceanography, Dartmouth, NS**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity*	Price Per Unit	Extended Total
A	B	C	D	E (C X D)
Annual Cleanup				
1.Lawns	Per cleanup	2	\$_____	\$_____
2. Planting Beds	Per cleanup	2	\$_____	\$_____
3. Paved Areas	Per cleanup	2	\$_____	\$_____
4. Catch Basins	Per cleanup	2	\$_____	\$_____
5. Repair and Renovating				
6. Regrading	Sq. meter	100	\$_____	\$_____
7. Resodding	Sq. meter	100	\$_____	\$_____
8. Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
9. Lawn Mowing	Per mowing	30	\$_____	\$_____
10. Aerating	Per aerating	2	\$_____	\$_____
11. Weed Control	Per application	4	\$_____	\$_____
12. Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
13. Pruning	Per pruning	4	\$_____	\$_____
14. Winter Preparation	Per section	2	\$_____	\$_____
15. Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
TOTAL AMOUNT FOR YEAR 3				\$_____

Note: Allowance for materials complete with mark-up of 10% applied.

Year 3 (Option) 2015-2016**Shannon Hill Traffic Centre - Dartmouth, NS**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity*	Price Per Unit	Extended Total
A	B	C	D	E (C X D)
Annual Cleanup				
1.Lawns	Per cleanup	2	\$_____	\$_____
2. Planting Beds	Per cleanup	2	\$_____	\$_____
3. Paved Areas	Per cleanup	2	\$_____	\$_____
4. Catch Basins	Per cleanup	2	\$_____	\$_____
5. Repair and Renovating				
6. Regrading	Sq. meter	100	\$_____	\$_____
7. Resodding	Sq. meter	100	\$_____	\$_____
8. Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
9. Lawn Mowing	Per mowing	30	\$_____	\$_____
10. Aerating	Per aerating	2	\$_____	\$_____
11. Weed Control	Per application	4	\$_____	\$_____
12. Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
13. Pruning	Per pruning	4	\$_____	\$_____
14. Winter Preparation	Per section	2	\$_____	\$_____
15. Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
TOTAL AMOUNT FOR YEAR 3				\$_____

Note: Allowance for materials complete with mark-up of 10% applied.

Year 3 (Option) 2015-2016**Coast Guard- Helicopter Hanger, Shearwater, NS**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity*	Price Per Unit	Extended Total
A	B	C	D	E (C X D)
Annual Cleanup				
1.Lawns	Per cleanup	2	\$_____	\$_____
2. Planting Beds	Per cleanup	2	\$_____	\$_____
3. Paved Areas	Per cleanup	2	\$_____	\$_____
4. Catch Basins	Per cleanup	2	\$_____	\$_____
5. Repair and Renovating				
6. Regrading	Sq. meter	100	\$_____	\$_____
7. Resodding	Sq. meter	100	\$_____	\$_____
8. Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
9. Lawn Mowing	Per mowing	30	\$_____	\$_____
10. Aerating	Per aerating	2	\$_____	\$_____
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12. Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
13. Pruning	Per pruning	4	\$_____	\$_____
14. Winter Preparation	Per section	2	\$_____	\$_____
15. Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
TOTAL AMOUNT FOR YEAR 3				\$_____

Note: Allowance for materials complete with mark-up of 10% applied.

Summary

Location	Total Year 1 2013-2014	Total Year 2 (Option) 2014-2015	Total Year 3 (Option) (2015-2016)	Extended Total (A+B+C)
A	B	C	D	
1. Bedford Institute of Oceanography, Dartmouth, NS	\$_____	\$_____	\$_____	\$_____
2. Shannon Hill Traffic Centre Dartmouth, NS	\$_____	\$_____	\$_____	\$_____
3. Coast Guard Helicopter Hanger Shearwater, NS	\$_____	\$_____	\$_____	\$_____
Total of Column D for evaluation purposes				
\$_____				

Total of Column D for evaluation purposes = (Column A + B + C for Line 1) + (Column A + B + C for Line 2) + (Column A + B + C for Line 3)

Solicitation No. - N° de l'invitation

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

E0225-132904/A

hal321

E0225-13-2904

HAL-2-69360



Contract Number / Numéro du contrat E0225-132904
Security Classification / Classification de sécurité Unclassified


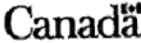
**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Public Works & Government Services Canada		2. Branch or Directorate / Direction générale ou Direction AFMS
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 Landscape Standing Offer Contract for BIO/MCTS/Shearwater Hanger		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 checked="" 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"/>

Security Classification / Classification de sécurité

TBS/SC 350-103 (2004/12)

Canada

 Government of Canada	Gouvernement du Canada	<table border="1"><tr><td>Contract Number / Numéro du contrat</td></tr><tr><td>E0225-13-2904</td></tr><tr><td>Security Classification / Classification de sécurité</td></tr></table>	Contract Number / Numéro du contrat	E0225-13-2904	Security Classification / Classification de sécurité
Contract Number / Numéro du contrat					
E0225-13-2904					
Security Classification / Classification de sécurité					
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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui		
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui		
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: 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? If Yes, will unscreened personnel be escorted: Dans l'affirmative, le personnel en question sera-t-il escorté?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui		
<table border="1"><tr><td>Security Classification / Classification de sécurité</td></tr></table>				Security Classification / Classification de sécurité	
Security Classification / Classification de sécurité					
TBS/SCS 350-103 (2004/12)					

Solicitation No. - N° de l'invitation

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E0225-13-2904

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-2-69360

Buyer ID - Id de l'acheteur

hal321

CCC No./N° CCC - FMS No/ N° VME



Contract Number / Numéro du contrat E0225-132904
Security Classification / Classification de sécurité

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 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 ☐ Yes
Non 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.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX D

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

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.

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.
- m.** Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- l.** **Sudden and Accidental Pollution Liability** (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- m.** Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to

pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

**Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8**

For other provinces and territories, send to:

**Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8**

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Automobile Liability Insurance

The Contractor must obtain **Automobile 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**.

The policy must include the following:

a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

b. Accident Benefits - all jurisdictional statutes

c. Uninsured Motorist Protection

d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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E0225-13-2904

File No. - N° du dossier

HAL-2-69360

CCC No./N° CCC - FMS No/ N° VME

**PUBLIC WORKS AND
GOVERNMENT SERVICES CANADA
REAL PROPERTY SERVICES

LANDSCAPE MAINTENANCE
STANDING OFFER AGREEMENT**

Description :

Landscape Maintenance

Description :

Landscape Maintenance

Location:

**Bedford Institute of Oceanograph - Dartmouth, NS
Shannon Hill Traffic Centre - Dartmouth, NS
Coast Guard - Shearwater Helicopter Hanger
- Dartmouth, NS**

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1. **Description of Work** .1 Scope of work under this Standing Offer Agreement includes but shall not be limited to the provision of all labour, materials, and equipment necessary to carry out spring cleaning, repair and renovating, aerating, fertilizing, watering, mowing, weeding, pest and disease control, cultivating planters and shrub beds, pruning and winter preparation.
1. **Description of Work** .1 Scope of work under this Standing Offer Agreement includes but shall not be limited to the provision of all labour, materials, and equipment necessary to carry out spring cleaning, repair and renovating, aerating, fertilizing, watering, mowing, weeding, pest and disease control, cultivating planters and shrub beds, pruning and winter preparation.
2. **Location** .1 Work site(s) for this Standing Offer Agreement include the following:
 - (a) Bedford Institute of Oceanography - Dartmouth, NS
 - (b) Shannon Hill Traffic Centre - Dartmouth, NS
 - (c) Coast Guard - Shearwater Helicopter Hanger - Dartmouth, NS
3. **Examination of Premises** .1 All parties tendering should examine the site of the proposed work prior to submitting their tenders, become thoroughly acquainted with same and obtain any and all information that may be necessary to properly execute contract.
4. **Contractor's Use of Site** .1 Do not unreasonably encumber site with materials or equipment.
 - .2 Move stored products or equipment which interfere with operations of other Contractors.
5. **Materials** .1 Only pesticides and chemicals registered by Agriculture Canada under the Provincial Environment Act listed for use in human occupied areas shall be used.
 - .2 The applicator must be registered and licenced by the Provincial authority.
 - .3 The use of sodium fluoride and/or fumigants will not be permitted on this Contract.
 - .4 The least hazardous chemicals to be used in occupied areas.

6.

**Emergency and
Service Calls**

.1 The Contractor shall maintain and provide PWGSC with current phone, fax and pager numbers to be able to provide response to requests for service from the local Departmental Representative and/or the National Service Call Centre (NSCC) 1-800-463-1850 on a twenty-four (24) hour, seven (7) day per week basis. If the request for service is from the NSCC, the Contractor shall, immediately upon completion of the service, report back to the NSCC describing the action taken to correct the problem. The following Work Priorities and Response Times shall apply:

.1 Emergency

A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to designated manager.

Standard Response Times -

ASAP	Urban
ASAP	Rural

.2 Routine

A priority of "Routine" is defined as essential maintenance requirements which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.

**Standard
Response Times -**

24 Hrs.	Urban
48 Hrs.	Rural

.3 Low Priority

Low Priority work includes deficiencies that are similar to those considered as Routine, but are of a less important nature. They are deficiencies which do not pose any immediate risk to the facility, its systems, its equipment or its occupants.

**Standard
Response Times -**

48 Hrs.	Urban
96 Hrs.	Rural

7.

Site Visits .1 The Departmental Representative may, without prior notification, visit the site.

8.

Safety .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the most stringent of the Federal and Provincial Occupational Health and Safety Acts.

.2 The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his / her employees. Copies shall be made available to Public Works and Government Services Canada upon request.

.3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.

.4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.

.5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.

.6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.

.7 Shall ensure that all applicable personal protective equipment (PPE) is used.

.8 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of contract.

9.

Log Books .1 The Contractor shall complete all applicable log books outlining all work performed. Payment shall not be made if log book is incomplete.

1.

**Codes and Legislated
Requirements**

.1 The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the contract.

- | | | |
|---|----|---------------------------|
| | .1 | National |
| Building Code of Canada. | | |
| | .2 | Part II of the |
| Canada Labour Code. | | |
| | .3 | Canada |
| Occupational Safety and Health | | Section of Part II of the |
| Canada Labour Code. | | |
| | .4 | Canadian |
| Environmental Protection Act. | | |
| | .5 | Fire |
| Commission of Canada #301 | | Standard for Building |
| Construction Operations. | | |
| | .6 | Canadian |
| Construction and Canada Labour | | Safety Codes; |
| Provincial Government, Workers' Compensation Board; | | |
| and Municipal Statutes and Authorities. | | |
| | .7 | Canadian |
| Electrical Code, Part I, CSA C22.1. | | |
| | .8 | Prince Edward |
| Island Environmental & Protection Act. | | |
| | .9 | Public Works |
| and Government Services Canada "Electrical Safety | | |
| Requirements". (Includes Lockout Procedures). * | | |

* Please Note:

The Electrical Safety Requirements (the Procedures) are only a tool which the Contractor may use to assist him or her in interpreting the Codes and Standards set out in the Maintenance Services Standing Offer-Electrical, General Requirements, Codes and Legislative Requirements, Public Works and Government Services Canada does not warrant the adequacy of these Procedures and advise that the Procedures do not replace the cited Codes and Standards.

The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Public Works and Government Services Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.

.10 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.

.11 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.

.12 In the event of a conflict between any of the above codes or standards the most stringent shall apply.

.13 These

standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

2.

**Licences, Permits
and Fees**

.1 Provide the authorities having jurisdiction with all information requested.

.2 Pay all fees and obtain certificates and permits required.

.3 Furnish these certificates and permits when requested.

3.

Taxes

.1 Pay applicable Federal, Provincial and Municipal taxes.

4.

General Workmanship .1 Do each operation continuously and complete within reasonable time period.

.2 No equipment or materials are to be stored on-site unless approved by the Departmental Representative.

.3 Collect and dispose of debris or excess material.

.4 Supply materials, topsoil, mulch, fertilizer, replacement of tree stakes, wire, etc., as required.

5.

**Work Done by
Other Means**

.1 This contract does not create an exclusion right of the Contractor to perform all work which might be required. The Department reserves the right to have any work done by other means.

6.

Product Approvals

.1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).

.2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.

.3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).

.4 Material Safety Data Sheets
(MSDS) to remain on-site at all times.

**7. Bidders/Tenderers
Qualifications**

- .1 Prior to Bid Closing Bidders/Tenderers are to provide: (within fourteen (14) calendar days after closing)
- .1 Documentation indicating that the bidder/tenderer has successfully completed a recognized current (within the last 3 yrs.) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person approved to conduct safety audits.
- .2 Certification letter of good standing from Worker's Compensation Board.
- .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Contract, including sub-contractor.
- .4 The Contractor shall provide certified technicians with a valid proof of Provincial Licenses for all aspects of landscaping maintenance and pest control management. The Contractor shall provide an approved landscape program complete with a pesticide application plan.
- .2 Before Work Begins Bidders/Tenderers are to provide documentation:
- .1 A copy of the company's site-safety plan.
- .2 Certification of training for safety for all personnel that will be involved with the Contract. Updated list complete with licences shall be kept on site including personnel changes.
- .3 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
- .3 All sub-contractors shall adhere to the above qualifications.

8. Procedures for

- Disciplinary** .1 Disciplinary Procedures for Safety Violations are as follows :
- .1 **First Violation** : Verbal warning issued to the Contractor for the first violation of a safety regulation. Violation shall be documented on the Contract file, copy to Contractor and a copy sent to PWGSC.
- .2 **Second Violation** : Written warning to Contractor for the second infraction of a safety regulation. Violation will be documented on the Contract file, copy to Contractor and a copy sent to PWGSC.
- .3 **Third Violation** : May result in the termination of the SOA with a recommendation that the Contractor be denied being able to tender on future PWGSC-produced tenders. Violation shall be documented on the Contract file, a copy to the Contract and copy to PWGSC.

.4 Immediate

Loss of Contract : a serious violation of safety regulation as deemed by a Regulator, Project Manager or Safety Officer. Violation shall be documented on the Contract file, a copy to the Contractor and copy to PWGSC.

.5 Denied

Opportunity to Tender : Infractions of safety regulations that result in charges being laid by the Regulator, and the Contractor being found guilty by the Courts may result in the Contractor being denied consideration to tender on future PWGSC projects.

9.

Security Clearance .1 The security clearance level for this Contract is Enhanced Reliability.

.2 The Contractor shall submit his/her name and the names of all employees, including new employees engaged during the Contract who will be working under this Contract to the Departmental Representative immediately following notification of Contract award.

.3 The Contractor and his/her employees will be required to provide personal information, such as address and date of birth; and complete Government forms in order to receive the required clearance level.

.4 Only those employees who receive the required clearance level will be allowed on-site.

10.

Application of

Pesticides

(if applicable)

.1 Use of Contractors

Contractors must obtain proper licences and insurance protection in accordance with the appropriate provincial legislation.

.2 Allowable Methods

A pesticide application program should be carefully planned to ensure that the appropriate application equipment and methods are used as specified on the label. Pesticide application plan shall meet all local and federal legislation.

.3 Public Notice

.1 Nearby

residents should be notified of date and time of pesticide application.

.2 Signs

stating the product used, date of application and safe entry time should be posted on areas of pesticide applications.

.4 Public Property

Pesticides should not be
sprayed on property adjacent to school yards, picnic areas or
parks during prime use hours.

11.

Mowing of Lawn

Areas - General .1 Contractor shall submit schedule for approval to Department Representative. Commence lawn mowing as per approved schedule. Lawn mowing operation must be continuous and completed within reasonable period.

.2 Lawn cutting operations include picking up and disposing of paper and refuse accumulated on landscape areas.

12.

Mowing of Lawn Areas

- Workmanship .1 Cut grass at height of 40 mm. Use equipment in good working order and with sharp cutting blades. Remove grass clippings from lawn. Hand trim or use edger for grass adjacent to buildings, pavement, trees, fences, mowing strips, etc. Trim grass edges around planting beds neatly in lines as in original layout.

13.

Delivery .1 Deliver fertilizer, lime and bonemeal in waterproof bags showing mass, analysis and name of manufacturers.

14.

Confined Spaces .1 All work in confined spaces will be carried out in compliance with the Canada Occupational, Safety and Health Regulations, Part XI.

.2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational, Safety and Health Regulations, Part XI.

.3 The Contractor to provide and maintain training, as required by the Canada Occupational, Safety and Health Regulations, Part XI.

.1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.

.4 The Contractor to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational, Safety and Health Regulations, Part XI.

.5 The Contractor to have a hazard assessment of the confined space performed.

.1 Contractor to provide the Departmental Representative with a copy of the hazard assessment.

15.

Fall Arrest .1 All work carried out above the mandatory height restrictions, as stated in Canada Labour Code, Part II, Section 12.10(1), from an unsafe/unguarded structure and/or scaffolding, will be done in compliance with the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10.

.2 The components of a fall protection system shall meet the standards as outlined in the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).

.3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.3.

16.

Meetings

.1 Attend meetings at site when notified by Public Works and Government Services Canada.

.2 Within fourteen (14) days of contract award, a pre-job meeting shall be scheduled.

1.

Materials

.1 **Topsoil:** friable loam, neither heavy clay nor very light sandy nature containing minimum of 4% organic matter for clay loams and 2% for sandy roots, sod, stones, foreign objects. Acidity range (PH) of 5.5 to 7.5. Topsoil containing crabgrass, couch grass or other noxious weeds is not acceptable.

.2 **Peat Moss:** decomposed plant material, fairly elastic and homogenous, free of decomposed colloidal residue, wood, sulphur and iron, and of brown colour containing minimum of 60% organic matter by weight mass and moisture content not exceeding 15%. Shredded particles may not exceed 1/4" (6 mm) in size. Minimum PH value of peat 4.5, maximum 6.0.

.3 **Sand:** hard, granular natural beach sand, well washed and clean of impurities, chemical or organic matter.

.4 **Fertilizer:** use environmental friendly (green) type products.

.5 **Lime:** ground agriculture limestone containing not less than 85% of total carbonates.

.6 **Bonemeal:** raw bonemeal, finely ground with minimum analysis of 4% nitrogen and 20% phosphoric acid.

.7 **Grass Seed:** to Federal and Provincial seed laws and having minimum germination of 75% and minimum purity of 97%. Deliver grass seed in original containers showing:

- | | | | |
|---------------------|----|----------------------------------|------|
| seed mixture | .1 | Analysis | of |
| pure seed | .2 | Percentage | of |
| production | .3 | Year | of |
| bagged and location | .4 | Net mass | |
| | .5 | Date | when |
| | .6 | Seed mixture: | |
| | | 40% Baron Kentucky Bluegrass | |
| | | 30% Highlight Chewing Fescue | |
| | | 15% Manhattan Perennial Ryegrass | |
| | | 15% Creeping Red Fescue | |

.8 **Nursery Sod:** especially sown and cultivated in nursery field as turf grass crop containing maximum 2% of other grass species or clover than variety specified and maximum 2 broad leaf weeds and 10 other weeds within 40 m² area. Thickness of sod soil portion 25 mm

maximum. Sod with soil visible when grass is mowed to 40 mm height is not acceptable.

.9 **Mulch:** submit sample to
Departmental Representative prior to shipping to site:

.1 Wood chip
mulch: Chips obtained from hardwood trees should be
free of bark, small branches, leaves, etc. Chips must
vary in overall size from 50 to 75 mm and be 5 to 20 mm
thick in order to match existing mulch.

.10 **Stakes:** T-rail iron stakes 40 x 40 x 5 mm primed with one (1) brush coat of black zinc rich paint to CGSB 1-CP-181.

.11 **Wound dressing:** horticulturally accepted, non-toxic, non- hardening emulsion.

.12 **Pest and Disease:** provide environmentally friendly (green) product.

1.

Annual Cleanup .1 Upon award of Contract, the Contractor is to complete cleanup prior to commencing other work. Departmental Representative will designate areas to be aerated at this time.

.2 Lawns

.1 Rake lawn areas and remove dead vegetation, leaves and debris. Do heavy raking with flexible grass rake on areas with "snow mould".

.2 Lightly roll areas where grass plants have lifted due to frost action.

.3 Aerate all areas where soil has been compacted through pedestrian traffic or other causes. Areas requiring this treatment will be indicated by the Departmental Representative. Use aerating equipment which extracts earth plugs from soil.

.3 Planting Beds

.1 Clean flower beds, shrubs borders and planters of debris and dead plant material. Trim grass edges around planting beds neatly in lines as in original layout.

.2 Clean shrubs, beds and planters of debris and dead plant material. Remove existing mulch, loosen and cultivate soil lightly without disturbing roots below surface.

.3 Trim grass edges around planting beds neatly in lines as in original layout.

.4 Planting new annual beds.

.5 Supply and spread 3 cm of hardwood mulch as described in Section 3, Products over plan and scrub bed areas.

.4 Paved Areas

.1 Clean by brushing and hosing driveways, parking areas, sidewalks and paved areas. Remove sand, gravel and salt resulting from winter sanding operations. Do this work in early spring as soon as working conditions are favourable.

.5 Catch Basins

.1 Clean out catch basins on-site.

2.

**Repair and
Renovating**

.1 Regrading

.1 Remove sod and topsoil from areas requiring regrading. Regrade to new elevations with subgrade 0.15 m below final grade.

.2 Resodding

.1 Remove
existing and dead sod, weeds and debris from area to be
resodded. Loosen top layer by roto-tilling. Prepare
smooth, loose surface for laying sod.

.2 Apply fertilizer
at rate of 12kg/200m². Rake into top layer of soil.

.3 Use sod with grass mixture equivalent to one growing on-site. If correct mixture is not known, use only sod equal in appearance to existing lawn.

.4 Lay sod with sections closely abutted creating a smooth and even seam with adjoining areas without gaps or overlapping. Roll lightly and tamp. Water to obtain moisture penetration of 100 mm. Continue watering at intervals to maintain sufficient growth. Keep grass cut at height of 40 mm.

.3 Topdressing and Reseeding

.1 Mow areas to receive topdressing to height of 40 mm.

.2 Rake thoroughly, removing loose and dead grass, stones and debris.

.3 Use dry, friable and clean topsoil and spread to thickness of 6 to 12 mm filling in low areas and bare spots.

.4 Overseed area with seed mixture specified in Section 3 "Products" 1.7.6 at the rate of 2 kg/100 m².

.5 Mix topsoil and seed by heavy raking. Water to ensure close contact between sod, seed and topdressing. Roll lightly after soil has dried sufficiently to avoid adherence to roller.

.6 Top-dress and reseed in summer.

.4 Apply water to ensure drop penetration and at sufficient intervals to maintain vigorous growth. Keep grass cut at height of 40 mm.

3.

Aerating .1 Select time during early spring when soil is sufficiently dry to allow breaking up of soil particles.

.2 Clean all lawn areas to be aerated and mow grass to height of 40 mm.

.3 Aerate lawns using aerating equipment which extracts and deposits (at location of extraction) earth plugs a minimum of 60 mm deep and spaced a maximum of 120 mm on centres.

.4 Drag heavy mat over grass or rake to break up plugs and spread resulting soil evenly through grass.

4.

Fertilizing Lawn Areas .1 Use mechanical spreading equipment. Check calibration to ensure specified rate is spread

evenly. Water immediately after fertilizing to obtain moisture penetration of 40 to 50 mm. Rectify uneven spreading as soon as it becomes apparent. Spread additional fertilizer over areas affected.

.2 Fertilizer program:

.1 Fertilize grass
areas during the growing season as required.

5.

Fertilizing Plant

Material .1 Apply fertilizer in early summer at a rate of 50 g/mm of caliper per tree and 0.5 kg individual shrub.

.2 Drill holes 0.3 to 0.4 m deep starting at dripline of branches and working towards trunk. Make hole every 0.1 m² and divide required fertilizer over holes. Water well.

.3 Mix 15 kg/100 m² of bonemeal in top 0.2 mm and apply fertilizer at rate of 12 kg/100 m² surface of flower and shrub beds.

6.

Watering .1 Base cost of this work on five (5) applications of water on trees, planters, shrub beds and grass areas per growing season.

.2 Public Works and Government Services Canada will supply water required for water purposes. Become familiar with location of water supply, water outlets and/or pumping equipment required.

.3 Supply hose and sprinklers required for watering operations.

.4 Watering: Apply sufficient water per application to obtain moisture penetration of 75 to 100 mm. Apply water in soft spray to avoid "packing" of soil. Move sprinklers as required to avoid running of water and return to those areas until moisture penetration has been reached. Do not impede use of sidewalks and other paved areas.

.5 Timing: Start watering within two (2) days upon request from Departmental Representative. Watering operation must be continuous and completed within reasonable period.

.6 Watering: Apply sufficient water during growing season to ensure continuous healthy growth. Apply water in soft spray to avoid "packing" of soil. Do not impede use of sidewalks and other paved areas.

7.

**Weed, Pest and
(green) program.
Disease Control**

.1 As per environmentally friendly

8.

**Cultivating Planters
and Shrub Beds**

.1 Cultivate to keep top layer of soil loose, friable and free from weeds when required. Any operation must be continuous and without interruption.

- .2 Cultivate top 50 to 75 mm of
flower beds, planters and soil areas around trees and hedges.
- .3 Remove weeds including their
roots.

.4 Take care not to damage roots of shrubs or flowers. Use small hand tools for flower borders and areas of closely planted shrubs.

.5 Collect and dispose of paper and refuse. Remove dead plants, leaves, branches, dead flowers and seed pods.

.6 Clean areas that are covered with mulch by hand. Loosen top layer of mulch without mixing with soil underneath.

9.

Pruning

.1 Prune during dormant season but not during heavy frost. Prune evergreens in spring before start of new growth. Prune heavy bleeders such as birch or hard maple when in full leaf. Prune the previous year's growth of flowering shrubs only after blooming.

.2 Use clean, sharp tools. Make cuts flush with main branch with a smooth and sloping action to prevent accumulation of water on cut. Do not leave little stumps on trunks or main branches. Remove dead and injured branches and branches that rub together causing damage to bark.

.3 Thin out crown of trees and/or shrubs without changing their natural shape or habitat. Do not damage lead branches.

.4 Remove smaller branches at juncture of limb from which they originate or cut at twig or bud pointing outward. Undercut larger branches to prevent tearing of bark.

.5 Give large cuts and damaged parts coating of wound dressing.

.6 Remove 25% of old branches from "leggy" shrubs. Cut close to ground to force production of new shoots from base.

.7 Trim hedges to produce sloping sides with bottom cross section slightly wider than top. Depending on variety, trim sufficiently to produce dense, smooth surface of foliage. After blooming, prune flowering hedges by removing individual older branches to keep size of hedge under control.

10.

Winter Preparation

.1 Rake leaves after they have been shed by trees. Remove from site.

.2 Spray trunks of trees and stems of shrubs with rodent repellent. Protect trunks of trees to expected height of snow cover with fine wire mesh.

.3 Clean out all catch basins and
ditches. Check all areas for surface drainage. Correct grades
where spring drainage might be hampered.

1.

Payment .1 Invoices to be submitted in triplicate to the Property Manager for the services completed, countersigned by the Department's representative.

.2 Invoices shall show the following:

- .1 Contract number and location of work
- .2 Date work carried out
- .3 Type of work performed
- .4 Copy of invoice for material plus 10 %mark up.
- .5 Completion time of work for each location together with number of new and types of equipment used

.3 All prices shown on invoice shall equal those shown on price schedule which forms part of this Contract.

.4 No payment (including operator's time) shall be allowed for any equipment that has broken down during landscaping operations.

.5 All invoices shall be forwarded to the Public Works and Government Services Canada representative.

.6 All invoices for the fiscal year must be submitted for payment before 31 March of each year.

Company Name: _____ **Date:** _____

Tradesperson's Name:

(1) _____ License # _____

(2) _____ License # _____

(3) _____ License # _____

Call-up Number: _____ **Total Cost:** _____

Description of Work: * _____

Start Time: _____ **Completion Time:** _____ **Total Hours:** _____

Materials and Supplies	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

GST/HST _____

PST _____

TOTAL _____

Contractor's Signature

Departmental Representative's Signature

* Include nature of problem, cause of problem and corrective action taken.

Contractor agrees that the following are the unit prices referred to herein:

1 YEAR CONTRACT
Bedford Institute of Oceanography

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$_____	\$_____
Planting Beds	Per cleanup	2	\$_____	\$_____
Paved Areas	Per cleanup	2	\$_____	\$_____
Catch Basins	Per cleanup	2	\$_____	\$_____
Repair and Renovating	Sq. meter	100	\$_____	\$_____
Regrading	Sq. meter	100	\$_____	\$_____
Resodding	Sq. meter	100	\$_____	\$_____
Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
Lawn Mowing	Per mowing	30	\$_____	\$_____
Aerating	Per aerating	2	\$_____	\$_____
Fertilizing - Lawn Areas	Per fertilizing	n/a	\$_____	\$_____
Fertilizing - Plant Material	Per fertilizing	n/a	\$_____	\$_____
Watering	Sq. meter	n/a	\$_____	\$_____
Weed Control	Per application	4	\$_____	\$_____
Pest and Disease Control	Per application	n/a	\$_____	\$_____
Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
Pruning	Per pruning	4	\$_____	\$_____
Winter Preparation	Per section	2	\$_____	\$_____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$1,000.00
TOTAL AMOUNT OF TENDER (1 YEAR CONTRACT)				\$_____

Note: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

1 YEAR CONTRACT
Shannon Hill Traffic Centre

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$_____	\$_____
Planting Beds	Per cleanup	2	\$_____	\$_____
Paved Areas	Per cleanup	2	\$_____	\$_____
Catch Basins	Per cleanup	2	\$_____	\$_____
Repair and Renovating	Sq. meter	100	\$_____	\$_____
Regrading	Sq. meter	100	\$_____	\$_____
Resodding	Sq. meter	100	\$_____	\$_____
Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
Lawn Mowing	Per mowing	30	\$_____	\$_____
Aerating	Per aerating	2	\$_____	\$_____
Fertilizing - Lawn Areas	Per fertilizing	n/a	\$_____	\$_____
Fertilizing - Plant Material	Per fertilizing	n/a	\$_____	\$_____
Watering	Sq. meter	n/a	\$_____	\$_____
Weed Control	Per application	4	\$_____	\$_____
Pest and Disease Control	Per application	n/a	\$_____	\$_____
Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
Pruning	Per pruning	4	\$_____	\$_____
Winter Preparation	Per section	2	\$_____	\$_____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$1,000.00
TOTAL AMOUNT OF TENDER (1 YEAR CONTRACT)				\$_____

Note: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

1 YEAR CONTRACT
Coast Guard - Shearwater Helicopter Hanger

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$_____	\$_____
Planting Beds	Per cleanup	2	\$_____	\$_____
Paved Areas	Per cleanup	2	\$_____	\$_____
Catch Basins	Per cleanup	2	\$_____	\$_____
Repair and Renovating	Sq. meter	100	\$_____	\$_____
Regrading	Sq. meter	100	\$_____	\$_____
Resodding	Sq. meter	100	\$_____	\$_____
Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
Lawn Mowing	Per mowing	30	\$_____	\$_____
Aerating	Per aerating	2	\$_____	\$_____
Fertilizing - Lawn Areas	Per fertilizing	n/a	\$_____	\$_____
Fertilizing - Plant Material	Per fertilizing	n/a	\$_____	\$_____
Watering	Sq. meter	n/a	\$_____	\$_____
Weed Control	Per application	4	\$_____	\$_____
Pest and Disease Control	Per application	n/a	\$_____	\$_____
Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
Pruning	Per pruning	4	\$_____	\$_____
Winter Preparation	Per section	2	\$_____	\$_____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$1,000.00
TOTAL AMOUNT OF TENDER (1 YEAR CONTRACT)				\$_____

Note: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

1ST YEAR OPTION
Bedford Institute of Oceanography

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$_____	\$_____
Planting Beds	Per cleanup	2	\$_____	\$_____
Paved Areas	Per cleanup	2	\$_____	\$_____
Catch Basins	Per cleanup	2	\$_____	\$_____
Repair and Renovating	Sq. meter	100	\$_____	\$_____
Regrading	Sq. meter	100	\$_____	\$_____
Resodding	Sq. meter	100	\$_____	\$_____
Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
Lawn Mowing	Per mowing	30	\$_____	\$_____
Aerating	Per aerating	2	\$_____	\$_____
Fertilizing - Lawn Areas	Per fertilizing	n/a	\$_____	\$_____
Fertilizing - Plant Material	Per fertilizing	n/a	\$_____	\$_____
Watering	Sq. meter	n/a	\$_____	\$_____
Weed Control	Per application	4	\$_____	\$_____
Pest and Disease Control	Per application	n/a	\$_____	\$_____
Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
Pruning	Per pruning	4	\$_____	\$_____
Winter Preparation	Per section	2	\$_____	\$_____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$1,000.00
TOTAL AMOUNT OF TENDER (1st YEAR OPTION)				\$_____

1ST YEAR OPTION
Shannon Hill Traffic Centre

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$_____	\$_____
Planting Beds	Per cleanup	2	\$_____	\$_____
Paved Areas	Per cleanup	2	\$_____	\$_____
Catch Basins	Per cleanup	2	\$_____	\$_____
Repair and Renovating	Sq. meter	100	\$_____	\$_____
Regrading	Sq. meter	100	\$_____	\$_____
Resodding	Sq. meter	100	\$_____	\$_____
Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
Lawn Mowing	Per mowing	30	\$_____	\$_____
Aerating	Per aerating	2	\$_____	\$_____
Fertilizing - Lawn Areas	Per fertilizing	n/a	\$_____	\$_____
Fertilizing - Plant Material	Per fertilizing	n/a	\$_____	\$_____
Watering	Sq. meter	n/a	\$_____	\$_____
Weed Control	Per application	4	\$_____	\$_____
Pest and Disease Control	Per application	n/a	\$_____	\$_____
Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
Pruning	Per pruning	4	\$_____	\$_____
Winter Preparation	Per section	2	\$_____	\$_____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$1,000.00
TOTAL AMOUNT OF TENDER (1st YEAR OPTION)				\$_____

1ST YEAR OPTION
Coast Guard - Shearwater Helicopter Hanger

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$_____	\$_____
Planting Beds	Per cleanup	2	\$_____	\$_____
Paved Areas	Per cleanup	2	\$_____	\$_____
Catch Basins	Per cleanup	2	\$_____	\$_____
Repair and Renovating	Sq. meter	100	\$_____	\$_____
Regrading	Sq. meter	100	\$_____	\$_____
Resodding	Sq. meter	100	\$_____	\$_____
Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
Lawn Mowing	Per mowing	30	\$_____	\$_____
Aerating	Per aerating	2	\$_____	\$_____
Fertilizing - Lawn Areas	Per fertilizing	n/a	\$_____	\$_____
Fertilizing - Plant Material	Per fertilizing	n/a	\$_____	\$_____
Watering	Sq. meter	n/a	\$_____	\$_____
Weed Control	Per application	4	\$_____	\$_____
Pest and Disease Control	Per application	n/a	\$_____	\$_____
Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
Pruning	Per pruning	4	\$_____	\$_____
Winter Preparation	Per section	2	\$_____	\$_____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$1,000.00
TOTAL AMOUNT OF TENDER (1st YEAR OPTION)				\$_____

2ND YEAR OPTION
Bedford Institute of Oceanography

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$_____	\$_____
Planting Beds	Per cleanup	2	\$_____	\$_____
Paved Areas	Per cleanup	2	\$_____	\$_____
Catch Basins	Per cleanup	2	\$_____	\$_____
Repair and Renovating	Sq. meter	100	\$_____	\$_____
Regrading	Sq. meter	100	\$_____	\$_____
Resodding	Sq. meter	100	\$_____	\$_____
Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
Lawn Mowing	Per mowing	30	\$_____	\$_____
Aerating	Per aerating	2	\$_____	\$_____
Fertilizing - Lawn Areas	Per fertilizing	n/a	\$_____	\$_____
Fertilizing - Plant Material	Per fertilizing	n/a	\$_____	\$_____
Watering	Sq. meter	n/a	\$_____	\$_____
Weed Control	Per application	4	\$_____	\$_____
Pest and Disease Control	Per application	n/a	\$_____	\$_____
Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
Pruning	Per pruning	4	\$_____	\$_____
Winter Preparation	Per section	2	\$_____	\$_____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$1,000.00
TOTAL AMOUNT OF TENDER (2nd YEAR OPTION)				\$_____

2ND YEAR OPTION
Shannon Hill Traffic Centre

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$_____	\$_____
Planting Beds	Per cleanup	2	\$_____	\$_____
Paved Areas	Per cleanup	2	\$_____	\$_____
Catch Basins	Per cleanup	2	\$_____	\$_____
Repair and Renovating	Sq. meter	100	\$_____	\$_____
Regrading	Sq. meter	100	\$_____	\$_____
Resodding	Sq. meter	100	\$_____	\$_____
Top Dressing and Reseeding	Sq. meter	100	\$_____	\$_____
Lawn Mowing	Per mowing	30	\$_____	\$_____
Aerating	Per aerating	2	\$_____	\$_____
Fertilizing - Lawn Areas	Per fertilizing	n/a	\$_____	\$_____
Fertilizing - Plant Material	Per fertilizing	n/a	\$_____	\$_____
Watering	Sq. meter	n/a	\$_____	\$_____
Weed Control	Per application	4	\$_____	\$_____
Pest and Disease Control	Per application	n/a	\$_____	\$_____
Cultivating Planters and Shrub Beds	Each	4	\$_____	\$_____
Pruning	Per pruning	4	\$_____	\$_____
Winter Preparation	Per section	2	\$_____	\$_____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$_____	\$_____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$1,000.00
TOTAL AMOUNT OF TENDER (2nd YEAR OPTION)				\$_____

2ND YEAR OPTION
Coast Guard - Shearwater Helicopter Hanger

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
Annual Cleanup				
Lawns	Per cleanup	2	\$ _____	\$ _____
Planting Beds	Per cleanup	2	\$ _____	\$ _____
Paved Areas	Per cleanup	2	\$ _____	\$ _____
Catch Basins	Per cleanup	2	\$ _____	\$ _____
Repair and Renovating	Sq. meter	100	\$ _____	\$ _____
Regrading	Sq. meter	100	\$ _____	\$ _____
Resodding	Sq. meter	100	\$ _____	\$ _____
Top Dressing and Reseeding	Sq. meter	100	\$ _____	\$ _____
Lawn Mowing	Per mowing	30	\$ _____	\$ _____
Aerating	Per aerating	2	\$ _____	\$ _____
Fertilizing - Lawn Areas	Per fertilizing	n/a	\$ _____	\$ _____
Fertilizing - Plant Material	Per fertilizing	n/a	\$ _____	\$ _____
Watering	Sq. meter	n/a	\$ _____	\$ _____
Weed Control	Per application	4	\$ _____	\$ _____
Pest and Disease Control	Per application	n/a	\$ _____	\$ _____
Cultivating Planters and Shrub Beds	Each	4	\$ _____	\$ _____
Pruning	Per pruning	4	\$ _____	\$ _____
Winter Preparation	Per section	2	\$ _____	\$ _____
Labour only for work not specifically covered in the unit pricing above	Per hour	150	\$ _____	\$ _____
Allowance for materials complete with markup of 10% applied	Allowance	n/a	n/a	\$1,000.00
TOTAL AMOUNT OF TENDER (2nd YEAR OPTION)				\$ _____

SUMMARY

Bedford Institute of Oceanography	1 Year Contract	\$ _____
Shannon Hill Traffic Centre	1 Year Contract	\$ _____
Coast Guard - Shearwater Helicopter Hanger	1 Year Contract	\$ _____
	Total	\$ _____

Bedford Institute of Oceanography	1st Year Option	\$ _____
Shannon Hill Traffic Centre	1st Year Option	\$ _____
Coast Guard - Shearwater Helicopter Hanger	1st Year Option	\$ _____
	Total	\$ _____

Bedford Institute of Oceanography	2nd Year Option	\$ _____
Shannon Hill Traffic Centre	2nd Year Option	\$ _____
Coast Guard - Shearwater Helicopter Hanger	2nd Year Option	\$ _____
	Total	\$ _____