

R E Q U E S T F O R Q U O T A T I O N

FOR

Landscaping Services on Granville Island

Date issued: July 22, 2013

Solicitation File # :
201302231

Originating Department:
Granville Island

Solicitation Closes: 2:00 PM EDT, August
19, 2013

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Canada



All requirements in this RFQ are mandatory.

SCOPE OF WORK

Canada Mortgage and Housing Corporation (CMHC) wishes to invite interested proponents to submit proposals to provide landscape maintenance services to Granville Island, Vancouver, British Columbia.

The proponent will provide all labour, supervision, materials, equipment and operations required to continuously maintain all aspects of the landscape for the duration of the contract, including but not limited to the following: maintenance and repair of all lawn areas, shrub and flower beds, trees, foliage washing, planter barrels, hanging baskets, and ponds such that the plants are healthy and thriving, the site is weed free, clean and has a high visual quality enhancing the appearance of Granville Island.

“Well Groomed” maintenance practices to compensate for the effect of traffic, atmosphere and growing environment. Maintenance operations should follow ecologically sound practices, such as Organic Integrated Pest Management (OIPM), application of organic mulch and/or organic fertilizer as applicable, manual weed removal and mycorrhizal inoculation.

Planter barrels are located at Johnston Street, Cartwright Street, Duranleau Street, and Railspur Alley. Hanging baskets are located at Railspur Alley. Flower beds are located on Anderson Street at the entrance to Granville Island beside the Granville Island Brewery and the Keg Restaurant.

Proponents are responsible for, but not limited to, the following:

- Maintaining all landscape area, including shrub beds and ponds in a neat and weed free condition
- Fertilizing as specified
- Controlling disease and insects by maintaining plant health in a disease and insect free condition using OIPM practices
- Pruning as specified
- Replacing dead or diseased plants
- Managing Turf; lawn mowing, edging, and trimming, deep root aeration, topdressing and power raking as specified in this Section
- Removing litter from all landscape areas
- Testing soil – Annually (minimum 10 separate samples, representing all major areas and soil conditions) to determine fertilizer and soil amendment requirements
- Testing tissue samples from trees (each tree, bi-annually starting 1st year of contract)
- Planting of seasonal annuals and bulbs for all planter barrels and floral beds
- Washing tree foliage and inspecting tree ports. Liquid fertilizer and mycorrhizae inoculations into tree ports.

- Maintaining (clean out) of tree ports /breather / feeding tubes by others.
- Inspecting to verify irrigation coverage by the proponent, and its impact on the health of the trees, lawns and planting areas

Proponents are not responsible for the following:

- Sweeping and cleaning of paved areas (except clean-up resulting from the proponents work)
- Operating and/or repairing the irrigation system. Maintenance Supervisor, Granville Island will be notified of any problems or necessary adjustments to the irrigation system.
- Controlling rodents and wildlife

Detailed information is attached as Schedule A.

QUALIFICATIONS

The proponent's quotation should include the following information about their qualifications:

- A description of the company, its organization and number of full-time employees
- Resumés for all project personnel. All work under this agreement will be provided by fully experienced and licensed landscape contractors with current membership in the British Columbia Landscape & Nursery Association (BCLNA) and any required applicable license(s).
- Written proof of experience is required, describing location and responsibilities for minimum three recent projects of similar size and scope, with proven Organic IPM practices. Provide the following for each reference: company name, address, contact person, phone number and email. CMHC may approach contact person for information relating to the quality of work provided by the proponent. Proponents must have at least **ten (10)** years experience working on similar projects.
- Pesticides, fungicides and other chemicals are to be avoided unless the threat of a major infestation or degradation of the landscape. Handling and application of pesticides and other chemicals shall be done only by personnel holding current certification under the B.C. Pesticide Control Act, and proven Organic IPM experience. Herbicides are not allowed for use on Granville Island.

REQUIREMENTS

- Warranty – The proponent will warrant all work performed under this contract agreement, establishment and/or repair to the satisfaction of CMHC.
- Equipment – Will be suited to the work at hand and be in good condition. All appropriate safety devices shall be in place and functioning to current Work Safe BC requirements.

- All equipment shall be kept clean and disinfected as applicable to prevent spread of diseases. Cutting equipment shall be kept sharp and well adjusted.
 - Leaf blower equipment to be classified as “low noise” rated at 65 dB or less.
- Documentation – The proponent will maintain a log book of all established maintenance operations carried out. The log book will be available to CMHC for inspection, as requested and required. Lack of information shall infer non-compliance with the Work of this Section and payment(s) will be adjusted accordingly. The proponent will:
 - Submit, with each monthly invoice, a report stating the dates when maintenance staff were on site, the operations carried out and documentation of any conditions requiring attention beyond the regular service. Including any charges beyond labour rates (i.e. cost of plants, equipment rentals, etc.). A sample report is included at the end of this Section.
 - Provide a comprehensive annual schedule for all maintenance procedures upon execution of the contract and followed by the start of each calendar year.
- Delivery and Storage – As required, ensuring materials are protected against deterioration or damage and they do not interfere with normal use of the site. On site storage is shared non-exclusive compound.
- Protection and Preservation – Take precautions necessary to protect all trees, shrubs and other plant material; under-ground and above ground site services, curbs, paving and other services including the irrigation system against any damage resulting from the work of this Section. Reinstate to original condition if damaged by the contractor, his/her employees, suppliers, sub-trades or equipment throughout the duration of the contract.
- Codes and Regulations – Fertilizers will comply to the Canadian Fertilizer Code, and with organic gardening standards. All chemicals will comply and be used as stated under the appropriate Government Code, Law or Regulation. Time of day operations shall comply with City of Vancouver Noise Bylaws, with machinery operation not permitted prior to 7:30 AM weekdays.

PROJECT MANAGEMENT

- Inspection- Quarterly the condition of the landscape and the proponent’s performance will be reviewed with the proponent. The Proponent will immediately notify CMHC of any physical changes and/or discrepancies which may affect the implementation of the contract or which may endanger any employees or any member of the general public.

- **Scheduling and Operations** – All on site work will be schedule in accordance with the weather, soil and plant conditions and the use of the site. In general, the proponent will:
 - Conduct weekly inspections at least during the growing period (April 1 to November 1) and at least monthly inspections during the remainder of the year, with maintenance operations scheduled on the basis of conditions observed at each inspection.
 - Do each operation continuously and complete within a reasonable time period.
 - Attend the site during the morning of the first normal working day of each week during the maintenance period. Work at this time shall include litter pick up and disposal, monitoring of moisture in growing medium, and reporting of any damage, deterioration or other condition requiring attention.
 - Provide minimum three days notification in writing prior to application of any organic or chemical pest controls. Ensure notices are posted for public safety in entire area of application three days prior and five days after.
 - Describe its project management approach and the project management organizational structure including reporting levels, lines of authority, and hours on site.
 - Provide estimated hours on-site per annum, estimated quantity of full-time and part-time on-site staff. Estimate will include a break down per season, November to March and April to October, noting spring planting and fall leaf cleaning.

DELIVERABLES

The duration of the contract will be for a three year period. The anticipated dollar value is not expected to exceed \$150,000.00 annually.

PROPONENTS' SITE VISIT

It is mandatory that the proponent visit the site and examine the scope of the work required and the existing conditions.

Arrangements have been made for a tour of the work site. The site visit will be held on August 7, 2013 at 2:00 PM PDT. The site is located at:

Canada Mortgage and Housing Corporation
Granville Island Administration Office
1661 Duranleau Street, 2nd Floor,
Vancouver, British Columbia

V6H 3S3

The proponent must send confirmation of attendance, including the name(s) of the person(s) who will be attending, via email to rlemay@cmhc-schl.gc.ca attention Ryan Lemay. The proponent who, for any reason, cannot attend at the specified date and time will not be given an alternative appointment to view the site and its proposal, therefore, will be rejected as non-compliant. No exceptions will be made.

PRICE QUOTATION

The proponent must submit a fixed (firm) price relative to all of the goods/services and deliverables outlined in this RFQ.

All prices and amounts of money are to be quoted in Canadian dollars and be exclusive of the Goods and Services Tax (GST), Harmonized Sales Tax (HST), and Provincial Sales Tax (PST), as applicable, unless otherwise indicated.

The proponent must submit a fixed (firm) price for the comprehensive annual landscape maintenance plan, as outlined in this RFQ, for the term of the contact agreement. In addition, the proponent must submit pricing information that indicates how the fixed price was calculated, referencing the attached schedule.

Note: Pricing to include the costs of reporting (log book, monthly report to CMHC, etc.). Plus all clean-up and disposal costs.

Details of Price	Year One	Year Two	Year Three
Total Annual Price: (inclusive of all labour, equipment, and materials)			
The proponent is responsible for providing all equipment necessary to perform the tasks included in the Statement of Work.			
Labour Rates for Additional Work (for services that are outside annual maintenance contract)			
		Hourly Rate	Hourly Rate
Rates for Journeymen: Regular hours -Monday to Friday 8:00 am to 5:00 pm			
After 5:00 pm, Saturday, Sunday and Statutory Holidays			
Rates for Apprentice: Regular hours - Monday to Friday 8:00 am to 5:00 pm			
After 5:00 pm, Saturday, Sunday and Statutory Holidays			
Rates for Helper: Regular hours - Monday to Friday 8:00 am to 5:00 pm			
After 5:00 pm, Saturday, Sunday and Statutory Holidays			
Rate for equipment rental (3rd party):		Cost + ____ %	Cost + ____ %

SUBMISSION INSTRUCTIONS

Proponents are required to submit their **signed** quote to EBID@cmhc-schl.gc.ca, by 2:00 PM EDT, August 19, 2013. The subject line of the transmission must state: **RFQ, File # 201302231.**

Please be advised that EBID has a size limitation 10 MB. It is advisable and recommended that proponents submit their quote in multiple smaller files.

Timely and correct delivery of quotes to the exact specified quotation delivery address is the sole responsibility of the proponent. All risks and consequences of incorrect delivery of quotes are the responsibility of the proponent. CMHC will not assume or have transferred to it those responsibilities. All registered times will be in accordance with the time CMHC computer servers **receive** the submission, not the time the quotation was sent by the proponent*. Submissions received after 2:00 PM EDT, August 19, 2013 will not be accepted.

* Please be advised that electronic transmissions may not necessarily be immediate and can experience lengthy delivery delays. Proponents should ensure that sufficient delivery time is allowed for quotations to be received.

Format

Quotations may be submitted in MS Word, Lotus WordPro or Adobe Acrobat PDF in English or in French.

NOTE: In certain email programs the "Send" format may need to be specified as either "HTML" or "Plain Text". Rich Text formatted or Compressed (Zipped) documents cannot be opened by CMHC.

PROPONENT SELECTION

The policy pertaining to the selection of suppliers is based on the principle that all suppliers must be treated fairly and equally. Suppliers are defined as an individual or firm that could provide, or has provided, goods or services or construction under contract.

CMHC utilizes the Supplier Information (SI) database, maintained by **Business Access Canada** as the Official CMHC source list. All proponents **must** be registered with **Business Access Canada** prior to submitting a proposal. The Procurement Business Number (PBN) provided by **Business Access Canada** must be included with your proposal. If you are not registered, and you wish to do so, you may access **Business Access Canada** (<https://buyandsell.gc.ca/>) or you may call their Information Line at: 1-800-811-1148). Present Suppliers not registered with Business Access Canada are required to self-register on the SI via the Business Access Canada Web site.

CMHC shall conduct the RFQ process in a visibly fair manner and will treat all proponents equitably. It is intended that the lowest cost quotation will be accepted, however, CMHC reserves the right to accept or reject any or all quotations and to verify that the supplier is able to meet the conditions outlined in the RFQ prior to awarding a contract.

Without changing the intent of this RFQ or the lead proponent's quotation, CMHC will enter into discussions with the lead proponent for the purpose of finalizing the contract. If at any time CMHC decides that the lead proponent cannot satisfy CMHC's requirements, CMHC may terminate negotiations. If at this time CMHC feels that the secondary proponent may meet the requirements, CMHC will continue the process with the secondary proponent and so on.

Announcement of the successful proponent will be made to all proponents following the signing of a contract.

Schedule A

Products

- Plant Materials – will meet BCSLA/BCLNA standards for quality and condition.
- Sod or grass seed shall match the existing varieties. Sod to be premium quality sand based sports turf without netting.
- Hanging Baskets: Minimum 400mm wire basket, moss lined, complete with decomposed compost growing medium. Compost to be sloped towards middle, plastic membrane to separate moss and compost. Include slow release organic fertilizer and water retaining granules in compost mix. Plant with the equivalent of the following: 2 Geranium (Seedling), 1 Fuchsia Upright, 1 Fuchsia Trailing, 1 Ivy Leaf Geranium, 1 Non Stop Begonias, 3 Trailing Plants, 2 Impatiens, 6 Marigolds, 2 Ivies, 1 Cellpack Lobelia, 2 Cellpacks worth of other bedding (Impatiens, Petunia, Marigold) to be planted in sides. The Baskets to be provided fully established with complete foliage cover.
- Flowers – Annual (May 1 to October 1) the proponent will establish and supply a selection of flowers, from seasonally available supplies. Colour to be consistent throughout each planting area (not random), with predominantly primary colours. Plant spacing (minimum 150mm (6”) on centre) to vary with selection and size, with all soil covered by foliage. Supplement planting to satisfaction of, and as directed by CMHC.
- On-site storage for mowing equipment, hand tools, supplies, and a vehicle

Fertilizer, Lime, Mycorrhizae, and Chemicals

- Fertilizer – Natural organic slow release fertilizer of properties and rates as recommended by the soil testing and tree tissue testing laboratories as provided by this contract. Consider fish fertilizer (control odor), 20-20-20, 21-7-7 or equivalent organic based fertilizer. Provide liquid based preparations for trees and paving.
- Lime: Dolomite of lime (Agrico Spread Easy Dolomite or equal).
- Mycorrhizal fungi
- Pesticides, fungicides and other chemicals will be avoided unless in the case of a threat of a major infestation or degradation of the landscape. Algacides, fungicides and insecticides shall meet Local, Provincial and Federal Government regulations and codes.
- Chemicals can be used as directed by CMHC and only after other options have been exhausted. Ensuring all requirements, including public notification and recommendations of the manufacturer and CMHC have been fulfilled.

Maintenance Procedures (Schedule of tasks for plant maintenance)

Turf	Frequency
Soil testing and pH and nutrients	Annually
Mowing, trimming	Weekly
Deep Root Aeration	In low traffic areas, annually or as required. In compacted high traffic areas or under tents, 7 times a year before and after festivals.
Irrigation	As required.
Fertilizing	As required for optimum plant health (3 to 7 times per year)
Power edging	Weekly
Topdressing and overseeding	Semi-annually
Moss kill and power rake	Annually
Leaf Removal	Continuously or once a week in the fall
Liming	Annually in early winter to meet pH requirements.
Beds (Shrubbery)	
Weeding, pruning	Weekly
Shearing / deadheading flowers	Weekly
Fertilization	As required by seasonal conditions
Topdressing / Mulch	Semi-annually
Division of perennials	As directed
Barrels and annual flower beds	
Planting	Replant two times per season with annual flowers
Bulbs	Plant each fall
Fertilization	Weekly
Deadhead	Bi-weekly
Hand watering or irrigation	Daily
Replacement planting	On-going as required to maintain coverage
Hanging Baskets (Railspur Alley)	
Supply by contractor	Ordered in March to be ready for May
Fertilization	Weekly
Deadhead	Bi-weekly
Hand watering	Daily (twice per day in summer)
Trees	
Tissue testing	Once, then every second year
Minor repairs	Ongoing
Fertilization / mycorrhizae	As required
Irrigation	Weekly deep watering if no automatic irrigation
Pruning for shape	Annually / fall & winter

Washing of leaves	As required to remove dust and contaminants several times each year (complete between midnight and dawn)
Plant Pest Control	As required.
Trash removal (from beds, barrels, turf, ponds and beaches)	As required
Ponds	
Drainage and cleaning of ponds	Alternate years
Reconstruction of the rock perimeter	As required
Removal of overgrown vegetation and any other invasive species	As required
Ponds Algaecide application as required to ensure water clarity	As required
Tree Removal	
Small jobs to be done by the contractor. Larger jobs may be completed by tree removal experts as determined by CMHC.	As required
Foreshore Maintenance	
Removal of waste and debris around the Island foreshore	As required
Reporting	
Report to Maintenance Supervisor any tripping hazards, broken irrigation, burned out lighting, etc.	On-going

Clean up and Disposal

- All materials brought to the site for any particular maintenance procedure and all litter and debris resulting from same shall be placed on the site so as to minimize disruption of the operation of the site. Materials, litter and debris shall be removed from the site promptly following completion of each maintenance operation.
- Litter and debris can be disposed of in bins available on site. All cuttings and organic waste to be placed in Organics bins provided.
- Sweep or hose off all paved surfaces after completing maintenance operations to an acceptable clean condition.
- Remove debris, equipment, materials, and waste due to work of this Section at the end of each day of work from all landscape and pedestrian areas.
- Keep paved surface clear and swept clean of debris, materials and waste from landscape operations as required throughout the year.

- Remove leaves and landscape debris from all landscape areas. Remove leaves from landscape minimum once per week in fall.
- Spring clean-up shall be carried out as soon as weather conditions permit, it will include:
 - Removal of all litter and debris including dead vegetation, from landscape areas, Debris removal shall including de-thatching, power raking or hand raking of turf areas as and where directed by CMHC.
 - Removal of sand and soil from pedestrian areas.
 - Mowing, trimming and edging turf
 - Shallow spading or cultivation of all fallow areas.
- Fall Clean-up includes the same operation as specified for the spring plus removal of leaves from the entire site. Review the site weekly through the fall and ensure operations are completed by end of November (or as directed by CMHC). Continue to inspect and clean the site as required during December, January, and February.

Mowing and Trimming

- Turf shall be mown at a cutting height between 35 to 50mm (1 ½” to 2”). Reel mowers only shall be used in irrigated areas. Mowers shall be maintained and operated so as to provide a clean cut of all grass areas.
- When growth exceeds 25mm (1”) per week, turf shall be mown twice per week.
- Surface accumulation of grass clippings which are unsightly or which will damage the turf shall be removed immediately.
- Trim all edges walks, curbs, mowing strips or planting beds at each mowing with a nylon line type power trimmer to ensure a clean straight edge.
- Edge turf areas in spring and periodically throughout the growing season as required maintaining a well-groomed appearance at all times. Edging cuts shall be vertical and shall be perfectly straight or uniformly curved as appropriate. Edging cuts between turf and paving shall be 13mm (1/2”) from the edge of the paving.
- **Weed Control:**
 - Maintain all areas in a weed free condition.
 - Inspect landscape areas for weed growth once per week during the growing season and remove all weeds within one week of observing weed growth
 - Weed control procedures shall have no detrimental effect on the growth of desired plants. Mechanical weed removal is required. Do not use any chemical method of weed control.
 - Mechanically remove all broadleaf weeds in turf areas. No herbicides.
 - By periodic hand cultivation, all fallow soil shall be kept free or weeds, and in a loose friable condition. The interval between

cultivation shall not be longer than 2 weeks and in no case shall weeds be allowed to go to seed.

Irrigation system and watering

- Water is provided at no cost to the proponent from sources as directed by CMHC.
- Programming of the automatic irrigation system shall be seasonally adjusted by the proponent, with watering times only during non-business hours.
- All heads will be periodically checked ensuring proper coverage at all times. Clean and adjust irrigation heads as necessary to maintain proper coverage.
- Operate the automatic irrigation system and irrigation outlets when necessary to provide optimum soil-water conditions from rainfall plus irrigation for healthy turf and plant growth throughout the growing season.
- Irrigate soils to suppress soil salinity within tidal effected areas.
- Replace or repair of the irrigation system components is not part of this contract. Notify CMHC promptly when any damage or malfunction of the system is observed.
- If automatic irrigation system is not installed, the contractor shall be responsible for providing equipment to properly irrigate the landscaped areas by distributing water from sources at the buildings. Include manual irrigation of planting areas under bridge during winter months when system is winterized.
- Apply at least 25 - 50 - 40mm (1" to 1-1/2") of water per week, with minimum two applications per week, by manual watering or automatic system.

Tree and Shrub Maintenance

- Deciduous Shrubs: Shrubs may be clipped or shaped to develop a neat appearance. Dead branches require to be removed. To control plant size, remove stems and branches where necessary.
- Trees: Remove dead branches only. All other tree pruning shall be carried out under the direction of CMHC. Trees improperly pruned and/or not pruned as directed by CMHC shall be considered as having died and shall be replaced with the same species by the contractor at no cost to CMHC.
- Pruning: The extent of pruning to be done shall be compatible with a high standard of maintenance, to develop a natural appearance, and to remove all dead, weak or diseased wood. Thinning cuts shall be flush with the source branch. Heading-back cuts shall be to a bud. Small internal twigs

shall be removed. All dead wood and broken branches shall be removed promptly. Root suckers and suckers from the understock of grafted plants shall be removed once during late May, and once during late July. Do not apply wound dressing. Remove damaged bark and clean wounds to intact live tissue to encourage healing. Pruning shall be such as to ensure healthy plants with a pleasing appearance and shall be compatible with the natural shape and growth habit of the species or variety.

- Broadleaf Shade Trees: Maple shall be pruned from July to September inclusive. Other broadleaf trees shall be pruned from June to November inclusive. Trees shall be pruned to a single leader. The leader shall not be headed-back. Competing leaders shall be removed. The lowest branches shall be progressively removed each year so as to maintain the lower third of the tree free of branches until a clean trunk +/- 2.5m (7' - 8') in height is achieved. Trees shall be kept free of weak crotches and rubbing branches. Framework branches shall be selected so as to be uniformly distributed both vertically and horizontally.
- Flowering Trees: Flowering trees shall be pruned to a modified leader. Prune in fall for spring flowering trees.
- Coniferous Trees: Shall not be pruned except to remove dead or broken branches and to train a new leader if the leader is damaged.
- Shrubs: Shall not be sheared. One or more old branches shall be removed annually from old shrubs to leave a well-shaped plant of young vigorous branches. Pruning shall generally be carried out annually after flowering. Dead flower heads shall be removed promptly from shrubs having large flower heads.
- Groundcover Areas: Beds, planters and other planting areas containing groundcovers shall be weeded and cultivated, dead foliage shall be removed, dead plants replaced and all other maintenance carried out as necessary to keep the beds tidy at all times and all plants in healthy condition.
- Maintenance of guying and staking: The contractor shall carry out periodic maintenance of any tree guying and staking as necessary to keep guys and loops taut and trees erect.
- Tree Protection: The contractor shall carry out all work required for the winter protection of the outdoor plants including protection against cold, snow, ice, wind, sun and animals. The protection required shall be to a high standard and shall be as directed.
- Removal of Dead Trees and Shrubs: The contractor shall, as soon as they observe dead or damaged trees or shrubs, report same to CMHC shall

immediately remove and dispose of these plants and replace them as directed.

- **Foliage Washing:** To remove dust, pollutants, and insect/sap residue, pressure wash foliage of trees and shrubs several times a year, and as directed by Owner. Work to be performed in early morning. Intensity and frequency of washing determined by climate conditions, extent of cover, and vigour of plant material. Consider adding baking soda to the water to neutralize and physically remove the contaminants (air pollution and particulate matter off the bridge).

Cultivating

- In the fall and spring, before beginning watering, manually cultivate the soil surface of all planted areas including the base of all trees, shrubs and invest as shallowly as necessary to ensure penetration of water and air into the soil. Repeat as necessary for weed control and soil permeability. In addition this operation shall be carried out at least twice per month to prevent caking of surface soil or mulch. Where and when applicable organic mulch should be placed annually or when required by erosion, decay, cultivation or vandalism.
- Avoid cultivating into the root zone of plants, particularly shallow-rooted groundcovers and rhododendrons.

Repairs to Lawn Areas

- Carry out the following operations as necessary to restore any damaged or diseased lawn areas observed during the maintenance period. Provide overseeding of shaded lawn areas with shade tolerant grass species, as directed by CMHC.
- **Overseeding:** shall include the following in the sequence listed:
 1. mowing one half inch shorter than normal;
 2. thorough hand raking or equivalent to remove all loose vegetation;
 3. application of fertilizer;
 4. seeding at 2kg per 100m² by hand or rotary broadcast seeder, as appropriate;
 5. light rolling
 6. irrigation;
 7. Mowing
- **Reseeding:** shall include the following in the sequence listed:
 1. alteration of the final grades to overcome ponding by removal, relocation or addition of topsoil;
 2. application of fertilizer;
 3. rotary tillage or equivalent to a depth of 50-75m (2-3");
 4. fine grading and removal of all stones, pebbles and debris from the surface;

5. seeding at 2kg per 100m² (4-5 pounds per 1000 square foot) and raking seed into a depth of one quarter inch;
 6. erection of protective barriers and removal when lawn is established;
 7. Irrigation;
 8. Mowing.
- Moss Control in Turf: Shall be carried out where and when directed by CMHC and shall include the following in the sequence listed:
 1. During summer, as directed, uniform application using a rotary broadcast spreader, at the rate recommended by the manufacturer of a registered moss control product (PCP No. 8113, B and K “Moss Kill”, or equivalent).
 2. After one to two weeks, as directed, removal of the moss by thorough hand raking.
 - Aerification: Select time during early spring when soil is sufficiently dry to allow breaking up of soil particles. Power aerators shall penetrate soil at least 10cm (four inches) and spaced at eight (8) cores per square foot. Repeat aerification throughout season for lawn areas subject to heavy pedestrian traffic, as directed by CMHC.

Pest and Disease Control

- The contractor is required to submit a program of Organic Integrated Pest Management, using a combination of physical (hosing), cultural, biological and chemical methods chosen for the most effective, safe and economical control of pests and diseases. This program shall specify a holistic methodology for maintenance, including the type and number of insect control systems, beneficial nematodes, and horticultural practices to be used to minimize pest populations through predation and improved plant growing conditions. Include description of any experimental procedures for approval prior to proceeding.
- Minimize pesticide use except where irreversible damage would result from pest and disease infestation. Use dormant oils as preventative where applicable.
- Inspect all plants and turf for signs of pest or disease once per week during the growing season and report any such conditions in the monthly report.
- Begin treatment for pests or diseases immediately following observation.
- Pest and disease control shall be carried out by skilled operators, using methods approved under current laws and regulations. If chemical controls are required, pesticides shall be chosen on the basis of highest effectiveness and selectivity, and least hazard to the environment. Do not use any chemical method of insect or disease control without prior written approval of CMHC.
- Use the recommend type of equipment and method of application for each chemical as recommended by the chemical manufacturer.
- All chemicals shall be mixed and applied as stated on the label of the manufacturer.

- Be extremely cautious in the mixing, handling and application of all chemicals as they may be harmful (if misused) to humans, plants, animals, etc.
- The contractor shall be liable for any damage caused through the misuse of any plant disease and/or plant insect control method.

Soil and Tissue Testing

- Examine the site to determine any areas where the plant material or lawn is performing poorly. As directed by CMHC, take soil or tissue samples from the affected areas(s) and trees to an approved testing laboratory for soils or tissue testing. Costs for such testing shall be borne by the Contractor. Correct deficiencies to the soil such as poor texture, chemical residues or nutrient level or organic matter deficiencies by appropriate means as recommended by soils testing laboratory. Correct the situation at the appropriate time of year and as coordinated with the Owner. Provide the test results and recommendations to CMHC.
- Soil test to include pH, particle size (% sand, % organic, % fines), soil salinity, available nutrients (N, P, K, magnesium, and calcium). Testing to be performed by Pacific Soil Analysis or approved alternate.
- Tree tissue testing to establish deficiencies that will compromise tree performance, including available micro and macro nutrients and Nitrogen. Tissue testing to be performed by Norwest Labs or an approved alternate.

Fertilizer Application

- Turf areas shall be fertilized uniformly three times per year, using rotary broadcast spreaders. Fertilizer application and follow-up irrigation shall be carried out in such a manner that burning of the turf does not occur.
- Planting areas shall be fertilized a minimum of two applications per year – March and May. Work the fertilizer thoroughly into the top 50mm of soil.
- The rates, formulations and times of applications shall be as recommended by the soils testing agency, based on soils test results.
- Inject liquid based organic fertilizer into the tree ports for trees in paving, and into the drip zone of trees (outer extent of branches) in lawn areas.
- Inoculate mycorrhizal fungi into the tree ports for trees in paving. Applications are required as part of a systematic nutrient supply program, compatible with organic based fertilizers.

Liming

- Apply Dolomite Lime to all planting and sod areas in the spring and fall at the rate of 10 lbs per 1000 square feet of soil surface, or as otherwise recommended by the soil testing laboratory.

Traffic Control

- Road closures and disruption of traffic to be minimized. Advise Maintenance Supervisor and Commissionaires of proposed closure. Cones and barricades will be made available by CMHC, subject to availability.

Pond Maintenance

- There are two (2) ponds (upper and lower) required to be drained and cleaned in alternate years.
- Fresh water ponds to be maintained to prevent development of algae. Use algaecide as required (typically 4 times per year) and as recommended by manufacturer. The use of chemicals per section 2.4.
- Weed and aquatic plant development to be managed to control spread of plants. Remove plants as directed by CMHC.
- Shoreline of ponds to be maintained to prevent material loss and exposure of liner. Relocate plants, rocks and soil sufficient to retain soils and prevent degradation of shoreline, regardless of cause. Pond liner to not be visible and exposed to sunlight.

Foreshore Maintenance

- Removal of waste and debris around the Island foreshore

Miscellaneous Work

- All items of work which normally comprise part of a complete Landscape Maintenance Program, whether or not specifically described herein, shall form part of this contract.

TERMS AND CONDITIONS OF THE REQUEST FOR QUOTATION

1. INVOICING

The Contractor must allow 30 days from delivery of invoice for payment without interest charges. The Contractor may not invoice prior to performance of the service or delivery of the goods.

2. NON-COMPLIANCE OR DEFAULT BY CONTRACTOR

If the Contractor fails to comply with a direction or decision of CMHC properly given under the terms of this RFQ, or is in default in any other manner under any ensuing contract, CMHC may do such things and incur such costs as it deems necessary to correct the Contractor's default, including without limitation the withholding of payment due or accrued due to the Contractor for services rendered pursuant to the contract, which moneys may be set off by the Corporation against any expenses that it may incur in remedying a default or failures as described above.

3. OWNERSHIP

(a) Any and all information prepared exclusively for the Corporation shall remain the property of the Corporation and all copyrights thereto are the property of the Corporation and neither the Contractor nor its servants or agents shall divulge, release or publish any such documentation.

(b) Any and all information relating to the Corporation and obtained by the Contractor during the course of execution of its duties under any ensuing contract shall remain the property of the Corporation and shall not be used in any way or disclosed to anyone without the prior written consent of the Corporation.

4. DELIVERY

Unless instructed otherwise, delivery of the services and/or goods hereunder shall be made free and clear of all liens and encumbrances, in the manner and to the destination stipulated. CMHC reserves the right to refuse pre shipment and, in addition to any other remedy or remedies which CMHC may have, CMHC reserves the right to cancel any ensuing contract in whole or in part if deliveries are not made as stipulated in any ensuing contract.

5. CONFIDENTIALITY

All plans, drawings, specifications and other information, patterns, dies and other tools supplied by CMHC, and any information derived therefrom are confidential to CMHC and shall not be disclosed by the Contractor to any third party without the prior written consent of CMHC, or made use of by the Contractor except for the purpose of executing the work hereunder. All such plans, drawings, specifications and other information, patterns, dies and other tools shall be and remain the property of CMHC and shall be returned by the Contractor to CMHC upon request.

6. INSPECTION AND ACCEPTANCE

All goods and/or services supplied under any ensuing contract are subject to inspection and acceptance by CMHC within a reasonable time after receipt thereof. CMHC will notify the Contractor in writing of the rejection of any goods and/or services which are not in accordance with the description or specifications stipulated in any ensuing contract, and such goods and/or services will then be held at the Contractor's risk for disposition by it and subject to all charges accruing as a result of such rejection.

7. WARRANTY

The Contractor warrants and guarantees that the goods and/or services supplied under any ensuing contract are fit for the particular purpose or use for which they are purchased by CMHC and will perform in accordance with specifications and the Contractor also warrants and guarantees the goods against any and all defects in material, workmanship or design. This warranty and guarantee is in addition to any and all warranties and guarantees of the Contractor arising by operation of law and nothing contained herein shall be construed as limiting or restricting such warranties or guarantees or any right or remedy which CMHC may have.

8. INSURANCE

It shall be the sole responsibility of the Contractor to determine what, if any, insurance coverage is necessary for its own protection or to fulfill its obligation under any ensuing contract. Any such insurance shall be provided and maintained by the Contractor at its own expense.

9. INCOME TAX REPORTING REQUIREMENT

As a federal Crown Corporation, CMHC is obliged under the Income Tax Act and Regulations to report payments made by the Corporation to suppliers of goods and/or services by using a T1204 supplementary slip. CMHC must therefore obtain the necessary information from suppliers (including the Contractor's social insurance number and/or corporate identification number) in order to allow it to complete the T1204 supplementary slip. The Winning Proponent will be required to complete and sign a Supplier - Direct Deposit and Tax Information Form (CMHC/SCHL 3085) prior to execution of any ensuing contract.

10. COMPLIANCE WITH LAWS

The Contractor shall comply fully with all applicable laws, ordinances, rules, regulations, code and standards, whether federal, provincial, or local, and shall furnish CMHC such evidence of compliance as CMHC may require at any time.

11. INDEMNITY

The Contractor shall indemnify and save harmless CMHC from and against all claims, debts, demands, suits, actions and causes of action whatsoever and all losses, costs, damages, expenses and liabilities which may be suffered or incurred by CMHC, arising out of or in connection with (whether directly or indirectly, or by reason of negligence or otherwise) the supplying of goods under any ensuing contract or any matter or thing done, suffered or permitted or omitted to be done by, or the operations of the Contractor, its subcontractors, or its or their employees or agents, under said contract.

12. TERMINATION

If the Contractor shall become insolvent or shall make any assignment for the benefit of creditors or a receiver or trustee shall be appointed for all or part of its property, or if the contractor shall default in the observance or performance of any of its obligations hereunder, the contract may forthwith be cancelled at the option of CMHC without liability.

13. ASSIGNMENT

The Contractor may not assign the whole or any part of its rights or obligations arising out of any ensuing contract without the prior written consent of CMHC.

14. DECLARATION RE: BID RIGGING, COLLUSION AND GRATUITIES

In submitting its quotation, the Contractor certifies that:

- (a) prices as submitted have been arrived at independently from those of any other Contractor;
- (b) the prices as submitted have not been knowingly disclosed by the Contractor, and will not knowingly be disclosed by the Contractor prior to award, directly or indirectly, to any other Contractor or competitor; and
- (c) no attempt has been made, nor will be made, to induce any other person to submit, or not to submit, a quotation, for the purpose of restricting competition.
- (d) In submitting its quotation, the proponent certifies that no representative for the Contractor has offered or given a gratuity (e.g. an entertainment or gift) to any CMHC employee, Board member or Governor-in-Council appointee; and intended, by the gratuity, to obtain a contract or favourable treatment under a contract.

15. ACCESS TO CMHC PROPERTY

CMHC agrees to permit access by the Contractor's employees onto CMHC's premises for the purpose of fulfilling its obligations under any ensuing contract. However, CMHC reserves the right to refuse entry of the Contractor's personnel in cases of emergencies. CMHC further reserves the right to remove from and/or refuse entry to the work site, at any time, any Contractor's personnel who are incompetent or intemperate, or who violate CMHC's Safety and/or Security regulations or interfere with CMHC's operations.

The Contractor shall be fully responsible to CMHC for the acts and omissions (including negligence) of its subcontractors and of persons directly or indirectly engaged by such subcontractors as if such acts and omissions were those of the Contractor.

16. CMHC PROPERTY

The Contractor shall be responsible for all loss or damage to CMHC's property delivered to, or in custody of, the Contractor in connection with a contract from the time of such delivery or custody until said property is returned to CMHC.

17. INDEPENDENT CONTRACTOR

Any ensuing contract is an agreement for the provision or performance of goods and/or services and neither the Contractor, nor any of its employees, officers, or agents is engaged as an employee or agent of CMHC. The Contractor agrees to so advise its employees, officers, and agents.

18. EXTRAS

Except as otherwise provided in any ensuing contract, no payment for extras shall be made unless such extras and the price thereof have been authorized in writing by CMHC.

19. SECURITY CLEARANCE

The Contractor agrees that it or any other persons for which it is responsible who are to perform the Contractor's obligations under any ensuing contract shall not be acceptable to CMHC unless, at the request of CMHC, those persons have received a security clearance from CMHC's Corporate Security and Risk Management. It is agreed that should the Contractor or any other person who is to perform work under any ensuing contract and for whom the Contractor is responsible, fail to receive such a security clearance, that CMHC shall have the sole discretion to exclude such person from performing any work on any ensuing contract, or to terminate an existing contract immediately.

20. SEVERABILITY

If any provisions of the Terms and Conditions of any ensuing contract shall for any reason be held illegal or unenforceable, such provision shall be deemed separable from the remaining provisions of the Terms and Conditions of any ensuing contract and shall in no way affect or impair the validity or the enforceability of the remaining provisions of the contract.