



**DEPARTMENT OF NATIONAL DEFENCE
3 AREA SUPPORT GROUP
ENGINEER BRANCH
CFB GAGETOWN**

SPECIFICATION

SERVICE CONTRACT

**GRASSCUTTING #2
HELIPORT, ARGONAUT, WWTP AND LV-9
01 APRIL 2013 TO 31 MARCH 2014
WITH AN OPTION TO RENEW TWO
(ONE-YEAR PERIODS)**


Designed by


Fire Inspector


Project O


Engineering O

PF No:

Job No: L-G2/ -9301/217

Date: 2012-10-31

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List of Drawings

L-G2-9301/202-101	Site Plan - Base
L-G2-9301/202-102	Site Plan and location Plan

1.1 Description of Work .1

The work covered under this Service Contract comprises the furnishing of all labour, material, tools, Supervision, and equipment required to cut grass or bush, as shown on drawings for the following areas:

.1 Base Heliport, Argonaut, Waste Water Treatment Plant (WWTP) and Lindsay Valley Lodge (LV-9).

1.2 Duration of Contract .1

The duration of this Contract will be from 01 April 2013 to 31 March 2014 with an option to renew two - one year periods.

1.3 Qualifications .1

All operators and trimmers must be qualified and experienced in the proper operation of machinery and equipment. All employees must be trained in proper fueling methods, spill control and mandatory use of personnel protective equipment.

1.4 Engineer .1

The Engineer, as defined and stated in this specification will be the Commanding Officer 3 ASG Engineer Branch or a designated representative. The address of the Engineer is:

Contracts Office
3ASG Engineer Branch
Building B18
CFB/ASU Gagetown
PO Box 17000 Stn. Forces
Oromocto, N.B.
E2V 4J5
Tel: (506) 422-2000, ext: 2677
Fax: (506) 422-1248

1.5 Liability Insurance .1

The Contractor shall provide proof of Liability Insurance for the amount of two Million Dollars (\$2,000,000.00) to PWGSC prior to award of this Standing Offer Agreement

1.6 Documents
Required

- .1 Maintain at the job site, one copy of each of the following:
 - .1 Specification; and
 - .2 Contract drawings.

1.7 Contractor's
Use of Site

- .1 Access to the site of the work to be as Directed by the Engineer.
- .2 Movement around the site is subject to restrictions laid down by the Engineer and Military requirements.
- .3 Do not unreasonably encumber the site with materials or equipment.

1.8 Power and
Water

- .1 DND can provide, free of charge, temporary electric power for the purpose of this agreement.
- .2 Engineer will determine delivery points and quantities limits. Engineers written permission is required before any connection is made. Connection to the power supply in accordance with Canadian Electrical code C-22.1-09.
- .3 Contractor to provide, at no cost to DND all equipment and temporary lines to bring this service to work site.
- .4 Supply of temporary service by DND is subject to DND requirement and may be discontinued at any time without notice or acceptance of any liability for damage or delay caused by such a withdrawal of temporary service.

1.9 Guarantee

- .1 The Contractor will guarantee all workmanship to the satisfaction of the Engineer. Unsatisfactory work will be rectified at the Contractors expense.

1.10 Codes and
Standards

- .1 Perform all work in accordance with Canada Labour Code Part 2. Employer must provide PP&E to workers and ensure safety standards are met.

1.10 Codes and
Standards
(Cont'd)

- .2 Contractor must be registered with WorkSafe NB and provide a copy of this to the Engineer.
- .3 Comply with the requirements of Workplace Hazardous Material Information System (WHMIS) regarding use, handling, storage and disposal of hazardous material; labeling and provision of MSDS acceptable to Human Resources and Skills Development Canada and Health Canada

1.11 Temporary
Structures

- .1 The Contractor will furnish and maintain suitable storage facilities as may be required for their equipment and materials.
- .2 Temporary facilities will be erected in areas approved by the Engineer in writing.
- .3 On completion of the contract, these temporary facilities will be removed by the Contractor and the site left in a clean and tidy condition which meets the satisfaction of the Engineer.
- .4 Fuel storage tanks are required to be double wall and meet ULC S601, with an overfill valve and a dispenser sump with leak detection.
- .5 Storage tank systems must be properly supported above grade level to the satisfaction of the Engineer.

1.12 Work
Requisition

- .1 The Contractor will advise the Engineer of the telephone number at which they or their representative may be contacted.
- .2 The Contractor will not refuse any call for service requested by the Engineer and will respond within 24 hours.
- .3 Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment.

1.13 Quantities
and Basis of
Payment

- .1 The Contractor will submit prices for the following in accordance with the specification:
- .2 Item 1. Unit price to cut areas to a height of 75mm as indicated on site plan for

1.13 Quantities
and Basis of
Payment
(Cont'd)

- .2 (Cont'd)
adjacent road to Heliport, Heliport
common grounds South side of Helipad,
including areas just inside new fence to
Helipad edge.
Guaranteed Quantity: 8 cuts.
- .3 Item 2. Unit price to cut areas to a height
of 75mm to 125mm as indicated on site plan
for Helipad Area and Automated Weather
Observation Site (AWOS) to a height of 75mm.
Guaranteed Quantity: 4 cuts
- .4 Item 3. Unit price to cut area to a height
of 125 mm as indicated on site plan for
Autorotation Pad (field).
Guaranteed Quantity: 3 cuts
- .5 Item 4. Unit price to cut areas to a height
of 75mm as indicated on site plan for
adjacent road to Camp Argonaut.
Guaranteed Quantity: 4 Cuts
- .6 Item 5. Unit price to cut areas to a height
of 75mm as indicated on site plan for Camp
Argonaut.
Guaranteed Quantity: 8 Cuts
- .7 Item 6. Unit price to cut areas to a height
of 75 mm as indicated on site plan for
Waste Water Treatment Plant (WWTP) and
Lindsay Valley Lodge (LV-9)
Guaranteed Quantity: 8 Cuts
- .8 Item 7. Additional cuts if required for
items 1.13.2 to 1.13.7
Estimated Quantity: 4 cuts
- .9 Item 8. Mower including operator to cut
additional areas.
Estimated Quantity: 50 hours
- .10 Item 9. Trimmer including operator to trim
additional areas such as Goans Orchard and
Fast Water Site.
Estimated Quantity: 50 hours
- .11 Item 10. Tractor equipped with Bush Hog and
operator to cut over grown areas.
Estimated Hours: 50 hours

1.14 Contractor
Passes

- .1 All Contractor employees will carry an authorized Contractor pass while employed on DND property. Such passes will be produced when requested by the Military police, Commissionaires, Security Guards and persons in authority.
- .2 The Contractor will complete a Contractor application form for each individual. The Contractor will accompany the employee to the Military Police Identification Section (F-19) for the issuance of pass.
- .3 A photocopy of passes is to be provided to the Engineer.
- .4 The Contractor will ensure Contractor passes are recovered from employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section.

1.15 Security
Clearances

- .1 The Contractor shall maintain an up to date roster of all employees involved in this Contract including managers, supervisors, operators, labourers. This roster must be made available to the Engineer upon request.
- .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon request. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements as laid down by the Military Police section.

1.16 Damage to
Facilities

- .1 The Contractor will take all necessary precautions to protect and prevent damage to all property and installations. Damage caused by the Contractor will be made good without undue delay, to the complete satisfaction of the Engineer.

1.17 Hours of
Work

- .1 The Contractor will comply with the normal hours of work in effect at the Base during the period of this contract. On site negotiations between the Contractor and the Engineer may extend the hours of work to take advantage of weather conditions, or for other

1.17 Hours of
Work
(Cont'd)

- .1 (Cont'd)
reasons, as approved in writing by the
Engineer.

1.18 On-Site
Supervisor

- .1 The Contractor will provide at the job site,
a full time experienced supervisor, capable
of and having authority to speak on their
behalf on day-to-day routine matters.

1.19 Clean Up

- .1 On completion of the Contract, the Contractor
will clean up and remove all signs of their
presence from areas used by them for storage
and/or maintenance.

1.20 Special
Instructions

- .1 Regardless of existing ground conditions, all
areas shown on the drawing or listed in the
specification are to be mowed and trimmed.
Where areas are inaccessible to operator
mounted equipment, hand mowers, trimmers, or
other equipment will be used to produce a
satisfactory end result. The Contractor's
equipment must be capable of traversing rough
or uneven terrain which exists within the area
to be cut.
- .2 Base policy states when vehicles are
parked, they will be backed into a parking
space or risk being towed.

PART 1 - GENERAL

- 1.1 References
- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
 - .2 Province of New Brunswick Occupational Health and Safety Act, S.N.B. 1983.
 - .3 National Building Code of Canada, 2010.
- 1.2 Regulatory Requirements
- .1 Do work in accordance with the safety measures of the National Building Code of Canada 2010, the Canada Labour Code Part 2, the New Brunswick Occupational Health and Safety Act and WorkSafeNB provided that in any case of conflict or discrepancy the more stringent requirements shall apply.
- 1.3 Responsibility
- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
 - .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
 - .3 As outlined in the Canada Labour Code Part 2, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
 - .4 CFB Gagetown Construction Engineering Branch employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not

1.3 Responsibility .4
(Cont'd)

- (Cont'd)
- forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code Part 2, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to worn at all times along with shirts and long pants.
- .7 Personnel working in, on or around moving equipment or roadways shall wear highly visible clothing.

1.4 Unforeseen .1
Hazards

- Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.

1.5 Correction .1
of Non-Compliance

- Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.
- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.

- 1.6 Work
Stoppage
- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

PART 1 - GENERAL

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| <u>1.1 Reporting Fires</u> | .1 | Know location of nearest fire alarm box and telephone, including emergency phone number. |
| | .2 | Report immediately all fire incidents to Fire Department as follows:
.1 Telephone 911. |
| | .3 | When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location. |
| <u>1.2 Interior and Exterior Fire Protection and Alarm Systems</u> | .1 | Fire protection and alarm system will not be:
.1 obstructed;
.2 shut-off; and
.3 left inactive at end of working day or shift without authorization from Fire Chief. |
| | .2 | Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief. |
| <u>1.3 Fire Extinguishers</u> | .1 | Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site. |
| <u>1.4 Blockage of Roadways</u> | .1 | Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches. |
| <u>1.5 Smoking Precautions</u> | .1 | Observe smoking regulations at all times. |
| <u>1.6 Rubbish and Waste Materials</u> | .1 | Rubbish and waste materials are to be kept to a minimum. |
| | .2 | Burning of rubbish is prohibited. |
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1.6 Rubbish and
Waste Materials
(Cont'd)

- .3 Removal:
 - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.

1.7 Flammable
and Combustible
Liquids

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.8 Hazardous
Substances

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.

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| <u>1.8 Hazardous Substances (Cont'd)</u> | <ul style="list-style-type: none">.2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities..3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference..4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work. |
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| <u>1.9 Questions and/or Clarification</u> | <ul style="list-style-type: none">.1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer. |
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|-----------------------------|--|
| <u>1.10 Fire Inspection</u> | <ul style="list-style-type: none">.1 Site inspections by Fire Chief will be coordinated through Engineer..2 Allow Fire Chief unrestricted access to work site..3 Co-operate with Fire Chief during routine fire safety inspection of work site..4 Immediately remedy all unsafe fire situations observed by Fire Chief. |
|-----------------------------|--|

PART 1 - GENERAL

- 1.1 General
- .1 Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.
- 1.2 Fires
- .1 Fires and burning of rubbish on site not permitted.
- 1.3 Disposal of Wastes
- .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- 1.4 Spill Protection
- .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. fuels,oils, lubricants, etc).
- .2 Contractor must have an emergency response plan in place for spills/cleanup and disposal. A copy of this plan must be provided to the Engineer.
- .3 In case of fuel or hydraulic leaks and or spills all mowers will carry adequate cleanup/absorbent material for immediate response.
- .4 In the event of a spill the Contractor will immediately take corrective action to clean up the material and inform Engineer so the area can be checked.
- .5 In the event of a spill over one litre of a hazardous material, the Contractor will immediately inform proper authorities at the Fire Hall(G3)at 442-2000 local 2106.

PART 1 - GENERAL

- 1.1 Work Included .1 Work includes the following:
- .1 Mowing;
 - .2 Trimming;
 - .3 Clean up;
 - .4 Bush Hogging; and
 - .5 Supervision.
- 1.2 Frequency of
of Work and Cut
Height .1 To be performed on an as and when required
basis when requested by the Engineer.
Frequency of cutting will depend on weather
conditions and growth rates.
- .2 Contractor will cut grass at specified
heights and frequencies and will be paid on a
unit price per cut basis for areas as indicate
in Section 00 21 13, Instructions to bidders,
Quantities and Basis of Payment.

PART 2 - PRODUCTS

- 2.1 Equipment .1 Equipment required to cut all areas indicated
on attached drawing to produce a satisfactory
end result.
- .2 Contractors will present with their Tender, a
list of the equipment they propose to use for
the Contract. The equipment list is to include
the manufacturer's name, model, and capacity.
Prior to award of contract, the Contractor
will make arrangements with the Engineer for
inspection of equipment. If the equipment does
not meet the approval of the Engineer, the
contract will not be awarded.
- .3 All grass cutting equipment will be
maintained in first class condition The
equipment will be inspected frequently and
will be to the satisfaction of the Engineer.
Mowers which cause scalping and turf damage
will not be used.
- .4 Mowers will be calibrated and capable of
being adjusted on site to give mowing heights
required by these specifications. All guards
and protective devices on all equipment shall

2.1 Equipment
(Cont'd)

- .4 (Cont'd)
be properly maintained and utilized according to manufacturers design at all times.
- .5 Should a tractor be used, a gauge on the tractor is required to indicate RPM of PTO drive to rotary finish mower. The RPM of PTO drive will be monitored during cutting operations to ensure compliance with mower requirements.
- .6 The Contractor will maintain on DND property, a mechanic on staff at all times to expedite prompt equipment repair when necessary. Supervisor may act in a dual role as supervisor/mechanic as long as day to day supervisory duties are maintained.

PART 3 -EXECUTION

3.1 Mowing

- .1 Cut grass to heights as specified in Section 00 21 13, Instructions to Bidders, and as indicated on drawings.
- .2 Mowing will not be carried out when in the opinion of the Engineer:
 - .1 The grass is too wet; and
 - .2 A long period of dry weather persists.
- .3 Grass areas not cut satisfactorily will be re-cut at no cost to DND.
- .4 Remove paper, cans, limbs and all other debris prior to cutting prescribed area.
- .5 Mowing to be completed in such a way to blow grass away from walkways, roads, parking areas, flower beds, buildings and vehicles.

3.2 Trimming

- .1 Trim grass around buildings, fences, poles, signs, hedges, trees, propane tanks and all other physical obstructions within areas of grass mowing.
- .2 Ensure trimming is complete no later than 4 hours after mowing is completed.
- .3 Trim grass to same height as mowed grass in the applicable area.

3.2 Trimming
(Cont'd)

- .4 Prevent damage to trees and other physical obstructions when using power operated trimmers.
- .5 In order to prevent damage to vehicles, scheduling of trimming may need to be carried out during silent hours when parked vehicles are not present. Damage to vehicles will be contractors responsibility.
- .6 Trimming to be completed in such a way to blow grass away from walkways, roads, parking areas, flower beds, buildings and vehicles.

3.3 Grass
Clippings

- .1 All clippings from trimmers and or mowers left on sidewalks or building entrances are to be removed immediately after cutting. This is to reduce grass from being tracked into buildings.

3.4 Special Notes

- .1 The grassed areas to be cut under this contract contain a high density of weed growth. Regardless of this problem, the cutting activity must be executed in such a manner and with the types of equipment which will provide an acceptable grounds appearance following the cutting operation. Failure to provide an acceptable finish appearance will be considered grounds for withholding payment for the area involved.
- .2 The growth rate varies in each area included in the contract depending upon soil conditions, moisture, turf condition, and type of grass and weed present. The intent of the contract is to provide an acceptable standard of grounds appearance following each cut.
- .3 Ditch bottoms and slopes are included and must be cut.
- .4 The Contractor must have sufficient personnel and equipment available to be able to cut all areas on the Contract within 7 calendar days. This is critical during May, June, and July, when cut frequency is at its highest rate.
- .5 The Contractor must have a minimum of 2 years proven experience as a grass contractor and shall provide references of previous contracts upon request.

3.4 Special Notes
(Cont'd)

- .6 Contractor to provide monthly reports indicating litres of fuel consumed in specific makes and models of equipment. Type of fuel used(gas/diesel, mixed gas) to be indicated along with horsepower of equipment.
- .7 At WWTP, grass clipping are to be directed away from open tanks
- .8 Prior to cutting inside restricted area fence at Heliport, contact must be made with Tower or if unavailable Operations at local 2394.



National
Défense

LAND FORCE ATLANTIC

CONTRACT
DISPATCH

NOTE:
CHANGING AREAS INDICATED ARE APPROXIMATE

NO	DATE	REVISION	APPR

SCALE - TORQUE
1:5000
PROJECT - PROJECT
CFB GAGGETOWN
SERVICE CONTRACT
GRASS CUTTING # 2
BASE HELIPORT, ARGONAUT AND
WASTE WATER TREATMENT PLANT
DATE 2012/10/21
SUBJECT - SUBJECT

SITE PLAN

PRODUCTION	CONFORMANCE - ASSESSMENT
DESIGNED	
DRAWN	
REVIEWED	
COORDINATOR	
1 OF 2	

PROJECT NO. 1-62-9301/217-101

Canada



