

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet landscape maint. Battlefields com.	
Solicitation No. - N° de l'invitation EE520-141570/A	Date 2014-01-14
Client Reference No. - N° de référence du client R.067369.001	
GETS Reference No. - N° de référence de SEAG PW-\$MTC-250-12559	
File No. - N° de dossier MTC-3-36317 (250)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-26	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cyr, Nicolas	Buyer Id - Id de l'acheteur mtc250
Telephone No. - N° de téléphone (514) 496-3389 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA ESC 2 - PARCS CST 2 - PARKS 3, PASSAGE DU CHIEN D'OR QUEBEC Québec G1R 3Z8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6

Delivery Required - Livraison exigée .	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Mandatory Site Visit
6. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Contract Financial Security
13. Commercial General Liability Insurance

List of Annexes:

- | | |
|---------|--|
| Annex A | Service Request |
| Annex B | Bid Submission |
| Annex C | Complete List of Individuals Currently Directors |

PART 1 - GENERAL INFORMATION**1. Security Requirement**

There is no security requirement associated with this bid solicitation.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Former Public Servant

Contracts awarded to 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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

Solicitation No. - N° de l'invitation

EE520-141570/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtc250

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.067369.001

MTC-3-36317

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 Bidder a FPS in receipt of a pension?

Yes ()

No ()

If so, the Bidder 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, Bidders agree that the successful Bidder'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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ()

No ()

If so, the Bidder 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 adjustment 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 Applicable Taxes.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **February 12, 2014 at 10:00 am at la Maison de la Decouverte, 835 Wilfrid-Laurier Avenue, Québec City, G1R 5H8**. Bidders are asked to communicate with the Contracting Authority no later than two (2) days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

6. Applicable Laws

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders 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 Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

See section 1.6 of the Service Request (Annex A)

1.2 Financial Evaluation

1.2.1 Bid Financial Security

1. Bidders must provide bid financial security consisting of:

- a. a security deposit as defined in clause E0008T, or
- b. a bid bond form PWGSC-TPSGC 504, which must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. Bidders must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

3. If the financial security is in the form of a bill of exchange or a government guaranteed bond and:

- a. the bid price is \$250,000 or less, the amount of the security deposit must represent ten (10) percent of the bid price; or
- b.
- c. the bid price exceeds \$250,000, the amount of the security deposit must be \$25,000 plus ten (10) percent of the amount by which the bid price exceeds \$250,000, to a maximum of \$2,000,000 .

4. If the financial security is a bid bond, the amount of the bond must represent ten (10) percent of the bid price.

5. Bidders who provide a security deposit as bid financial security must submit their bid under seal (does not apply in Quebec).

1.2.2 Security Deposit Definition

1. "security deposit" means

- a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
- b. a government guaranteed bond; or
- c. an irrevocable standby letter of credit, or
- d. such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;

2. "approved financial institution" means

- a. any corporation or institution that is a member of the Canadian Payments Association;
- b. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the "Régie de l'assurance-dépôts du Québec" to the maximum permitted by law;
- c. a credit union as defined in paragraph 137(6) of the Income Tax Act;
- d. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
- e. the Canada Post Corporation.

3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:

- a. payable to bearer;
- b. accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
- c. registered in the name of the Receiver General for Canada.

4. "irrevocable standby letter of credit"

- a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,

- 1) will make a payment to or to the order of Canada, as the beneficiary;
- 2) will accept and pay bills of exchange drawn by Canada;
- 3) authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
- 4) authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.

- b. must state the face amount which may be drawn against it;
- c. must state its expiry date;
- d. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
- e. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
- f. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
- g. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's website](#).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions 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

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of April 1, 2014 to March 31, 2015.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least _____ calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

Name: Nicolas Cyr
Title: Supply Specialist
Public Works and Government Services Canada
Place Bonaventure, Portal South-East
800 de la Gauchetiere West, suite 7300
Montreal (QC), H5A 1L6

Telephone: 514-496-3389
Facsimile: 514-496-3822
E-mail address: nicolas.cyr@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

8. 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.

_____ (Insert the name of the organization at contract award)

_____ (Insert the address of the organization at contract award)

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

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 Articles of Agreement;
- (b) the general conditions 2010C, Services (Medium Complexity) (2013-06-27);
- (d) Annex A, Service Request;
- (d) Annex B, Bid Submission;
- (f) Annex C, Complete List of Individuals Currently Directors;
- (g) the Contractor's bid dated _____

12. Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within 30 calendar days after the date of contract award:

- a. a performance bond form PWGSC-TPSGC 505 in the amount of 50 percent of the Contract Price; or
- b. a performance bond form PWGSC-TPSGC 505 and a labour and material payment bond form PWGSC-TPSGC 506, each in the amount of 50 percent of the Contract Price; or
- c. a labour and material payment bond form PWGSC-TPSGC 506 in the amount of 50 percent of the Contract Price; or
- d. a security deposit as defined in clause E0008C in the amount of 50 percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

13. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Canada



ANNEX A

SERVICE REQUEST

LANDSCAPE MAINTENANCE
The National Battlefields Park, Quebec City



Government of Canada

Gouvernement du Canada

The National Battlefields
Commission

Commission des champs
de bataille nationaux

Requested by: **Client Service Team, Heritage
Public Works and Government Services Canada
Quebec Region**

Project No.: R.067369.001
December 2013

TABLE OF CONTENTS

Section

01 10 00 Work summary	Page 1 to 4
02 20 00 Maintenance instructions	Page 1 to 7

Annex B

BID SUBMISSION

Table1: Breakdown of price for additional works

APPENDICES

APPENDIX I: LAWN CARE LOCATION MAP

APPENDIX II: PROOF OF WORK PERFORMANCE

PART 1 - GENERAL

1.1 Use of terms

- .1 Canada: The National Battlefields Commission is under the portfolio of the Department of Canadian Heritage.
- .2 Departmental technical representative: refers to the person in charge of landscape maintenance for The National Battlefields Commission (NBC) or his or her authorized representative.
- .3 Departmental administrative representative: refers to the Public Works and Government Services Canada (PWGSC) project manager.
- .4 Contractor: refers to any person, corporation or company that signs a contract with Canada for this project and that possesses a permit in accordance with the Province of Quebec's Regulation Respecting the Professional Qualification of Contractors and Owner-Builders. The Contractor is the principal contractor pursuant to An Act Respecting Occupational Health and Safety and must take actions as such before the Commission de la santé et de la sécurité du travail (CSST) and respect the obligations related to this responsibility.
- .5 Plans and specifications: refers to all tender documents, including specifications and plans.

1.2 Enquiries

- .1 Anyone seeking technical or administrative information must refer to the "Enquiries – Solicitation Stage" clause of the invitation to tender.

1.3 Work covered by contract documents

- .1 This document describes the various types of landscape maintenance to be performed on the grounds of The National Battlefields Commission.
- .2 Work to be performed under this contract includes, but is not limited to, the following:
 - .1 Spring cleaning (*Removal of dead leaves, all garbage, small and large branches*);
 - .2 Grass cutting;
 - .3 Fall cleaning (*Removal of dead leaves, all garbage, small and large branches*).

1.4 Scope of work

- .1 The NBC parks covered by this contract are described in this section and illustrated in the schematic plan in Appendix 1.
- .2 The work will be performed on a surface of approximately 75 hectares. The surface areas of the various parks are as follows:
 - Battlefield Park: 166 acres or 67.21 hectares;
 - Des Braves Park: 10 acres or 4.05 hectares;
 - Des Braves Avenue: 9 feet on each side of the Avenue from Grande Allée West to Ste.Foy Road;
 - Discovery Pavilion: 2.5 acres or 1 hectare;
 - Shop yard: 0.074 acres or 0.03 hectares;
 - De Laune Street: 9 feet on each side of De Laune Street to Grande Allée West.

- .3 Another factor to consider is that some parcels of land covered by this contract have very rough terrain.

1.5 Contract type

- .1 The work will be conducted under a lump-sum contract.
- .2 Fee rates presented to burgundy Submission, Table I: Breakdown of prices for additional work will be used to allow current mandate additional work.

1.6 Mandatory technical conditions

- .1 The bidder must have successfully completed at least one single-unit contract of a **similar scope**, in the **same field** and with similar requirements as the current project within the last five years from the date of bid closing.

Similar scope means experience in carrying out institutional or municipal landscape maintenance contracts with an annual value of \$100,000 or more on a surface area of approximately 75 hectares or more.

Same field means landscape maintenance that involves performing spring and/or fall cleaning (removal of dead leaves, light and heavy garbage, small and large branches) and cutting and trimming the grass on public and institutional properties.

- .2 Send a reference letter to the client indicating the contract year, contract amount, surface areas of the land covered by the contract and client satisfaction with the work performed by the service provider.

1.7 Definition of total price and lump-sum price

- .1 Each total price is a lump-sum price, i.e., the Contractor agrees to perform the work for the stated cost, regardless of whether it results in a loss or profit. Unit or lump-sum prices for a specific service must therefore cover all work, disbursements, expenses, payments, direct and indirect costs, profits, responsibilities, obligations, acts, facts, omissions or errors attributable to the Contractor for this work.
- .2 It follows that, for this lump-sum price, the Contractor will supply the materials, labour, tools, equipment and parts required to perform the work.
- .3 The lump-sum price also includes the transport and operation of materials as well as the company's overhead, administration, insurance, contributions, interest, rent, taxes and other incidental expenses.
- .4 The lump-sum price must also cover potential losses or damage resulting from the nature of the work, price and wage fluctuations, business risks, strikes, delays not attributable to Canada, accidents, acts of nature and any other force majeure.

1.8 Site inspection

- .1 In order to become familiar with the project conditions and to gather all information required to successfully execute the contract, carefully inspect the premises. Ignorance of site conditions will not be a valid reason to claim a payment in any case.
- .2 Bidders must be very familiar with the premises and installations. They are also responsible for obtaining all information necessary for evaluating and carrying out the contract before bidding opens. Bidders must read all contract documentation carefully and request clarification where necessary.

- .3 Bidders must conduct their own assessment of the difficulties anticipated in the performance of work. They must visit the premises and enquire about the condition of the grounds in their current state.

1.9 Permits, orders and regulations

- .1 The Contractor must obtain all permits required to carry out the work. The Contractor must comply with all federal, provincial and municipal regulations and by-laws and all other statutes and regulations that apply to the work. The Contractor will be liable for any violation of applicable statutes, regulations and bylaws.
- .2 The Contractor will observe and comply with the all regulations and by-laws governing NBC parks as well as the Government Property Traffic Regulations with respect to order, parking and traffic. The speed limit on NBC grounds is less than 30 km/h, no exceptions.
- .3 The Contractor will assume (at its own expense) all obligations with regard to safety measures required under the Quebec Act Respecting Occupational Health and Safety, and all related expenses.
- .4 The safety measures prescribed by the competent authorities should be in effect at all times for the following reasons:
 - To protect the Contractor's employees, devices and equipment;
 - To prevent fires;
 - To protect NBC resources and assets, users of NBC grounds and its outbuildings.

1.10 Contractor use of premises

- .1 Contractor use of premises is limited to the use of areas necessary for the performance of work.
- .2 Coordinate the use of premises in accordance with the instructions from the departmental technical representative or his or her authorized representative.
- .3 Assume full responsibility for protecting and storing products required for the purposes of this contract.
- .4 The Contractor must take all the necessary precautions to protect and prevent spills and damage to the structures, buildings, services, installations, monuments, trees, bushes, lawns, and flower beds. The Contractor must inform the departmental technical representative or his or her authorized representative of any damage as soon as possible. All repairs by the Contractor or other parties will be done in accordance with the original plans and specifications as well as the instructions provided by the NBC.
- .5 The Contractor must not operate on the roads or engineering works a loaded vehicle, machinery or equipment whose weight and/or size exceeds the established legal limits, without prior written authorization of, and instructions from, the departmental technical representative. Moreover, no truck whose load exceeds the legal limit will be allowed on the roads or engineering works.
- .6 All aspects of the work must always be carried out in a safe, respectful and courteous manner for visitors and park users.
- .7 Always tell operators not to cut tree branch collars with machines.
- .8 The National Battlefields Commission has reserved space inside the shop yard for storage of the Contractor's machinery for the duration of the contract. This space is located at 701 Grande Allée West. If the Contractor would like to use this space for storage, it must sign a

lease agreement with the NBC and take out liability insurance on the building in accordance with NBC requirements. Some free parking spaces will be available for the Contractor's workers.

1.11 Payment method

- .1 Costs incurred to carry out the work described in section 2 of these instructions will be reimbursed in a lump sum, in accordance with the bid.

1.12 Proof of work performance

- .1 The Contractor must have the departmental technical representative sign the proof of work performance on site for the work that has been completed. The proof of work performance form is available in Appendix II.

1.13 Environmental protection

- .1 It is forbidden to dispose of waste (*e.g., grass cuttings, garbage*) or volatile materials, such as petroleum products (*e.g., oil, fuel or other harmful materials*) by discharging them into a watercourse, city sanitary drain systems or storm sewers or any other location that could harm the environment.
- .2 The Contractor must at all times comply with federal, provincial and municipal regulations and bylaws, as well as with those of all other recognized environmental organizations.
- .3 The NBC has a sustainable development policy based on seven priorities and pillars to organize its sustainable development and environmental protection efforts. The sustainable development policy is available on the NBC web site at the following link: <http://www.ccbn-nbc.gc.ca/en/about-us/sustainable-development/>. It is important that all NBC suppliers (of materials or services) be aware of and comply with this policy. The Contractor in charge of this contract has a front-line role to play in reducing greenhouse gas emissions and ensuring responsible consumption. The use of poorly calibrated gas-powered tools generating noise and excess smoke will be closely monitored.

End of Section

PART 1 – GENERAL INFORMATION

1.1. Work description

- .1 This section specifies the requirements for landscape maintenance on the grounds of the National Battlefields Commission.
- .2 The work must be carried out with care in order to keep the landscaped grounds very clean. It is understood that landscape maintenance will be done for all sites in the sector, even in hard-to-reach areas.

1.2 Contractor's designated supervisor

- .1 The Contractor's supervisor must be on site during the work and equipped with a communication system allowing the departmental technical representative to communicate with him or her at all times during work hours (e.g., pager or cell phone). The supervisor will be authorized to receive on behalf of the Contractor all orders, directives and other communications given under this contract.
- .2 The work supervisor will immediately notify the departmental technical representative of any accident or incident that has caused damage to property of the NBC or a third party. The supervisor must also report any injuries sustained by site users.

1.3 Employee dress code and personal protective equipment

- .1 All of the Contractor's employees must wear a t-shirt/shirt and simple pair of pants in a matching colour in addition to any other personal protective equipment required by the CSST to perform the work, e.g., safety boots and safety goggles.
- .2 All of the Contractor's employees who work regularly with NBC park visitors must be exceptional in their dealings with the public. It is strictly prohibited for employees to work shirtless.
- .3 The Contractor has been explicitly asked to take all necessary measures relating to preventive signage and safety identification for its employees when work is being done on NBC roads or in NBC parking lots.
- .4 The Contractor must make its presence known when work is being done in high-traffic areas, especially the Jeanne d'Arc garden. The Contractor must ensure that all safety measures are taken while the work is being performed. All safety expenses (e.g., equipment purchases for employees or signage) are to be covered by the Contractor.

1.4 Equipment and materials

- .1 All materials and equipment used by the Contractor must be approved by the departmental technical representative. The Contractor must provide a list of the equipment required to carry out this contract.
- .2 The Contractor must provide a list of generally used equipment and a list of equipment used for spring cleaning and the removal of leaves. Equipment must have four-stroke engines.
- .3 The following minimum equipment is required to perform maintenance work on grass surfaces:

- **A manual rotary mower** with a 50-cm wide deflector.
 - **Tractors fitted with rotary mowers** and a deflector of 150 cm or more wide, mounted to the front or rear of the tractors.
 - **A gas-powered lawn trimmer** (*nylon cord only*).
 - All mower blades must be well sharpened to ensure that the grass gets a clean cut.
 - Only tractors and ride-on movers equipped with low-pressure, large tread tires will be permitted on grass surfaces (special tires for grass surfaces).
 - The tractor-mowers must be equipped with low-pressure flotation tires specially designed for use on grass surfaces and must not exceed 900 kg unless approved by the departmental technical representative.
 - The Contractor will supply plant-based fuel and lubricants or other materials for operating and maintaining its equipment and must ensure that fuel and other flammable products are handled, transported and stored in accordance with the safety standards prescribed by the competent authorities. All fuel must be stored in a safe, locked container and containers should never be left unattended while the grass is being cut. In the case of spills, oil and lubricants must be cleaned up in accordance with procedures established by the competent authorities.
- .4 All equipment used by the Contractor must be clean and in excellent working condition for the duration of the contract. The departmental technical representative may ask to consult the equipment maintenance manuals during the contract.
- .5 The Contractor's road equipment must be clearly identified with the name of the Contractor's company.

1.5 Work method

- .1 All work will be performed by the employees required to carry out and complete the work.
- .2 The Contractor must assume full responsibility for assigning and coordinating work tasks and equipment. The Contractor must provide us with a detailed work plan for the work season (daily plan and emergency plan for periods of extended rainfall).
- .3 The Contractor, together with the NBC representative, must examine the surfaces to be maintained and their condition before beginning the work.
- .4 In performing the work, the Contractor must inform the departmental technical representative of any problems it encounters (disease, insects, vandalism).
- .5 The work sites included in the specifications must be neat and clean at all times. Debris and excess materials must be collected and removed from the work sites at frequent intervals. The grass must be cut in a particular order: starting from the easternmost area and continuing west in the days that follow. The Contractor will perform the work after the NBC employee has removed debris. The teams must work together and in the same area at least until the NBC employee gets ahead. At the end of every work day, all debris, tools, equipment and materials should be removed from the work site.
- .6 The Contractor's service trucks must be driven on NBC roads, not grass surfaces.

- .7 The work must be performed during standard work days, i.e., from Monday to Friday between 7:00 a.m. and 6:00 p.m. However, noisy work performed near residences will not begin until 8:30 a.m. Moreover, if, for some reason, the Contractor would like to perform work outside the above hours and time frames, it must first obtain authorization from the project manager or his or her authorized representative.
- a) The grass in the Jeanne d'Arc garden may not be cut between 11:30 a.m. and 1:30 p.m. or during high-traffic periods.
 - b) The grass near the Edwin Bélanger Bandstand may not be cut during show times. The show time schedule will be provided after the contract has been awarded (the Contractor must ensure that it has a schedule of activities emailed by police authorities).
- .8 It should also be noted that work will not stop for vacations; employees must be available at all times for maintenance work and grass cutting.

1.6 Kick-off meeting and regular progress meetings

- .1 The Contractor must attend a monthly work planning meeting. The NBC departmental technical representative will notify the Contractor of the meeting 72 hours in advance. The meeting will be held on site at the National Battlefields Commission. The date and location of these meetings will be stated in the meeting notice. The Contractor's supervisor in charge of this contract must attend these meetings.
- .2 The kick-off meeting will be held within five working days after the contract is awarded. The topics to be discussed during this meeting include, but are not limited to, the following:
- Discussions on the general context of the work to be completed;
 - Safety and environmental plan;
 - Stakeholder communications plan;
 - Detailed daily work plan and emergency plan for periods of extended rainfall;
 - Site specifics and conditions;
 - Special use of sites to be considered, such as for concerts or events;
 - Clarifications of expectations;
 - Additional information from both sides and other questions.

PART 2 – PERFORMANCE OF WORK

2.1 Spring cleaning

- .1 Spring cleaning will begin as soon as the weather and conditions at the sites are favourable and will be completed, at the latest, before bulbs and perennials start sprouting (to be determined with the departmental technical representative).
- .2 Spring cleaning includes:
- a) Removal of all debris and refuse from all areas stipulated in the contract.
 - b) Raking, sweeping and removal of sand, stones, paper, litter, branches, leaves and other refuse on grass surfaces, footpaths, sidewalks, roads and plant beds.
 - c) Removal of all debris, garbage and other refuse collected from the premises.
- .3 Spring cleaning must be done on the entire area shown on the map in Appendix I. It is understood that plant beds must be cleaned before perennials start sprouting. Roads, sidewalks and parking lots must be cleaned before grass surfaces.

- .4 Preliminary spring cleaning is required (giving priority to the most visible areas). Before more targeted cleaning begins, the departmental technical representative may identify priority areas for the Contractor.
- .5 Remove all refuse (paper, cardboard, bottles), dead branches (large and small) from all areas identified on the map (except for the major events site).
- .6 Garbage removal must begin near the Loews Le Concorde Hotel. Refuse must be deposited in the designated areas.
 - a) Branches must be taken to the composting site to be chipped safely.
 - b) Leaves and plant debris are to be removed using a blower/chipper and taken to the NBC composting site (at the top of Gilmour Hill).
 - c) Other non-organic waste is to be adequately disposed of and taken to the landfill site. The use of garbage cans on NBC premises for non-organic waste disposal is strictly prohibited.
- .7 For safety reasons, plant debris must be removed from Gilmour Hill's surface in a frequent and timely manner or on short notice, i.e., within less than an hour, even outside of work hours and on weekends and holidays.
- .8 The use of **mechanical street cleaners** for cleaning roads and parking lots in the spring, summer and fall is not covered by this contract.

2.2 Fall cleaning

- .1 Remove all leaves and plant debris with a blower/chipper and take them to the NBC composting site or the sites designated for this purpose (see the map in Appendix I).
- .2 Cleaning will be done on the entire area shown on the map in Appendix I. It is understood that cleaning includes plant beds, roads, sidewalks and parking lots and that they will be given priority over grassed areas. Cleaning also includes the area between the embankment block wall and the fence separating Collège Mérici from the shop yard.
- .3 Plant debris must be removed from Gilmour Hill's surface in a frequent and timely manner or on short notice, i.e., within less than an hour, and even outside of work hours and on weekends and holidays. Fallen leaves on the nature trail should be blown away one to three times a year at the departmental technical representative's request.
- .4 The NBC will provide the Contractor with a place for mulching and spreading leaves on certain parts of undergrowth in the NBC park. These areas are identified on the appended map.

2.3 Grass cutting

- .1 Grass cutting must be done on the entire area shown on the map in Appendix I.
- .2 The Contractor must absolutely remove any debris that could interfere with lawn mowing beforehand. If the Contractor finds the amount of debris to be excessive, it must inform the departmental technical representative.
- .3 Cut the grass for the first time in the growing season either:
 - a) in the two days following a request by the departmental technical representative;

- b) in the first week of May.
- .4 Continue grass cutting work as per the established schedule until the end of the growing season. The work must be done without interruption and be completed within eight working days from Monday to Friday between 7:30 a.m. and 6:00 p.m. The departmental technical representative may authorize work on weekends on an exceptional basis. In such cases, the Contractor must submit a written request to the departmental technical representative, indicating the hours of work and the area in which the work will be performed. The departmental technical representative has the authority to accept or refuse the work.
- .5 Cut the grass under and around fences, benches, street lamps, garbage cans, street curbs and other obstacles on the sites. **Objects must be moved carefully and put back in the same place.** Use a gas-powered lawn trimmer to cut a vertical finish along flowerbeds, at the request of and in accordance with specifications given by the departmental technical representative two or three times a year.
- .6 Remove cut grass debris from objects and equipment in a timely manner.
- .7 If the Contractor gets behind in grass cutting, it may be required to remove cut grass and work overtime without payment of a contract supplement.
- .8 Immediately remove accumulated cut grass from grass, asphalt, concrete and other surfaces.
- .9 Cutting height varies depending on site use and the area in which the work is performed

Cutting height

- a) During the first cut of spring and the last cut of the season, grass should be cut to a height of 2.5 inches.
- b) Throughout the season, grass should be cut to a minimum mowing height of 3 inches, in accordance with specifications from the departmental technical representative, except in specific cases.
- c) In the Jeanne d'Arc garden, grass must be cut twice a week to a height of 2.5 inches. The Contractor cannot use large equipment and must ensure that no visible cuttings are left on the grass (remove cuttings in bags). The Contractor must use equipment with a maximum cutting width of 48 inches.
- d) Lawn mowers must be used such that all grass blades get a clean, even cut **without leaving visible windrows**. The grass must be cut at least once every 8 days and/or when it reaches a length of 4 inches.

Cutting method

- a) The Contractor must not cut grass with tractors or ride-on mowers when the ground is sodden (especially in the spring and fall) to prevent compacting and ruts.
- b) The Contractor must limit work on water-stressed grass during long heat waves and droughts and during or after heavy rainfall.
- c) Grass must not be expelled laterally onto NBC objects (fences, garbage cans, recycling bins, vehicles) or onto any objects belonging to others (e.g., cars parked on the road). Mulching is always the best method.
- d) The Contractor must avoid making skid marks on grassed areas (when ascending, breaking or making sharp turns).

Cutting around landscaped areas

- a) Cut grass around flower beds to maintain their esthetic appeal. Do not leave visible windrows around flower beds or cut grass around the plant beds.
- b) Cut the grass around footpaths, roads and plant beds with a manual mower or a trimmer within four hours after cutting the grass with a machine mower. Cut the grass at the **same height** as that of the freshly cut grass, wherever necessary, especially around plant beds, along buildings, roads, parking lots and any other areas that a machine mower cannot reach.
- c) Carefully cut grass around trees and shrubs when near bark to avoid breaking the bark. Hitting trees and shrubs with mowers, lawn trimmers or any other equipment is **absolutely prohibited**. Any damage of this kind to plants will result in repair and replacement at the Contractor's expense (an amount of \$100 per square centimetre of damage could be charged). **Lawn trimmer cords pose a particular hazard to young trees.**

- .10 At least once a month or at the departmental technical representative's request, trim edges in various places where weeds are growing (e.g., between interlocking paver joints, steps, stones).

- .11 Trim the edges of the ***nature trail*** two or three times a season, i.e., once a month in June, August and September or during the periods identified by the departmental technical representative.
- .12 Selective cutting and incremental lawn management
 - a) At the departmental technical representative's request, certain areas may not be cut for extended periods. This greener practice has the benefit of reducing greenhouse gas emissions and noise generated by motorized equipment and helping increase biodiversity in the targeted areas. This practice and any subsequent related activities required to clean up, cut grass and remove leaves must not result in additional service costs.

End of Section

ANNEX B

Nom du projet/ project name		Numéro du projet / project number	
COMMISSION DES CHAMPS DE BATAILLE NATIONAUX NATIONAL BATTLEFIELDS COMMISSION SERVICES D'ENTRETIEN PAYSAGER LANDSCAPE MAINTENANCE SERVICES		R.067369.001	
	Révision	Date	
	Révision	Décembre /December 2013	

FORMULE DE SOUMISSION/ BID PROPOSAL								
Item No	Description	Unité Unit	Prix unitaire Unit Price 2014	Option 2015	Option 2016	Option 2017	Option 2018	Total
	Prix pour l'ensemble des travaux montrés et décrits aux plans et devis. <i>Sum for elements described in the drawings and specifications.</i>							
1.0	Nettoyage printanier / Spring cleaning	Forfait	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.0	Tonte des pelouses / Lawn mowing	Forfait	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.0	Nettoyage automnal / Fall cleaning	Forfait	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	<u>Total (excluant les taxes/ excluding taxes)</u>							\$ _____

ANNEX B

Nom du projet/ project name	Numéro du projet / project number	
COMMISSION DES CHAMPS DE BATAILLE NATIONAUX NATIONAL BATTLEFIELDS COMMISSION SERVICES D'ENTRETIEN PAYSAGER LANDSCAPE MAINTENANCE SERVICES	R.067369.001	
	Révision	Date
	Révision	Décembre /December 2013

**Tableau I : VENTILATION DES PRIX POUR TRAVAUX SUPPLÉMENTAIRES /
BREAKDOWN OF PRICE FOR ADDITIONALS WORKS**

Item No	Description	Quantité <i>Quantity</i>	Unité <i>Unit</i>	Prix unitaire <i>Unit Price</i>	Total
1.0	PERSONNEL/STAFF				
1.1	Chargée de projet/project manager	5	Heure/Hour	_____ \$	_____ \$
1.2	Contremaître/ forman	5	Heure/Hour	_____ \$	_____ \$
1.3	Ouvrier/ employee	5	Heure/Hour	_____ \$	_____ \$
2.0	ÉQUIPEMENT/ EQUIPMENT				
2.1	Tondeuse manuelle/ push mower	5	Heure/Hour	_____ \$	_____ \$
2.2	Tracteur muni de tondeuse/ land tractor equipped with	5	Heure/Hour	_____ \$	_____ \$
		5	Heure/Hour	_____ \$	_____ \$
2.3	Taille bordure à essence/ trimmer fuel	5	Heure/Hour	_____ \$	_____ \$
2.4	Souffleur à feuilles/ leafs blower	5	Heure/Hour	_____ \$	_____ \$
2.5	Débrousailluse/ mulcher	5	Heure/Hour	_____ \$	_____ \$
2.6	Autres équipements/ others equipments	5	Heure/Hour	_____ \$	_____ \$
2.7	Véhicule de transport à un essieu / transport vehicle one axle	5	Heure/Hour	_____ \$	_____ \$
2.8	Aspirateur déchiqueteur / Blower mulcher	5	Heure/Hour	_____ \$	_____ \$
	<u>Total (excluant les taxes/excluding taxes)=</u>				

ANNEX B

Nom du projet/ project name	Numéro du projet / project number	
COMMISSION DES CHAMPS DE BATAILLE NATIONAUX NATIONAL BATTLEFIELDS COMMISSION SERVICES D'ENTRETIEN PAYSAGER LANDSCAPE MAINTENANCE SERVICES	R.067369.001	
	Révision	Date
	Révision	Décembre /December 2013

Tableau I : VENTILATION DES PRIX POUR TRAVAUX SUPPLÉMENTAIRE
(Suite)

Item No	Description	Quantité Quantity	Unité Unit	Prix unitaire Unit Price	Total
	ÉQUIPEMENT POUVANT ÊTRE REQUIS POUR TRAVAUX SUPPLÉMENTAIRES / EQUIPEMENT MAY BE REQUIRED FOR THE ADDITIONAL WORK				
	Applicateur à engrais avec tracteur/ fertilizer applicator with tractor	5	Heure/Hour	_____ \$	_____ \$
	Applicateur à engrais manuel/ fertilizer manual applicator	5	Heure/Hour	_____ \$	_____ \$
	Tracteur supérieur ou égal à 10HP/ tractor equal or to greater than 10 HP	5	Heure/Hour	_____ \$	_____ \$
	Tracteur inférieur à 10 HP/ less than 10 HP tractor	5	Heure/Hour	_____ \$	_____ \$
	Déchaumeuse / thatcher	5	Heure/Hour	_____ \$	_____ \$
	Tondeuse déportée / riding mower	5	Heure/Hour	_____ \$	_____ \$
	Balai mécanique pour la rue / sweeper for the street	5	Heure/Hour	_____ \$	_____ \$
	Balai mécanique à essence / fuel sweeper		Heure/Hour	_____ \$	_____ \$

Note : Les prix unitaires doivent être valides pour des travaux nécessitant une portée de 1 à 10 heures supplémentaires par commande / Unit prices shall be valid for work requiring a range of 1 to 10 hours of additional mobilization order.

**Mentioned quantities are estimated and for evaluation purposes*

Appendix I



Appendix 1

Legend

Grassed sector: once a week

Grassed sector: twice a week

Grassed sector: two to three times a year

Leaves and grass disposal

Appendix II

Proof of Work Performance

The National Battlefields Commission

Quebec City, QC

Landscape Maintenance as Indicated in Specifications R.067369.001

YEAR 2014

From April 1, 2014, to November 30, 2014

	Description	Work Completed	Contractor's Signature	Departmental Representative's Signature
	Spring cleaning			
	Fall cleaning			
	Grass cutting in April			
	Grass cutting in May			
	Grass cutting in June			
	Grass cutting in July			
	Grass cutting in August			
	Grass cutting in September			
	Grass cutting in October			
	Grass cutting in November			

**ANNEX C - COMPLETE LIST OF EACH INDIVIDUALS WHO ARE
CURRENTLY DIRECTORS OF THE BIDDER**

***NOTE TO BIDDERS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES***
