

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St./ 11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**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

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT.

CE DOCUMENT CONTIENT UNE CONDITION DE
SÉCURITÉ.

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services Division
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet CONNAUGHT RIFLE RANGE GROUNDS MTNCE	
Solicitation No. - N° de l'invitation EP305-141870/A	Date 2014-03-10
Client Reference No. - N° de référence du client 20141870	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-279-64818	
File No. - N° de dossier fk279.EP305-141870	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-04-22	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ladouceur, Joanne	Buyer Id - Id de l'acheteur fk279
Telephone No. - N° de téléphone (819) 956-6647 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	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	

IMPORTANT NOTICE TO BIDDERS**Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Joanne Ladouceur by facsimile 819-956-3600 or by e-mail to Joanne.Ladouceur@pwgsc-tpsgc.gc.ca

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:

<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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Solicitation No. - N° de l'invitation

EP305-141870/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

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

20141870

File No. - N° du dossier

fk279EP305-141870

CCC No./N° CCC - FMS No/ N° VME

List of Annexes:

Annex A	Statement of Work
Annex B	Security Requirements Check List (SRCL)
Annex C	Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule
Annex D	Site Plan (To be given out at Site Visit)
Annex E	Pesticide Records Keeping System
Annex F	Green Roof Site Maintenance Visit Documentation Form
Annex G	Federal Contractors Program for Employment Equity - Certification
Annex H	Complete List of names of all individuals who are currently Directors of the Bidder

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirement; includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

Annexes include

- Annex A Statement of Work
- Annex B Security Requirements Check List (SRCL)
- Annex C Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule
- Annex D Site Plan **(To be given out at Site Visit)**
- Annex E Pesticide Records Keeping System
- Annex F Green Roof Site Maintenance Visit Documentation Form
- Annex G Federal Contractors Program for Employment Equity - Certification
- Annex H Complete List of names of all individuals who are currently Directors of the Bidder

1.2 Summary

(i) Statement of Work

To provide Snow Removal Services and Landscape Maintenance Services including all labour, material, equipment, supervision and transportation in accordance with the Statement of Work attached at Annex A.

(ii) Client Department

Public Works and Government Services Canada (PWGSC) located at the Connaught Rifle Range and Primary Training Centre, Ottawa, Ontario, Canada.

(iii) Period of contract

The period of any resulting Contract will be for a period of **one (1) year** (estimated commencement date) May 1, 2014 to April 30, 2015 with Canada retaining an irrevocable option to extend the contract for a period of **four (4)** additional consecutive twelve (12) month periods.

(iv) Security Requirement

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial

Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc.pwgsc.gc.ca/index-eng.html>) website.

(v) Standard Instructions

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

(vi) Trade Agreement

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

(vii) Federal Contractors Program (FCP)

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the appendix named Federal Contractors Program for Employment Equity - Certification.

1.3 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

2.1 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 (**2014-03-01**) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2.2 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.

2.3 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

2.5 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 **April 4, 2014, 9:00am** at **31 Shirley Blvd., Connaught Rifle Range, Ottawa, Ontario.**

Bidders should communicate with the Contracting Authority no later than three (3) day(s) 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 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.

A maximum of two (2) representatives per bidder will be permitted to examine the sites

Site Plan (To be given out at Site Visit)

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Prices must appear in the financial bid only. Prices must not 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>). 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

3.1.1 Submission of Evidence

Submission of Evidence as described in 3.1.1.2 and 3.2. below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non-responsive.

The evidence provided by the bidder may be verified by Canada. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory, the proposal shall be considered non-responsive and no further consideration will be given to the Bidder.

3.1.1.2 (MANDATORY) Full Time Supervisor's Qualifications

1. The bidder **MUST** have one full time supervisor available May 1 to October 31 and who has one of the following:

- i) a College diploma in Horticulture from a recognized college; **OR**
- ii) a degree in Horticulture from a recognized university;

Proof of this training as described in the above documents **MUST** be included with the bidder's proposal at time of bid closing.

Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non-responsive.

The evidence provided by the bidder may be verified by Canada. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service is found to be unsatisfactory the proposal be considered non-responsive and no further consideration will be given to the Bidder.

3.1.1.3 Full time Supervisor - Landscape Maintenance

Provide the name of the bidder's Full Time Supervisor for Landscape Maintenance who will be assigned to the Contract

Name of Supervisor	
---------------------------	--

Note that the Supervisor that is identified at the Landscape Requirement can be the same person or a different person for the Snowfall Removal Service.

If the Supervisor is not the same please provide the name below.

3.1.1.4 Full time Supervisor - Snow Removal

Provide the name of the bidder's Full Time Supervisor for Snow Removal Services who will be assigned to the Contract

Name of Supervisor For Snowfall Removal Services	
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3.1.1.5 Full time Employee's

Provide the name of the bidder's **Full Time Employee's** who will be assigned to the Contract

Name of Full time Employee	
Name of Full time Employee	

3.2 (MANDATORY) Contractor's Experience and Past Performance Experience of the Bidder

The bidder must provide evidence of its experience and past performance as a contractor by providing references from **three (3) Site Locations for Landscape Maintenance** and **three (3) Site Locations for Snow Removal Services**. The referenced projects/contracts must each be for a duration of three (3) consecutive years, for work satisfactorily completed **within the last ten (10) years** at each site. The referenced projects/contracts must be for sites of similar size and scope as those identified in this Request for Proposal.

The reference information provided by the bidder may be verified for completeness and accuracy and to confirm reference satisfaction with the services provided.

Failure by the bidder to provide the required references, or in the event that the references cannot be verified or the services found to be unsatisfactory, will result in the bidder being disqualified and no further consideration will be given to the bid.

The bidder may reference the same Site Location for Landscape Maintenance as for Snow Removal Services provided **the Site Location includes both services for each reference.**

If the Bidder submits references in excess of the stated requirement at **3.2 Contractor's Experience and Past Performance Experience of the Bidder**, only the references up to the identified limit will be assessed.

The mandatory information required in the charts that follow **must be completed in their entirety for each Site Location referenced.** If the mandatory information is not provided in the "Site Location Charts and/or "Statement of Work Questions Charts"" at bid closing, the proposal will be deemed non-responsive and no further consideration will be given.

The first part is the **Site Location Chart**, to identify the contact information for the reference(s).

The second part is the **Statement of Work Questions Chart**, to identify the specifics of the referenced projects/contracts.

If the Charts that follow do not allow the Bidder sufficient space to provide the required information, a separate sheet may be attached (identifying the contents of the Site Location Chart and Statement of Work Questions Charts) with the bid.

Estimate of the size and scope of the locations identified in this RFP.**Location: Connaught Rifle Range and Primary Training Centre**

For Landscape 1,014,904 metres square of grass, 195 metres square of perennial beds and 780 metres square of shrubs to be maintained

For Snow Removal 167 entrances (158 man doors + 9 overhead doors), 2,253 metres square of side walks 18,187 metres square of parking lots and 205,637 metres square of roads

Contractors are required to meet 10% of the above metres square for each the Landscape Maintenance and Snow Removal Services. This will be verified through the attached reference questionnaires using the accumulation total for the three (3) references provided.

1 a) References for contracts which include LANDSCAPE MAINTENANCE

REFERENCE NO. 1: CONTRACT(S) WHICH INCLUDE LANDSCAPE MAINTENANCE	
Name of Client Organization or Company	Name: _____
Name of client contact who can confirm the information presented in the proposal. If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.	Name: _____ Name: _____
Business Telephone and e-mail address for each client identified above. If there is an additional client name identified, then their business phone number and e-mail address must be provided.	Business Phone Number: _____ E-mail: _____ Business Phone Number: _____ E-mail: _____
Civic address, location/site, of the contract:	
Performance period of the project or contract for the above location/site (indicate day, month, year) If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/Site, then it is mandatory that the start date and completion date be identified.	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____ From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____

It is mandatory that all the responses be provided at bid closing for Questions 1 - 6 below. If any of the questions are not responded to with all the required information, the bid will be deemed non-responsive and no further consideration will be given.

Reference Questions No. 1 Landscape Maintenance		
Q1	Estimated area of grass to be mowed and line trimmed.	Identify the estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q2	Estimated area of shrub beds maintained.	Identify the estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q3	Did the maintenance of shrub and perennial bed(s) include removing deadwood, annual pruning, weeding beds, topping up mulch annually, watering, winter preparation?	Yes _____ No _____
Q4	Did the maintenance of perennials include fertilizing, watering, deadheading, weeding, replacing dead or diseased plants, winter preparation?	Yes _____ No _____
Q5	Area of grass to be aerated, fertilized, top dressed and over seeded.	Identify the estimated size of area: _____ (sq.m, acre, hectare or sq. ft.)
Q6	Were site inspections done on the site by the Supervisor?	Yes _____ No _____

REFERENCE NO. 2: CONTRACT(S) WHICH INCLUDE LANDSCAPE MAINTENANCE	
Name of Client Organization or Company	Name: _____
<p>Name of client contact who can confirm the information presented in the proposal.</p> <p>If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.</p>	<p>Name: _____</p> <p>Name: _____</p>
<p>Business Telephone and e-mail address for each client identified above.</p> <p>If there is an additional client name identified, then their business phone number and e-mail address must be provided.</p>	<p>Business Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>E-mail: _____</p>
Civic address, location/site, of the contract:	
<p>Performance period of the project or contract for the above location/site (indicate day, month, year)</p> <p>If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/Site, then it is mandatory that the start date and completion date be identified.</p>	<p>From: Day _____ Month _____ Year _____</p> <p>To: Day _____ Month _____ Year _____</p> <p>From: Day _____ Month _____ Year _____</p> <p>To: Day _____ Month _____ Year _____</p>

It is mandatory that all the responses be provided at bid closing for Questions 1 - 6 below. If any of the questions are not responded to with all the required information, the bid will be deemed non-responsive and no further consideration will be given.

Reference Questions No. 2 Landscape Maintenance		
Q1	Estimated area of grass to be mowed and line trimmed.	Identify the estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q2	Estimated area of shrub beds maintained.	Identify the estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q3	Did the maintenance of shrub and perennial bed(s) include removing deadwood, annual pruning, weeding beds, topping up mulch annually, watering, winter preparation?	Yes _____ No _____
Q4	Did the maintenance of perennials include fertilizing, watering, deadheading, weeding, replacing dead or diseased plants, winter preparation?	Yes _____ No _____
Q5	Area of grass to be aerated, fertilized, top dressed and over seeded.	Identify the estimated size of area: _____ (sq.m, acre, hectare or sq. ft)
Q6	Were site inspections done on the site by the Supervisor?	Yes _____ No _____

REFERENCE NO. 3: CONTRACT(S) WHICH INCLUDE LANDSCAPE MAINTENANCE	
Name of Client Organization or Company	Name: _____
Name of client contact who can confirm the information presented in the proposal. If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.	Name: _____ Name: _____
Business Telephone and e-mail address for each client identified above. If there is an additional client name identified, then their business phone number and e-mail address must be provided.	Business Phone Number: _____ E-mail: _____ Business Phone Number: _____ E-mail: _____
Civic address, location/site, of the contract:	
Performance period of the project or contract for the above location/site (indicate day, month, year) If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/Site, then it is mandatory that the start date and completion date be identified.	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____ From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____

It is mandatory that all the responses be provided at bid closing for Questions 1 - 6 below. If any of the questions are not responded to with all the required information, the bid will be deemed non-responsive and no further consideration will be given.

Reference Questions No. 3 Landscape Maintenance		
Q1	Estimated area of grass to be mowed and line trimmed.	Identify the estimated size: _____ (sq.m, acre, hectare or sq. Ft.)
Q2	Estimated area of shrub beds maintained.	Identify the estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q3	Did the maintenance of shrub and perennial bed(s) include removing deadwood, annual pruning, weeding beds, topping up mulch annually, watering, winter preparation?	Yes _____ No _____
Q4	Did the maintenance of perennials include fertilizing, watering, deadheading, weeding, replacing dead or diseased plants, winter preparation?	Yes _____ No _____
Q5	Area of grass to be aerated, fertilized, top dressed and over seeded.	Identify the estimated size of area: _____ (sq.m, acre, hectare or sq. ft.)
Q6	Were site inspections done on the site by the Supervisor?	Yes _____ No _____

1 b) References for contracts which include SNOW REMOVAL

REFERENCE NO. 1: CONTRACT(S) WHICH INCLUDE SNOW REMOVAL SERVICES	
Name of Client Organization or Company	Name: _____
Name of client contact who can confirm the information presented in the proposal. If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.	Name: _____ Name: _____
Business Telephone and e-mail address for each client identified above. If there is an additional client name identified then their business phone number must be provided.	Business Phone Number: _____ E-mail: _____ Business Phone Number: _____ E-mail: _____
Civic address, location/site, of the contract:	
Performance period of the project or contract for the above location/site (indicate day, month, year) If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/Site, then it is mandatory that the start date and completion be identified.	From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____ From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____

It is mandatory that all the responses be provided at bid closing for Questions 1 - 6 below. If any of the questions are not responded to with all the required information the bid will be deemed non-responsive and no further consideration will be given.

Reference Questions No. 1 Snow Removal Services		
Q1	Number of entrances that were maintained.	The estimated number: 1 to 25 _____ 26 to 100 _____ None: _____
Q2	Area of sidewalks that were maintained.	Estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q3	Area of parking lots that were maintained.	Estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q4	Area of roads that were maintained.	Estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q5	Kept snow away from trees, shrubs, fences, buildings, hydro poles, light standards, and monuments.	Yes _____ No _____
Q6	Performed site inspections.	Yes _____ No _____

REFERENCE NO. 2: CONTRACT(S) WHICH INCLUDE SNOW REMOVAL SERVICES	
Name of Client Organization or Company	Name:
<p>Name of client contact who can confirm the information presented in the proposal.</p> <p>If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.</p>	<p>Name: _____</p> <p>Name: _____</p>
<p>Business Telephone and e-mail address for each client identified above.</p> <p>If there is an additional client name identified then their business phone number must be provided.</p>	<p>Business Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>E-mail: _____</p>
Civic address, location/site, of the contract:	
<p>Performance period of the project or contract for the above location/site (indicate day, month, year)</p> <p>If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/Site, then it is mandatory that the start date and completion be identified.</p>	<p>From: Day _____ Month _____ Year _____</p> <p>To: Day _____ Month _____ Year _____</p> <p>From: Day _____ Month _____ Year _____</p> <p>To: Day _____ Month _____ Year _____</p>

It is mandatory that all the responses be provided at bid closing for Questions 1 - 6 below. If any of the questions are not responded to with all the required information the bid will be deemed non-responsive and no further consideration will be given.

Reference Questions No. 2 Snow Removal Services		
Q1	Number of entrances that were maintained.	The estimated number: 1 to 25 _____ 26 to 100 _____ None: _____
Q2	Area of sidewalks that were maintained.	Estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q3	Area of parking lots that were maintained.	Estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q4	Area of roads that were maintained.	Estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q5	Kept snow away from trees, shrubs, fences, buildings, hydro poles, light standards, and monuments.	Yes _____ No _____
Q6	Performed site inspections.	Yes _____ No _____

REFERENCE NO. 3: CONTRACT(S) WHICH INCLUDE SNOW REMOVAL SERVICES	
Name of Client Organization or Company	Name: _____
<p>Name of client contact who can confirm the information presented in the proposal.</p> <p>If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.</p>	<p>Name: _____</p> <p>Name: _____</p>
<p>Business Telephone and e-mail address for each client identified above.</p> <p>If there is an additional client name identified then their business phone number must be provided.</p>	<p>Business Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>E-mail: _____</p>
Civic address, location/site, of the contract:	
<p>Performance period of the project or contract for the above location/site (indicate day, month, year)</p> <p>If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/Site, then it is mandatory that the start date and completion be identified.</p>	<p>From: Day _____ Month _____ Year _____</p> <p>To: Day _____ Month _____ Year _____</p> <p>From: Day _____ Month _____ Year _____</p> <p>To: Day _____ Month _____ Year _____</p>

It is mandatory that all the responses be provided at bid closing for Questions 1 - 6 below. If any of the questions are not responded to with all the required information the bid will be deemed non-responsive and no further consideration will be given.

Reference Questions No. 3 Snow Removal Services		
Q1	Number of entrances that were maintained.	The estimated number: 1 to 25 _____ 26 to 100 _____ None: _____
Q2	Area of sidewalks that were maintained.	Estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q3	Area of parking lots that were maintained.	Estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q4	Area of roads that were maintained.	Estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q5	Kept snow away from trees, shrubs, fences, buildings, hydro poles, light standards, and monuments.	Yes _____ No _____
Q6	Performed site inspections.	Yes _____ No _____

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedules detailed below. The total amount of Applicable Taxes is to be shown separately, if applicable.

The following requirement **MUST** be strictly adhered to: Failure to do so shall render the bidder's proposal as non-responsive and no further consideration will be given to the bidder.

It is **MANDATORY** that the bidders submit firm prices/rates prices **excluding GST/HST** for the five (5) year period of the contract for all items listed hereafter (**Pricing Schedules 1, 2, 3, 4 and 5**).

"The evaluation will be based on the Lowest Responsive Bid Price, a combination of the overall lowest total bid of which 80% will be for the firm pricing (**Pricing Schedule 1 and 2**) and 20% on the "as & when" (**Pricing Schedule 3, 4 and 5**)

Pricing Schedule 1: Landscape Maintenance

Provide firm all inclusive lot price per month including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) for Landscape Maintenance in accordance with the Statement of Work, attached at Annex A. The rates proposed for each month shall reflect the volume of work anticipated for that month.

1.1 Year 1 - May 1, 2014 to October 31, 2014					
Period	DND Firm Monthly Rate	RCMP NTTC Firm Monthly Rate	RCMP IFR Firm Monthly Rate	RCMP CQB Firm Monthly Rate	RCMP IMIM Firm Monthly Rate
May	\$_____	\$_____	\$_____	\$_____	\$_____
June	\$_____	\$_____	\$_____	\$_____	\$_____
July	\$_____	\$_____	\$_____	\$_____	\$_____
August	\$_____	\$_____	\$_____	\$_____	\$_____
September	\$_____	\$_____	\$_____	\$_____	\$_____
October	\$_____	\$_____	\$_____	\$_____	\$_____
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
1.1 SUB TOTAL: \$_____					

1.2 OPTION YEAR 1 - May 1, 2015 to October 31, 2015					
Period	DND Firm Monthly Rate	RCMP NTTC Firm Monthly Rate	RCMP IFR Firm Monthly Rate	RCMP CQB Firm Monthly Rate	RCMP IMIM Firm Monthly Rate
May	\$_____	\$_____	\$_____	\$_____	\$_____
June	\$_____	\$_____	\$_____	\$_____	\$_____
July	\$_____	\$_____	\$_____	\$_____	\$_____
August	\$_____	\$_____	\$_____	\$_____	\$_____
September	\$_____	\$_____	\$_____	\$_____	\$_____
October	\$_____	\$_____	\$_____	\$_____	\$_____
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
1.2 SUB TOTAL: \$_____					

1.3 OPTION YEAR 2 - May 1, 2016 to October 31, 2016					
Period	DND Firm Monthly Rate	RCMP NTTC Firm Monthly Rate	RCMP IFR Firm Monthly Rate	RCMP CQB Firm Monthly Rate	RCMP IMIM Firm Monthly Rate
May	\$_____	\$_____	\$_____	\$_____	\$_____
June	\$_____	\$_____	\$_____	\$_____	\$_____
July	\$_____	\$_____	\$_____	\$_____	\$_____
August	\$_____	\$_____	\$_____	\$_____	\$_____
September	\$_____	\$_____	\$_____	\$_____	\$_____
October	\$_____	\$_____	\$_____	\$_____	\$_____
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
1.3 SUB TOTAL: \$_____					

1.4 OPTION YEAR 3 - May 1, 2017 to October 31, 2017					
Period	DND Firm Monthly Rate	RCMP NTTC Firm Monthly Rate	RCMP IFR Firm Monthly Rate	RCMP CQB Firm Monthly Rate	RCMP IMIM Firm Monthly Rate
May	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
June	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
July	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
August	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
September	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
October	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1.4 SUB TOTAL: \$ _____					

1.5 OPTION YEAR 4 - May 1, 2018 to October 31, 2018					
Period	DND Firm Monthly Rate	RCMP NTTC Firm Monthly Rate	RCMP IFR Firm Monthly Rate	RCMP CQB Firm Monthly Rate	RCMP IMIM Firm Monthly Rate
May	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
June	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
July	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
August	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
September	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
October	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1.5 SUB TOTAL: \$ _____					

ALL LOCATIONS, ALL YEARS

GRAND TOTAL for PRICING SCHEDULE 1 (1.1 to 1.5) : \$ _____

Pricing Schedule 2: Snow Removal Services up to 254 cm

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs **(excluding HST/GST)** and shall include all Snow Removal requirements up to a total accumulation of 254 cm of snowfall per snow season as defined below in accordance with the **Statement of Work** attached at Annex A.

Location --->	DND	RCMP NTTC	RCMP IFR	RCMP CQB	RCMP IMIM
Period					
YEAR 1 2014 / 2015					
LOT PRICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
OPTION YEAR 1 2015 / 2016					
LOT PRICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
OPTION YEAR 2 2016 / 2017					
LOT PRICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
OPTION YEAR 3 2017 / 2018					
LOT PRICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
OPTION YEAR 4 2018 / 2019					
LOT PRICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTAL	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

All Locations, All Years - SNOWFALL UP TO 254 CM

GRAND TOTAL for PRICING SCHEDULE 2: \$ _____

Pricing Schedule 3:**3.1. Snowfall in excess of 254 cm**

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) for Snow Removal in excess of 254 cm as recorded by Environment Canada at the MacDonald-Cartier Airport from November 1 to April 30, on an "as and when requested" basis only in accordance with the Statement of Work attached at Annex A.

* Estimated centimetres per period is for evaluation purposes only.

LOCATION: DND SNOW SEASON - NOVEMBER 1 TO APRIL 30 SNOWFALL IN EXCESS OF 254 CM					
Period	YEAR 1 2014 / 2015	OPTION YEAR 1 2015 / 2016	OPTION YEAR 2 2016 / 2017	OPTION YEAR 3 2017 / 2018	OPTION YEAR 4 2018 / 2019
Rate per cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm
* Estimated centimetres	50cm	50cm	50cm	50cm	50cm
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
3.1.1 Sub-Total:					\$_____

LOCATION: RCMP NTTC SNOW SEASON - NOVEMBER 1 TO APRIL 30 SNOWFALL IN EXCESS OF 254 CM					
Period	YEAR 1 2014 / 2015	OPTION YEAR 1 2015 / 2016	OPTION YEAR 2 2016 / 2017	OPTION YEAR 3 2017 / 2018	OPTION YEAR 4 2018 / 2019
Rate per cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm
* Estimated centimetres	50cm	50cm	50cm	50cm	50cm
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
3.1.2 Sub-Total:					\$_____

LOCATION: RCMP IFR SNOW SEASON - NOVEMBER 1 TO APRIL 30 SNOWFALL IN EXCESS OF 254 CM					
Period	YEAR 1 2014 / 2015	OPTION YEAR 1 2015 / 2016	OPTION YEAR 2 2016 / 2017	OPTION YEAR 3 2017 / 2018	OPTION YEAR 4 2018 / 2019
Rate per cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm
* Estimated centimetres	50cm	50cm	50cm	50cm	50cm
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
3.1.3 Sub-Total:					\$_____

LOCATION: RCMP CQB SNOW SEASON - NOVEMBER 1 TO APRIL 30 SNOWFALL IN EXCESS OF 254 CM					
Period	YEAR 1 2014 / 2015	OPTION YEAR 1 2015 / 2016	OPTION YEAR 2 2016 / 2017	OPTION YEAR 3 2017 / 2018	OPTION YEAR 4 2018 / 2019
Rate per cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm
* Estimated centimetres	50cm	50cm	50cm	50cm	50cm
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
3.1.4 Sub-Total:					\$_____

LOCATION: RCMP IMIM SNOW SEASON - NOVEMBER 1 TO APRIL 30 SNOWFALL IN EXCESS OF 254 CM					
Period	YEAR 1 2014 / 2015	OPTION YEAR 1 2015 / 2016	OPTION YEAR 2 2016 / 2017	OPTION YEAR 3 2017 / 2018	OPTION YEAR 4 2018 / 2019
Rate per cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm
* Estimated centimetres	50cm	50cm	50cm	50cm	50cm
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
3.1.5 Sub-Total:					\$_____

3.2. Snowfall outside the Snow Season

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) for Snow Removal Services required on an "as and when requested" basis only, in accordance with the Statement of Work attached at Annex A., outside the snow season (November 1 to April 30) as recorded by Environment Canada at the MacDonald Cartier Airport for each snowfall.

* Estimated centimetres per period is for evaluation purposes only.

LOCATION: DND SNOWFALL OUTSIDE THE SNOW SEASON					
Period	YEAR 1 2014 / 2015	OPTION YEAR 1 2015 / 2016	OPTION YEAR 2 2016 / 2017	OPTION YEAR 3 2017 / 2018	OPTION YEAR 4 2018 / 2019
Rate per cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm
* Estimated centimetres	10cm	10cm	10cm	10cm	10cm
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
3.2.1 Sub-Total:					\$_____

LOCATION: RCMP NTTC SNOWFALL OUTSIDE THE SNOW SEASON					
Period	YEAR 1 2014 / 2015	OPTION YEAR 1 2015 / 2016	OPTION YEAR 2 2016 / 2017	OPTION YEAR 3 2017 / 2018	OPTION YEAR 4 2018 / 2019
Rate per cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm
* Estimated centimetres	10cm	10cm	10cm	10cm	10cm
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
3.2.2 Sub-Total:					\$_____

LOCATION: RCMP IFR SNOWFALL OUTSIDE THE SNOW SEASON					
Period	YEAR 1 2014 / 2015	OPTION YEAR 1 2015 / 2016	OPTION YEAR 2 2016 / 2017	OPTION YEAR 3 2017 / 2018	OPTION YEAR 4 2018 / 2019
Rate per cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm
* Estimated centimetres	10cm	10cm	10cm	10cm	10cm
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
3.2.3 Sub-Total:					\$_____

LOCATION: RCMP CQB SNOWFALL OUTSIDE THE SNOW SEASON					
Period	YEAR 1 2014 / 2015	OPTION YEAR 1 2015 / 2016	OPTION YEAR 2 2016 / 2017	OPTION YEAR 3 2017 / 2018	OPTION YEAR 4 2018 / 2019
Rate per cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm
* Estimated centimetres	10cm	10cm	10cm	10cm	10cm
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
3.2.4 Sub-Total:					\$_____

LOCATION: RCMP IMIM SNOWFALL OUTSIDE THE SNOW SEASON					
Period	YEAR 1 2014 / 2015	OPTION YEAR 1 2015 / 2016	OPTION YEAR 2 2016 / 2017	OPTION YEAR 3 2017 / 2018	OPTION YEAR 4 2018 / 2019
Rate per cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm	\$_____/cm
* Estimated centimetres	10cm	10cm	10cm	10cm	10cm
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
3.2.5 Sub-Total:					\$_____

All Locations, All Years

GRAND TOTAL for PRICING SCHEDULE 3. (3.1 + 3.2): \$_____

Pricing Schedule 4: Special Operations

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) for Special Operations on an "as and when requested" basis only. The Special Operations are to be performed in accordance with the Statement of Work attached at Annex A.

* "Estimated Frequency" per year is for evaluation purposes only,

Location	4.1 YEAR ONE (1): MAY 1, 2014 TO APRIL 30, 2015			
DND	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
	A) Aerating turf Base Area	\$_____	x 1 =	\$_____
	B) Aerating turf Alpha Range 1 and Alpha Range 2	\$_____	x 1 =	\$_____
	C) Aerating turf Bravo Range	\$_____	x 1 =	\$_____
	D) Aerating turf Charlie Left Range	\$_____	x 1 =	\$_____
	E) Aerating turf Charlie Right Range	\$_____	x 1 =	\$_____
	F) Aerating turf Delta Range	\$_____	x 1 =	\$_____
	G) Fertilizing turf Base Area	\$_____	x 1 =	\$_____
	H) Fertilize turf Alpha Range 1 and Alpha Range 2	\$_____	x 1 =	\$_____
	I) Fertilize turf Bravo Range	\$_____	x 1 =	\$_____
	J) Fertilize turf Charlie Left Range	\$_____	x 1 =	\$_____
	K) Fertilize turf Charlie Right Range	\$_____	x 1 =	\$_____
	L) Fertilize turf Delta Range	\$_____	x 1 =	\$_____
	M) Top dress and overseed Base Area	\$_____	x 1 =	\$_____
	N) Top dress and overseed Alpha Range 1 and Alpha Range 2	\$_____	x 1 =	\$_____
	O) Topdress/overseed Bravo Range	\$_____	x 1 =	\$_____
	P) Topdress/overseed Charlie Left Range	\$_____	x 1 =	\$_____
	Q) Topdress/overseed Charlie Right Range	\$_____	x 1 =	\$_____
	R) Topdress/overseed Delta Range	\$_____	x 1 =	\$_____
	S) Remove snow from ditch	\$_____	x 1 =	\$_____
	T) Cut Alpha berms 1 and 2	\$_____	x 1 =	\$_____
	U) Cut Bravo berms	\$_____	x 1 =	\$_____
	V) Cut Charlie Right berm	\$_____	x 1 =	\$_____

	W) Cut Delta berms	\$ _____	x 1 =	\$ _____
	X) Cut Pistol berm	\$ _____	x 1 =	\$ _____
	Y) Cut Cadet area berm	\$ _____	x 1 =	\$ _____
	Z) OBUA grass cutting	\$ _____	x 1 =	\$ _____
	AA) Lagoon Road snow removal	\$ _____	x 1 =	\$ _____
	BB) Clear pest access doors on Webley buildings	\$ _____	x 1 =	\$ _____
	CC) Cadet compound snow removal	\$ _____	x 1 =	\$ _____
	DD) Fence clearing: Range, DND, Ammo, Cadet Compounds and sections of Perimeter fence and the Perimeter Rd main gate to back area.	\$ _____	x 1 =	\$ _____
	EE) Sweep Parade Square	\$ _____	x 1 =	\$ _____
	FF) Additional mowing outside of season.	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP NTTC	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Fence clearing ammo compound	\$ _____	x 1 =	\$ _____
	E) Sweeping parking lot	\$ _____	x 1 =	\$ _____
	F) Additional mowing outside of season.	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP IFR	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Fence clearing pistol ranges	\$ _____	x 1 =	\$ _____
	E) Additional mowing outside of season	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP CQB	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Clear culvert	\$ _____	x 1 =	\$ _____
	E) Sweeping parking lot			
	F) Additional mowing outside of season	\$ _____	x 1 =	\$ _____

Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP IMIM	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	SUB-TOTAL 4.1			\$ _____

Location	4.2 OPTION YEAR ONE (1): MAY 1, 2015 TO APRIL 30, 2016			
DND	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
	A) Aerating turf Base Area	\$ _____	x 1 =	\$ _____
	B) Aerating turf Alpha Range 1 and Alpha Range 2	\$ _____	x 1 =	\$ _____
	C) Aerating turf Bravo Range	\$ _____	x 1 =	\$ _____
	D) Aerating turf Charlie Left Range	\$ _____	x 1 =	\$ _____
	E) Aerating turf Charlie Right Range	\$ _____	x 1 =	\$ _____
	F) Aerating turf Delta Range	\$ _____	x 1 =	\$ _____
	G) Fertilizing turf Base Area	\$ _____	x 1 =	\$ _____
	H) Fertilize turf Alpha Range 1 and Alpha Range 2	\$ _____	x 1 =	\$ _____
	I) Fertilize turf Bravo Range	\$ _____	x 1 =	\$ _____
	J) Fertilize turf Charlie Left Range	\$ _____	x 1 =	\$ _____
	K) Fertilize turf Charlie Right Range	\$ _____	x 1 =	\$ _____
	L) Fertilize turf Delta Range	\$ _____	x 1 =	\$ _____
	M) Top dress and overseed Base Area	\$ _____	x 1 =	\$ _____
	N) Top dress and overseed Alpha Range 1 and Alpha Range 2	\$ _____	x 1 =	\$ _____
	O) Topdress/overseed Bravo Range	\$ _____	x 1 =	\$ _____
	P) Topdress/overseed Charlie left Range	\$ _____	x 1 =	\$ _____
	Q) Topdress/overseed Charlie right Range	\$ _____	x 1 =	\$ _____
	R) Topdress/overseed Delta Range	\$ _____	x 1 =	\$ _____
	S) Remove snow from ditch	\$ _____	x 1 =	\$ _____
	T) Cut Alpha berms 1 and 2	\$ _____	x 1 =	\$ _____
	U) Cut Bravo berms	\$ _____	x 1 =	\$ _____

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	V) Cut Charlie right berms	\$ _____	x 1 =	\$ _____
	W) Cut Delta berms	\$ _____	x 1 =	\$ _____
	X) Cut Pistol berm	\$ _____	x 1 =	\$ _____
	Y) Cut Cadet area berm	\$ _____	x 1 =	\$ _____
	Z) OBUA grass cutting	\$ _____	x 1 =	\$ _____
	AA) Lagoon Road snow removal	\$ _____	x 1 =	\$ _____
	BB) Clear pest access doors on Webley buildings	\$ _____	x 1 =	\$ _____
	CC) Cadet compound snow removal	\$ _____	x 1 =	\$ _____
	DD) Fence clearing: Range, DND, Ammo, Cadet Compounds and sections of Perimeter fence and the Perimeter Rd main gate to back area.	\$ _____	x 1 =	\$ _____
	EE) Sweep Parade Square - DND	\$ _____	x 1 =	\$ _____
	FF) Additional mowing outside of season.	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP NTTC	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Fence clearing ammo compound	\$ _____	x 1 =	\$ _____
	E) Sweeping parking lot	\$ _____	x 1 =	\$ _____
	F) Additional mowing outside of season.	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP IFR	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Fence clearing pistol ranges	\$ _____	x 1 =	\$ _____
	E) Additional mowing outside of season	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP CQB	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Clear culvert	\$ _____	x 1 =	\$ _____
	E) Sweeping parking lot	\$ _____	x 1 =	\$ _____
	F) Additional mowing outside of season	\$ _____	x 1 =	\$ _____

Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP IMIM	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	SUB-TOTAL 4.2			\$ _____

Location	4.3 OPTION YEAR TWO (2): MAY 1, 2016 TO APRIL 30, 2017			
DND	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
	A) Aerating turf Base area	\$ _____	x 1 =	\$ _____
	B) Aerating turf Alpha Range 1 and Alpha Range 2	\$ _____	x 1 =	\$ _____
	C) Aerating turf Bravo Range	\$ _____	x 1 =	\$ _____
	D) Aerating turf Charlie Left Range	\$ _____	x 1 =	\$ _____
	E) Aerating turf Charlie Right Range	\$ _____	x 1 =	\$ _____
	F) Aerating turf Delta Range	\$ _____	x 1 =	\$ _____
	G) Fertilizing turf Base Area	\$ _____	x 1 =	\$ _____
	H) Fertilize turf Alpha Range 1 and Alpha Range 2	\$ _____	x 1 =	\$ _____
	I) Fertilize turf Bravo Range	\$ _____	x 1 =	\$ _____
	J) Fertilize turf Charlie Left Range	\$ _____	x 1 =	\$ _____
	K) Fertilize turf Charlie Right Range	\$ _____	x 1 =	\$ _____
	L) Fertilize turf Delta Range	\$ _____	x 1 =	\$ _____
	M) Top dress and overseed Base Area	\$ _____	x 1 =	\$ _____
	N) Top dress and overseed Alpha Range 1 and Alpha Range 2	\$ _____	x 1 =	\$ _____
	O) Topdress/overseed Bravo Range	\$ _____	x 1 =	\$ _____
	P) Topdress/overseed Charlie left Range	\$ _____	x 1 =	\$ _____
	Q) Topdress/overseed Charlie right Range	\$ _____	x 1 =	\$ _____
	R) Topdress/overseed Delta Range	\$ _____	x 1 =	\$ _____
	S) Remove snow from ditch	\$ _____	x 1 =	\$ _____
	T) Cut Alpha berms 1 and 2	\$ _____	x 1 =	\$ _____
	U) Cut Bravo berms	\$ _____	x 1 =	\$ _____
	V) Cut Charlie right berm	\$ _____	x 1 =	\$ _____

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	W) Cut Delta berms	\$ _____	x 1 =	\$ _____
	X) Cut Pistol berm	\$ _____	x 1 =	\$ _____
	Y) Cut Cadet area berm	\$ _____	x 1 =	\$ _____
	Z) OBUA grass cutting	\$ _____	x 1 =	\$ _____
	AA) Lagoon Road snow removal	\$ _____	x 1 =	\$ _____
	BB) Clear pest access doors on Webley buildings	\$ _____	x 1 =	\$ _____
	CC) Cadet compound snow removal	\$ _____	x 1 =	\$ _____
	DD) Fence clearing: Range, DND, Ammo, Cadet Compounds and sections of Perimeter fence and the Perimeter Rd main gate to back area.	\$ _____	x 1 =	\$ _____
	EE) Sweep Parade Square-DND	\$ _____	x 1 =	\$ _____
	FF) Additional mowing outside of season.	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP NTTC	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Fence clearing ammo compound	\$ _____	x 1 =	\$ _____
	E) Sweeping parking lot	\$ _____	x 1 =	\$ _____
	F) Additional mowing outside of season.	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP IFR	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Fence clearing pistol ranges	\$ _____	x 1 =	\$ _____
	E) Additional mowing outside of season	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP CQB	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Clear culvert	\$ _____	x 1 =	\$ _____
	E) Sweeping parking lot	\$ _____	x 1 =	\$ _____
	F) Additional mowing outside of season	\$ _____	x 1 =	\$ _____

Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP IMIM	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	SUB-TOTAL 4.3			\$ _____

Location	4.4 OPTION YEAR ONE (3): MAY 1, 2017 TO APRIL 30, 2018			
DND	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
	A) Aerating turf Base Area	\$ _____	x 1 =	\$ _____
	B) Aerating turf Alpha Range 1 and Alpha Range 2	\$ _____	x 1 =	\$ _____
	C) Aerating turf Bravo Range	\$ _____	x 1 =	\$ _____
	D) Aerating turf Charlie Left Range	\$ _____	x 1 =	\$ _____
	E) Aerating turf Charlie Right Range	\$ _____	x 1 =	\$ _____
	F) Aerating turf Delta Range	\$ _____	x 1 =	\$ _____
	G) Fertilizing turf Base Area	\$ _____	x 1 =	\$ _____
	H) Fertilize turf Alpha Range 1 and Alpha Range 2	\$ _____	x 1 =	\$ _____
	I) Fertilize turf Bravo Range	\$ _____	x 1 =	\$ _____
	J) Fertilize turf Charlie Left Range	\$ _____	x 1 =	\$ _____
	K) Fertilize turf Charlie Right Range	\$ _____	x 1 =	\$ _____
	L) Fertilize turf Delta Range	\$ _____	x 1 =	\$ _____
	M) Top dress and overseed Base Area	\$ _____	x 1 =	\$ _____
	N) Top dress and overseed Alpha Range 1 and Alpha Range 2	\$ _____	x 1 =	\$ _____
	O) Topdress/overseed Bravo Range	\$ _____	x 1 =	\$ _____
	P) Topdress/overseed Charlie left Range	\$ _____	x 1 =	\$ _____
	Q) Topdress/overseed Charlie right Range	\$ _____	x 1 =	\$ _____
	R) Topdress/overseed Delta Range	\$ _____	x 1 =	\$ _____
	S) Remove snow from ditch	\$ _____	x 1 =	\$ _____
	T) Cut Alpha berms 1 and 2	\$ _____	x 1 =	\$ _____
	U) Cut Bravo berms	\$ _____	x 1 =	\$ _____
	V) Cut Charlie right berm	\$ _____	x 1 =	\$ _____

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	W) Cut Delta berms	\$ _____	x 1 =	\$ _____
	X) Cut Pistol berm	\$ _____	x 1 =	\$ _____
	Y) Cut Cadet area berm	\$ _____	x 1 =	\$ _____
	Z) OBUA grass cutting	\$ _____	x 1 =	\$ _____
	AA) Lagoon Road snow removal	\$ _____	x 1 =	\$ _____
	BB) Clear pest access doors on Webley buildings	\$ _____	x 1 =	\$ _____
	CC) Cadet compound snow removal	\$ _____	x 1 =	\$ _____
	DD) Fence clearing: Range, DND, Ammo, Cadet Compounds and sections of Perimeter fence and the Perimeter Rd main gate to back area.	\$ _____	x 1 =	\$ _____
	EE) Sweep Parade Square-DND	\$ _____	x 1 =	\$ _____
	FF) Additional mowing outside of season.	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP NTTC	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Fence clearing ammo compound	\$ _____	x 1 =	\$ _____
	E) Sweeping parking lot	\$ _____	x 1 =	\$ _____
	F) Additional mowing outside of season.	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP IFR	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Fence clearing pistol ranges	\$ _____	x 1 =	\$ _____
	E) Additional mowing outside of season	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP CQB	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Clear culvert	\$ _____	x 1 =	\$ _____
	E) Sweeping parking lot	\$ _____	x 1 =	\$ _____
	F) Additional mowing outside of season	\$ _____	x 1 =	\$ _____

Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP IMIM	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	SUB-TOTAL 4.4			\$ _____

Location	4.5 OPTION YEAR FOUR (4): MAY 1, 2018 TO APRIL 30, 2019			
DND	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
	A) Aerating turf Base Area	\$ _____	x 1 =	\$ _____
	B) Aerating turf Alpha Range 1 and Alpha Range 2	\$ _____	x 1 =	\$ _____
	C) Aerating turf Bravo Range	\$ _____	x 1 =	\$ _____
	D) Aerating turf Charlie Left Range	\$ _____	x 1 =	\$ _____
	E) Aerating turf Charlie Right Range	\$ _____	x 1 =	\$ _____
	F) Aerating turf Delta Range	\$ _____	x 1 =	\$ _____
	G) Fertilizing turf Base Area	\$ _____	x 1 =	\$ _____
	H) Fertilize turf Alpha Range 1 and Alpha Range 2	\$ _____	x 1 =	\$ _____
	I) Fertilize turf Bravo Range	\$ _____	x 1 =	\$ _____
	J) Fertilize turf Charlie Left Range	\$ _____	x 1 =	\$ _____
	K) Fertilize turf Charlie Right Range	\$ _____	x 1 =	\$ _____
	L) Fertilize turf Delta Range	\$ _____	x 1 =	\$ _____
	M) Top dress and overseed Base Area	\$ _____	x 1 =	\$ _____
	N) Top dress and overseed Alpha Range 1 and Alpha Range 2	\$ _____	x 1 =	\$ _____
	O) Topdress/overseed Bravo Range	\$ _____	x 1 =	\$ _____
	P) Topdress/overseed Charlie left Range	\$ _____	x 1 =	\$ _____
	Q) Topdress/overseed Charlie right Range	\$ _____	x 1 =	\$ _____
	R) Topdress/overseed Delta Range	\$ _____	x 1 =	\$ _____
	S) Remove snow from ditch	\$ _____	x 1 =	\$ _____
	T) Cut Alpha berms 1 and 2	\$ _____	x 1 =	\$ _____
	U) Cut Bravo berms	\$ _____	x 1 =	\$ _____
	V) Cut Charlie right berm	\$ _____	x 1 =	\$ _____

	W) Cut Delta berms	\$ _____	x 1 =	\$ _____
	X) Cut Pistol berm	\$ _____	x 1 =	\$ _____
	Y) Cut Cadet area berm	\$ _____	x 1 =	\$ _____
	Z) OBUA grass cutting	\$ _____	x 1 =	\$ _____
	AA) Lagoon Road snow removal	\$ _____	x 1 =	\$ _____
	BB) Clear pest access doors on Webley buildings	\$ _____	x 1 =	\$ _____
	CC) Cadet compound snow removal	\$ _____	x 1 =	\$ _____
	DD) Fence clearing: Range, DND, Ammo, Cadet Compounds and sections of Perimeter fence and the Perimeter Rd main gate to back area.	\$ _____	x 1 =	\$ _____
	EE) Sweep Parade Square-DND	\$ _____	x 1 =	\$ _____
	FF) Additional mowing outside of season.	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP NTTC	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Fence clearing ammo compound	\$ _____	x 1 =	\$ _____
	E) Sweeping parking lot	\$ _____	x 1 =	\$ _____
	F) Additional mowing outside of season.	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP IFR	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Fence clearing pistol ranges	\$ _____	x 1 =	\$ _____
	E) Additional mowing outside of season	\$ _____	x 1 =	\$ _____
Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP CQB	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	D) Clear culvert	\$ _____	x 1 =	\$ _____
	E) Sweeping parking lot	\$ _____	x 1 =	\$ _____
	F) Additional mowing outside of season	\$ _____	x 1 =	\$ _____

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Location	Operation	Price per Operation	x * Estimated Frequency =	Extended Price
RCMP IMIM	A) Aerating turf	\$ _____	x 1 =	\$ _____
	B) Fertilizing turf	\$ _____	x 1 =	\$ _____
	C) Top dress and overseed	\$ _____	x 1 =	\$ _____
	SUB-TOTAL 4.5			\$ _____

ALL LOCATIONS, ALL YEARS**GRAND TOTAL for PRICING SCHEDULE 4. (4.1 to 4.5): \$ _____**

Pricing Schedule 5: Extra Work

The Contractor will provide services for extra work on an "as and when requested" basis only where charges shall be made for actual hours of equipment with operator or labourer with tools in accordance with the **Statement of Work** attached at Annex A.

* Estimated quantity of hours per year is for evaluation purpose only.

** The Extended Price is calculated by multiplying the hourly rate for the "Equipment & Operator" by the "Estimated hours" per year (Example: Hours, Year 1, \$5.00 hourly rate x estimated hours 10 = \$50.00)

Firm all inclusive rates including labour, supervision, equipment, transportation, overhead, profit and all related costs (excluding HST/GST). **Written authorization must be obtained from the Technical Authority prior to conducting any extra work.**

Our firm hourly rate for Equipment and Operator shall be:

5.1 (i) One 4-wheel drive loader with a minimum 3.08 m³ (4 yd³) bucket or larger and an operator.

LOCATION: ALL SITES					
Description	YEAR 1 2014 / 2015 RATE	OPTION YEAR 1 2015 / 2016 RATE	OPTION YEAR 2 2016 / 2017 RATE	OPTION YEAR 3 2017 / 2018 RATE	OPTION YEAR 4 2018 / 2019 RATE
Equipment & Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	1	1	1	1	1
** Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
5.1 (i) SUB-TOTAL:					\$_____

5.1 (ii) One dump truck with a minimum 11.46m³ (15yd³) dump box with an operator.

LOCATION: ALL SITES					
Description	YEAR 1 2014 / 2015 RATE	OPTION YEAR 1 2015 / 2016 RATE	OPTION YEAR 2 2016 / 2017 RATE	OPTION YEAR 3 2017 / 2018 RATE	OPTION YEAR 4 2018 / 2019 RATE
Equipment & Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	1	1	1	1	1
**Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
5.1 (ii) SUB-TOTAL:					\$_____

5.1 (iii) One water truck and an operator.

LOCATION: ALL SITES					
Description	YEAR 1 2014 / 2015 RATE	OPTION YEAR 1 2015 / 2016 RATE	OPTION YEAR 2 2016 / 2017 RATE	OPTION YEAR 3 2017 / 2018 RATE	OPTION YEAR 4 2018 / 2019 RATE
Equipment & Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	1	1	1	1	1
**Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
5.1(iii) SUB-TOTAL:					\$_____

5.1 (iv) One backhoe with 1 m³ (1.31 yd³) bucket with an operator.

LOCATION: ALL SITES					
Description	YEAR 1 2014 / 2015 RATE	OPTION YEAR 1 2015 / 2016 RATE	OPTION YEAR 2 2016 / 2017 RATE	OPTION YEAR 3 2017 / 2018 RATE	OPTION YEAR 4 2018 / 2019 RATE
Equipment & Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	1	1	1	1	1
**Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
5.1(iv) SUB-TOTAL:					\$_____

5.1 (v) One 4x4 Pick up truck with an operator.

LOCATION: ALL SITES					
Description	YEAR 1 2014 / 2015 RATE	OPTION YEAR 1 2015 / 2016 RATE	OPTION YEAR 2 2016 / 2017 RATE	OPTION YEAR 3 2017 / 2018 RATE	OPTION YEAR 4 2018 / 2019 RATE
Equipment & Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	1	1	1	1	1
**Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
5.1 (v) SUB-TOTAL:					\$_____

5.1 (vi) One skidsteer with an operator.

LOCATION: ALL SITES					
Description	YEAR 1 2014 / 2015 RATE	OPTION YEAR 1 2015 / 2016 RATE	OPTION YEAR 2 2016 / 2017 RATE	OPTION YEAR 3 2017 / 2018 RATE	OPTION YEAR 4 2018 / 2019 RATE
Equipment & Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	1	1	1	1	1
**Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
5.1(vi) SUB-TOTAL:					\$_____

5.1 (vii) One tractor with attachments and an operator (including but not limited to flail mower, rototiller, wood chipper).

LOCATION: ALL SITES					
Description	YEAR 1 2014 / 2015 RATE	OPTION YEAR 1 2015 / 2016 RATE	OPTION YEAR 2 2016 / 2017 RATE	OPTION YEAR 3 2017 / 2018 RATE	OPTION YEAR 4 2018 / 2019 RATE
Equipment & Operator	\$_____/h	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	1	1	1	1	1
**Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
5.1 (vii) SUB-TOTAL:					\$_____

5.1 (viii) One double drum 48" lawn roller with an operator.

LOCATION: ALL SITES					
Description	YEAR 1 2014 / 2015 RATE	OPTION YEAR 1 2015 / 2016 RATE	OPTION YEAR 2 2016 / 2017 RATE	OPTION YEAR 3 2017 / 2018 RATE	OPTION YEAR 4 2018 / 2019 RATE
Equipment & Operator	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	1	1	1	1	1
**Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
5.1 (viii) SUB-TOTAL:					\$_____

5.2 Labour: Our firm hourly rate per qualified labourer with hand tools for landscaping services shall be. This rate will include adequate supervision.

* "Estimated hours" per year is for evaluation purposes only.

** The "Extended Price" is calculated by multiplying the hourly rate for the labourer with hand tools by the Estimated hours" per year (Example: Hours, Year 1, \$5.00 hourly rate x estimated hours 10 = \$50.00)

LOCATION: ALL SITES					
Period	YEAR 1 2014 / 2015 RATE	OPTION YEAR 1 2015 / 2016 RATE	OPTION YEAR 2 2016 / 2017 RATE	OPTION YEAR 3 2017 / 2018 RATE	OPTION YEAR 4 2018 / 2019 RATE
5.2(i) RegularHours 08:00 to 17:00 Monday to Friday	\$_____/h r	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	1	1	1	1	1
**Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
5.2(i) SUB-TOTAL:					\$_____

LOCATION: ALL SITES					
Period	YEAR 1 2014 / 2015 RATE	OPTION YEAR 1 2015 / 2016 RATE	OPTION YEAR 2 2016 / 2017 RATE	OPTION YEAR 3 2017 / 2018 RATE	OPTION YEAR 4 2018 / 2019 RATE
5.2 (ii) Outside Regular Hours Saturday, Sunday & Statutory Holidays	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	1	1	1	1	1
**Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
5.2(ii) SUB-TOTAL:					\$_____

5.3 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

* "Estimated expenditure" per year is for evaluation purpose only.

LOCATION: ALL SITES					
Period	YEAR 1 2014 / 2015 RATE	OPTION YEAR 1 2015 / 2016 RATE	OPTION YEAR 2 2016 / 2017 RATE	OPTION YEAR 3 2017 / 2018 RATE	OPTION YEAR 4 2018 / 2019 RATE
Mark-up	_____%	_____%	_____%	_____%	_____%
*Estimated expenditure:	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
** Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.3 SUB-TOTAL:					\$ _____

For Evaluation Purposes

** The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to Canada. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

GC 227 "Call-up Against a Contract".

All Locations, All Years

GRAND TOTAL for PRICING SCHEDULE 5. (5.1 + 5.2 + 5.3): \$ _____

AUTHORIZATION FOR DELIVERY:

The consignee shall request delivery of goods/services identified in Pricing Schedule 3, 4, and 5 on form GC 227.

The identified users shall order goods and services either on form PWGSC-TPSG GC 227 "Call-up Against a Contract", or ordered by other methods such as telephone, but must be confirmed in writing either on form PWGSC-TPSG GC 227 or other agreed upon means that include as a minimum the following: description of the work, pricing schedule and quantity, period of service, contract number, name of authorized person and signature.

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Sum of Pricing Schedules

Pricing Schedule 1: **GRAND TOTAL** \$_____ +

Pricing Schedule 2: **GRAND TOTAL** \$_____ =

(A) Total Firm Price \$_____

Pricing Schedule 3: **GRAND TOTAL** \$_____ +

Pricing Schedule 4: **GRAND TOTAL** \$_____ +

Pricing Schedule 5: **GRAND TOTAL** \$_____ =

(B) Total "as & when" Price \$_____

TOTAL BID PRICE \$_____ = (A) Total Firm Price +
(B) Total "as & when" Price.

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Mandatory Requirements - Technical and Financial Evaluation

- (1) Mandatory Site Visit attendance;
- (2) Full Time Supervisor's qualifications in accordance with Part 3, Section 1: Technical Bid
- (3) Contractor's Experience & Past Performance in accordance with Part 3, Section 1: Technical Bid.
- (4) Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section II: Financial Bid;

Only proposals found to meet **ALL** the mandatory requirements will be deemed acceptable proposals and will be further evaluated in accordance with the evaluation criteria. Proposals not meeting **ALL** of the mandatory requirements will be deemed non-responsive and will be given **NO** further consideration.

4.2 Basis of selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.

The responsive bid evaluation will be based on the Lowest Responsive Bid Price, a combination of the overall lowest total bid of which 80% will be for the firm pricing (Pricing Schedule 1 and 2) and 20% on the "as & when" (Pricing Schedule 3, 4 and 5) will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, 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 Bidders certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5. Certifications Required Precedent to Contract Award

5.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.1 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' list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2 Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.2.1 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 with FPS, bidders must provide the information required below before contract award.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the 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 web sites 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 the Goods and Services Tax or Harmonized Sales Tax.

5.3. Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

5.4. Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites,
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Employee Information for Security

The Bidder *should* specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

Legal Name (First & Last) (Please Print Clearly)	DATE OF BIRTH Day/Month/Year	Security ID #
Supervisor Landscape Maintenance:		
Supervisor Snow Removal Services:		
Full Time Employee:		
Full Time Employee:		

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

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

7.1.1 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

7.1.2 Names of qualified employees

The contractor must provide the names of the qualified personnel who will be assigned to work on this Contract. The names provided below must be the same personnel listed in Part 3 of the proposal.

EMPLOYEES	
Legal Name (First & Last) (Please Print Clearly)	Current Clearance Held
Full Time Supervisor Landscape Maintenance:	
Full Time Supervisor Snow Removal Services:	
Full Time Employee:	
Full Time Employee:	

7.2 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.

7.2.1 General Conditions

2035 (2014-03-01) General Conditions - Higher Complexity -Services, apply to and form part of the Contract.

7.3 Security Requirement

7.3.1 The following security requirement (SRCL Annex B and related clauses) applies and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - (b) Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive.

7.4.2 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional consecutive twelve (12) month period(s) 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 prior to 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Joanne Ladouceur
Public Works and Government Services Canada
Real Property Contracting Directorate
3C2, 11 Laurier Street, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Telephone Number (819) 956-6647
 Facsimile Number: (819) 956-3600
 Joanne.Ladouceur@pwgsc-tpsgc.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.

7.5.2 Technical Authority

The Technical Authority for the Contract is:

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority named above 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 Technical Authority, however the Technical 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.

7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____
 Telephone: _____
 Facsimile: _____
 Cellular: _____
 E-mail: _____

7.6 Payment

7.6.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (applicable Taxes **excluded**) of which \$ **(to be determined)** (applicable Taxes **excluded**) is for goods and/or services enumerated or described in **Pricing Schedule 1 and 2** and \$ **(to be determined)** (applicable Taxes **excluded**) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in **Pricing Schedule 3, 4 and 5**.

7.6.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2012-07-16) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- (a) **Landscaping** shall be paid in accordance with **Pricing Schedule 1**, at the end of each calendar month from May through October for each Landscaping season.

- (b) **Snowfall up to 254 cm** shall be paid in accordance with **Pricing Schedule 2** in the percentages at the end of each calendar month from November through April for the snow season as follow:

Snow Seasons

November - 5% of the Firm Lot Price

December - 20% of the Firm Lot Price

January -25% of the Firm Lot Price

February - 25% of the Firm Lot Price

March - 20% of the Firm Lot Price

April - 5% of the Firm Lot Price

- (c) **As and When Requested Work**

Any costs incurred for "**Snowfall in Excess of 254 cm**", "**Special Operations**" and for "**Extra Work**" shall be paid, on an "as and when requested" basis, in accordance with **Pricing Schedule 3, 4 & 5**, after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted.

Canada's total liability under the "as and when requested" portion of the Contract shall not exceed \$_____ (to be determined.) Applicable taxes are extra, if applicable.

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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.6.3 Basis of Pricing

The Basis of Pricing will be inserted at contract award as per winning bid submitted in accordance with Part 3 Section II Financial Bid - Basis of Pricing of this solicitation.

7.6.4 SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

C0710C (2007-11-30) Time Verification and Contract Price Verification

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7.7 Invoicing Instructions - Maintenance Services

All invoices are to be mailed as per the front page of any resulting contractual document and must include the Contract Number, description of work which has been completed and for which payment is being claimed, location of the work and the person who requested the service, before any payments can be processed. All taxes are to be listed as separate items. Failure to submit the correct information may result in the rejection of the invoice for processing.

The invoices for 'Landscaping' shall be submitted at the end of each calendar month from May to October in accordance with clause 7.6.2 Basis of Payment.

Any costs incurred for 'Special Operations' shall be invoiced after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted in accordance with clause 7.6.2 Basis of Payment. These costs are to be denoted as separate items on the monthly invoice.

The invoices for 'Snowfall up to 254 cm' shall be submitted at the end of each calendar month, from November to April in accordance with clause 7.6.2 Basis of Payment.

Any costs incurred for 'Snowfall in excess of 254 cm', 'Snowfall outside the Snow Season', 'Special Operations' and for 'Extra Work' shall be invoiced after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted in accordance with clause 7.6.2 Basis of Payment. These costs are to be denoted as separate items on the monthly invoice.

Invoices are to be made out and mailed to:

Public Works and Government Services Canada
Maintenance and Operational Assurances
1010 Somerset Street, 2nd floor
Ottawa, Ontario K1A 0S5

Payment will be made on receipt of satisfactory invoices duly supported by any specified documents called for under this contract.

7.8 Certifications

7.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the 'FCP Limited Eligibility to Bid' list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9 Applicable Laws

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

7.10 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 2035 (2014-03-01)
- C) Annex A Statement of Work
- D) Annex B Security Requirements Check List (SRCL)
- E) Annex C Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule
- F) Annex D Site Plan (Distributed at the mandatory site visit)
- G) Annex E Pesticide Records Keeping System
- H) Annex F Green Roof Site Maintenance Visit Documentation Form
- I) the Contractor's proposal dated _____ (*insert date of bid*)

7.11 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) (if applicable)

7.12 Insurance Requirements

7.12.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.12.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.12.2 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.
 - (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

7.13 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

7.14 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

7.15 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority. The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

7.16 Financial Security

The Contractor must provide one of the following contract financial securities within 14 calendar days after the date of contract award:

- (a) performance bond form PWGSC-TPSGC 505 in the amount of **20 percent** of the Pricing Schedule 1 and 2 of the Contract Price; or
- (b) a security deposit as defined in clause E0008C in the amount of **20 percent** of the Pricing Schedule 1 and 2 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.

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.

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.

7.16.1 Security Deposit Definition (E0008C, 2012-07-16)

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,
 - (i) will make a payment to or to the order of Canada, as the beneficiary;
 - (ii) will accept and pay bills of exchange drawn by Canada;
 - (iii) authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - (iv) 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.

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ANNEX A

STATEMENT OF WORK

EP305-141870

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ANNEX B

SECURITY REQUIREMENT CHECK LIST (SRCL)

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ANNEX C

SNOW CLEARING DAILY MAINTENANCE SCHEDULE & LANDSCAPE DAILY

EP305-141870

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ANNEX D

SITE PLAN

(DISTRIBUTED AT THE SITE VISIT)

EP305-141870

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ANNEX E

PESTICIDE RECORDS KEEPING SYSTEM

EP305-141870

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ANNEX F

GREEN ROOF SITE MAINTENANCE VISIT DOCUMENTATION FORM

EP305-141870

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ANNEX “G”

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

EP305-141870

ANNEX 'G' to Part 5 - BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-Labour's website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- () A1. The Bidder certifies having no work force in Canada.
- () A2. The Bidder certifies being a public sector employer.
- () A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- () A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- () A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- OR**
- () A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- () B1. The Bidder is not a Joint Venture.

OR

- () B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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ANNEX “H”

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE
BIDDER**

(Please print clearly)

DIRECTORS:

GROUNDS MAINTENANCE SPECIFICATIONS

SECTION 1- GENERAL

1. Pesticides

1.1 Contractor will comply with the Treasury Board Personnel Policy Manual, Chapter 2-15 Pesticide Directive, http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_119/chap2_15_e.asp . No pesticides shall be used or stored on site unless prior written approval from Technical Authority is received. Contractor must provide advance notice to the Technical Authority when the spraying will occur so that follow up inspections can be scheduled.

1.2 Documentation

The Contractor must complete, in its entirety, the PestRec form and any/all other required documentation immediately following the implementation of any pest control measures. Pesticide Records Keeping System forms, Annex E, must be submitted within one working day following any pesticide applications such as aquacide, horticultural vinegar, etc. Payment will not be issued until the completed forms have been received. Blank copies of the required documents will be available in the PWGSC office located at 1010 Somerset Street, Ottawa. Sample reporting forms are included in Annex E.

Locations sprayed must be very detailed on the form to ensure the Technical Authority can do the necessary follow up inspections. If there is insufficient space on the form for the details of the locations sprayed, another sheet may be attached to Annex E.

2. Response Time

The Contractor will advise the Technical Authority of the telephone number, including cellular and pager, where they, their fulltime employee and/or their employees can be reached 24 hours per day 7 days per week in the event of an emergency call with a 1 hour response time.

The Contractor must take corrective action of any deficiencies in the service of this contract within 1 hour of reception of notice.

The Contractor will not refuse any call or service requested by the Technical Authority or his/her authorized representative such as, the National Service Call Centre (NSCC), relating to snow and ice removal.

3. Site Access

The Contractor's personnel must sign in daily at PWGSC Connaught, 31 Shirley, immediately upon arrival on site and must sign out at PWGSC Connaught, 31 Shirley, at the completion of all work. The employees signing in daily will be verified by PWGSC Connaught and a copy of the sheet will be sent weekly to the Technical Authority and must be completed daily in order for invoices to be processed.

Site access to the Range and related military areas will be coordinated with Range Control by PWGSC Connaught.

During silent hours Range Control, 1 Lee Enfield, will be the designated sign in location. All contractors' personnel must sign using the Range Control sign in book.

Range Controls is the DND Site Authority and as such all operational requirements supersede all maintenance program timing. Flexibility in scheduling is required. All movements on the site are controlled

by DND due to troop movements, live shooting range activities and a grenade and small explosives area. Some activities are classified and / or restricted further affecting access.

4. Sustainable Landscaping

The Contractor will follow a sustainable approach to materials and methodologies used in the landscape maintenance so as to reduce greenhouse gas emissions, protect public health through safe management of potentially hazardous substances and to protect soils and groundwater.

In order to reduce carbon emissions and noise pollution, equipment will only be used as required. The Contractor will select equipment and fuel to limit air-pollutant emissions and ensure that all equipment used on site is properly maintained. The Contractor will clean equipment prior to bringing it on site to prevent transportation of invasive species.

The Contractor will make all efforts to minimize disturbance and protect the storm water management system and the sensitive wildlife areas located on the property.

The Contractor will follow best salt management practices on site.

5. Working Hours

The site is operational 24 hours per day, 7 days per week.

6. Addition or deletion of work

The Department may from time to time, require changes to the areas to be maintained due to operational requirements, on-site projects, or construction. The increase or decrease in the monthly firm price for the areas added or subtracted will be calculated by dividing the firm price for snow removal or grass cutting by the number of square meters listed in Annex D and then times the square meter area to be added or deleted.

7. Garbage Receptacles

All waste receptacles will never be more than 90% full and emptied at least once a week. Garbage bags must fit snugly around the perimeter of the wire liner of the receptacle if present.

8. Pick up Litter

The entrances and grounds shall be free of litter year round. Litter includes cigarette butts, weeds, soil, grit as well as organic and inorganic debris. After the spring thaw, all hard surfaces and grass areas shall be free of ice-control agents by April 30.

9. Disposal Costs

The Contractor is responsible for all disposal costs related to the removal of snow, leaves, litter and garbage from this site within this contract.

10. Pruning Trees

Written approval from the Technical Authority must be received before proceeding with any tree pruning work. Pruning work will be restricted to a maximum height of 4 metres.

11. Damages

The Contractor shall tour the site with the Technical Authority at the beginning of the season. The Contractor is to request pictures of all damages on site from the Technical Authority. At the end of the season, another joint inspection will be carried out. The Contractor shall immediately report to Technical Authority all damages on site caused by the Contractor's personnel or equipment. Any damages caused by the Contractor will be repaired at the Contractor's cost. The PWGSC Site Authority will determine if the repairs can be completed by the Contractor or a third party. All repairs will be completed to the satisfaction of the PWGSC Site Authority. If a third party is hired to complete the repairs, the cost of said repairs, will be deducted from the invoices owing to the Contractor. Any repairs are to be completed by May 15.

12. Maintenance Schedules and Contractor Inspections

The Snow Clearing Daily Maintenance Schedule and Landscape Daily Maintenance Schedule Annex C shall be kept in the PWGSC Connaught building, 31 Shirley, to record the Contractor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's supervisor on a daily basis with the required copies sent via fax or email to the Technical Authority each following Monday. This log must be kept up to date and sent to the Technical Authority weekly in order for invoices to be processed.

13. Identification

All company employees and vehicles must be clearly identified with company name and/or logo.

14. Vehicles

All vehicles used on the site shall be clean and meet provincial safety standards. Parking and driving on turf is to be avoided.

15. Plan of Operation

Within five days of the commencement of the contract, the Contractor shall submit in writing an operating plan indicating the following items:

Description of methodologies, techniques, and timing of maintenance used to provide the required services.

The timing of maintenance must be detailed to allow for follow up inspections by the Technical Authority.

Financial resources:

Proof of good standing with W.S.I.B.

Proof and level of insurance carried

Human resources (applicable to this site)

Year round labour

Seasonal full-time labour

Part-time/student labour

Number of staff with academic horticulture training (specify)

Number of staff with green roof training (specify)

CCHT certification

Physical resources

Facility location(s)

How equipment breakdowns or labour shortages will be addressed.

List of equipment and vehicles (with numbers of vehicles and pieces of equipment available for work on site). Indicate if they are leased equipment or owned.

Administrative resources and capability

Description of the Contractor's approach to responding to requests made by the Technical Authority.

Quality control methods of services to be provided including identifying the back up Full Time Supervisor who must meet the same qualifications as the regular Full Time Supervisor.

The operating plan will be reviewed by the Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work. Contractor agrees levels of staff and equipment agreed to in the operating plan will be maintained throughout the life of the maintenance contract.

Contractor must advise Technical Authority in writing if there is any change made to the site, within one business day after the change has been made, which may affect the maintenance as per the terms and conditions of the contract.

16. Fertilizing

Rate of application and ratio of nutrients shall be based on recommendations from an accredited soil testing laboratory. Contractor must submit copies of soil analysis reports, one from the base and one from the ranges to the Technical Authority no later than May 1st of the first spring of the commencement of the contract or within three weeks of the commencement of the contract as directed in writing by the Technical Authority.

17. Special Operations and Additional Work

The Contractor must have written approval from the Technical Authority in advance of performance of any Special Operations, removal of snow in excess of 254 cm or outside of the regular season and call up work.
Failure to gain written approval for any additional work completed will result in non payment.

18. Health and Safety

1 Submit site-specific Health and Safety Plan after date of Notice to Proceed and (3) days prior to commencement of the Work. Include:

- .1 A site-specific safety hazard assessment.
- .2 Safety and health risk or hazard analysis for site tasks and operation.
- .3 The use of personal protective equipment including for working around poisonous plants.
- .4 Procedures to be implemented during emergency situations.
- .5 All necessary staff certifications must be attached to the plan including fall protection certificates and chain saw certifications.
e.g. Anticipated H&S plans to include a traffic control where work is conducted in or next to a road. Safety measures for mowing on steep slopes; workers must have fall arrest training and equipment. Individuals or employees should be protected from falls into open trenches.
- .6 All employees must undergo site specific Health and Safety Training and Range Training for rules and regulations as per operational requirements. The Technical Authority shall co-ordinate arrangements for the Contractor to be briefed by the Health and Safety Officer and the Range Control Officer. The Site Authority will arrange a mandatory health and safety meeting to be held onsite prior to the commencement of the seasons. All contractors staff assigned to the site will be required to be in attendance. The Contractor will be responsible to notify the Technical Authority of all staffing changes so that site specific health and safety training can be arranged.

2. Submit a copy of the Contractor's Health and Safety Plan.

3. The Departmental Construction Safety Coordinator will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 2 days after receipt of plan. Revise plan as appropriate and resubmit before commencement of the Work.

4. General Conditions

- .1 Continue to implement, maintain, and enforce plan until final demobilization from site.
- .2 Relief from or substitution for any portion or provision of reviewed site-specific Health and Safety Plan must be submitted to the Technical Authority in writing, either accepting or requesting improvements.
- .3 Update health and safety plan as required.

5. Responsibility

- .1 Contractor shall be responsible for safety of persons and property on site and for protection of persons off site and environment to the extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

.3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, immediately stop work and advise Technical Authority verbally and in writing.

6. Correction

- .1 Immediately address health and safety noncompliance issues identified by Technical Authority.
- .2 Provide Technical Authority with written report of action taken to correct noncompliance of health and safety issues identified.
- .3 Technical Authority may stop work if noncompliance of health and safety regulations is not corrected.

7. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

8. The Contractor will provide a training report with supporting documented proof to demonstrate that the staff has training to operate and maintain all equipment required on site.

9. The Contractor will provide a training report with supporting documented proof to demonstrate that the staff has training to operate and maintain snow removal equipment and have received training on best salt management practices through recognized institutions such as, but not limited to, Ass'n of Ontario Road Supervisors (AORS), Ontario Good Roads Ass'n (OGRA) and Landscape Ontario (LO) or internal training.

Winter maintenance training must include, but is not limited to: anti-icing and deicing products and technologies, salt management plans, proper plowing techniques, equipment maintenance and calibration, material selection to mitigate environmental impacts, mitigating blowing snow, and winter maintenance management.

If staff has not had the necessary training, the Contractor must send the staff for training prior to the first winter season of the contract or as agreed to in writing by the Technical Authority depending on when the courses are offered in relation to when the contract is awarded.

19. Fire Safety Requirements

The Contractor and all company employees must understand this section and its requirements.

Fires and the burning of rubbish are not permitted anywhere on this site.

Throughout this contract the term "Chief Fire Inspector" shall refer to the Unit chief Fire Inspector or their delegated representative, as he/she may designate.

No Smoking in hazardous areas. Smoking precautions must be taken in non restrictive areas.

The handling, storage and use of flammable materials are to be governed by the National Fire Code of Canada. If the work entails the use of any toxic or hazardous materials, chemicals and or explosive materials they must be directed to and cleared by the Technical Authority who will verify with the Chief Fire Inspector.

Any questions or clarifications on Fire Safety in addition to the above must be directed, in writing, to the Technical Authority who will verify with the Chief Fire Inspector.

The Chief Fire Inspector shall be granted unrestricted access to the work site. The Contractor shall cooperate with the Chief Fire Inspector during routine inspections of the work site.

The Contractor shall immediately remedy all unsafe fire situations observed by the Chief Fire Inspector.

20. Supervisor and Full time Employees Duties

Supervisor Duties

The Supervisor (in addition to what is described in the Statement of Work) will be responsible for checking the site and signing the logbook daily and sending copies weekly to the TA. The Supervisor will be the Technical Authority's main contact person for issues related to the terms and conditions in the scope of work of the contract. The Supervisor is authorized by the firm to provide requested quotes to the Technical Authority **within 48 hours from the receipt of the request**. The Supervisor will be the person who will meet with the Technical Authority on site as required. **The Supervisor would have to be available to meet the Technical Authority during the hours of 06:00 hrs to 15:30 hrs.** The Technical Authority will forward the inspection reports to the Supervisor who will ensure that all the deficiencies are corrected. The Supervisor will advise the Technical Authority of any issues on site which may impact service delivery or which require action from the Technical Authority.

Note that the Supervisor that is identified at the Landscape Requirement can be the same person or a different person for the Snowfall Removal Service.

Full time employee Duties

A minimum of two full time employees are required on the site to ensure that the maintenance can be conducted around the operational requirements. Litter, including cigarette butts, is to be picked up on a continuous basis. The full time employees are also required to ensure that the snow removal tasks are being completed as per the scope of work to ensure that the area remains safe for pedestrians at all times. The full time employees are also required to work towards completing all the other tasks listed in the Specifications at Annex A, in association with the other staff the contractor assigns to the site, to ensure that the work is being conducted in accordance with the specification.

Part time gardener Duties

The part time gardener must have a Horticultural Diploma/Degree and be onsite as required from May 1 – Oct 31. The gardener is required on the site to ensure that the design intent of the RCMP Administration building, with LEED designation, is maintained. The part time gardener is also required to ensure that all tree, shrub and flowering plants are being maintained as per the statement of work and to proper landscape industry approved standards to ensure that the areas remain thriving at all times.

SECTION 2 SNOW REMOVAL

1. Stock piling

Snow for the RCMP Administration building, the RCMP Ammo dump and any snow removal Call Ups will be stock piled on this site as per the Annex D drawing. All other snow may be pushed to the side of the roads and parking lots excluding the ammo dumps and along the range roads. Piled snow must not encroach on any parking spaces or obscure visibility for vehicular or pedestrian traffic.

2. Safety

The Contractor is responsible to treat all main roads, parking lots and walks as illustrated in the attached diagram, Annex D to ensure that they are safe for vehicle and pedestrian traffic. Contractor must also ensure that vehicle access to and from the property and municipal roads is free of hazards that may interfere with safe flow of traffic. Contractor is obliged to monitor the site according to the weather in the vicinity and apply ice melting or abrasive products as appropriate. In determining whether or not to apply these products in any particular circumstance, the Contractor shall act reasonably, and apply the standards of the custom of the snow and ice maintenance industry.

3. Daily Inspections

Contractor shall inspect daily:

- .1 All exterior exit doors to ensure that no ice or snow accumulation prevents the doors from opening.
- .2 All entrances and emergency exits to ensure that they are cleared of snow and ice the width of the stairs and sidewalks and that no snow or ice obstructs access to ashtrays or waste receptacles.
- .3 All sidewalks, pathways around buildings and stairs to ensure all are clear of ice and snow to their full width.
- .4 The remainder of the site to ensure that all work has been completed according to the conditions of the contract.

4. Clear snow and ice from building entrances, roads, parking lots

Building entrances, emergency exits, sidewalks, steps, doorways, ramps and parking for disabled persons shall be free of snow and ice to bare pavement to their full width by the times stated below, 7 days a week. If snow accumulation occurs after this time, clearing of these areas will commence once there is an accumulation of 4 cm. During ice forming conditions, ice control agents will be applied to these areas as needed. Exterior heaters, gas shut off valves and vents located on all buildings and portables must be maintained clear of snow for access.

Roads, gates, ramps, loading dock areas, parking lots, access to main roads, and emergency vehicle routes will be clear of snow and ice to bare pavement to their full width by the times stated below, 7 days a week. If snow accumulation occurs after this time, clearing will commence once there is an accumulation of 5 cm. During ice forming conditions, ice control agents will be applied as required.

Priority of clearance - unless otherwise directed by the Technical Authority:

Level 1- 1 Lewis Gun, 7 Vickers Gun, 1 Lee Enfield, 4 Snider, 7 Bisley, 5 Shirley, 35 Shirley, Shirley Boulevard parking lots and all roads, except Perimeter Rd., are to be completed by 0600 hr.

Level 2 – 1 Shirley, 3 Shirley, 5 Shirley, 7 Shirley, 9 Bisley, Pistol Ranges, Training Centres and Sprung Shelters are to be completed by 0700 hr.

Level 3 – All other buildings, sea containers and parking lots, as identified on Annex D, are to be completed by 0900 hr.

Operational Level – Range Roads, Perimeter Rd, Rappel Tower, Grenade Range, Bivouac Sites, Gas Hut, Field Latrines and the OBIUA areas to be completed by 1000 hr ***unless operational requirements dictate otherwise.*** Weekly operational requirements will be issued on Fridays and updated daily as required by Range Control.

Malibar Road must be maintained to bare pavement at all times. This is a health and safety issue due to the deep ditches on either side of the road. Salt must be used as an ice control agent on this road and grit when necessary. The section of Malibar Road at the Watts Creek culvert must have the guard rails cleared of snow to allow for drainage during melting conditions.

Gravel roads and gravel parking lots will be cleared as necessary to ensure the roads and parking lots are not damaged and to ensure vehicular and pedestrian safety. Salt use on gravel roads to be as per operational and health and safety needs. Hard packed snow will not exceed 5 cm and then be maintained with a sand grit/mixture for ice control. Ice on the gravel roads and gravel parking lots may require grading to create ridges for tire traction in addition to ice control agents.

Call Ups will be issued for the curved areas of Perimeter Road to have snow winged back to provide clear visibility down the road.

The snow banks on all range roads must be blown back once they reach 45 cm high. No snow may be piled on the range at any time. A two vehicle parking area and a turnaround area must be plowed at the end of each of the range roads as designated in Annex D.

The snow in front of Alpha 2 must be plowed to the west side of the range.

#7 Vickers Gun compound cannot have any snow piled within 3 metres of the fence, inside or outside of the compound.

Maintain a safe distance from all equipment, gas pipes and sprung shelters within all compounds.

Snow banks, at all intersections, are to be winged back to enable clear visibility at all intersections. Snow banks along roads, intersections and parking lots must not exceed 1 metre in height at any time.

DND ammo compound is to have the snow blown over the fence away from operationally required areas. The RCMP ammo dump is to be cleared to the front entrance of the building and the Sea Container is to be accessible. Snow can be left in the RCMP compound and will be removed to the designated snow dump, as per the Annex D drawing, with written approval from the Technical Authority in the form of a Call Up. The full compound must be cleared including access to the buildings. Security is priority in these areas. Contractor must obtain the key from Range Control, 1 Lee Enfield, for the DND Ammo Compound. The RCMP Ammo compound key is located at RCMP NTTC, 5 Shirley, from security between 0730 hrs and returned by 1530 hrs. All work will be monitored while in these areas. No snow piles are allowed on or around the fence of the DND ammo compound as the area must be visible at all times.

RCMP Admin building and # 7 Vickers Gun building must be cleared to facilitate the movement of fleet vehicles. Once the Fleet Manager has moved the vehicles the contractor must return to ensure that the entire parking lot is cleared to the full width.

Installation of protective screening along the shrub bed at the south side of the RCMP Administration building is required to prevent salt damage to shrubs.

All gates must be maintained free of ice and snow to facilitate closing and opening of the gates.

All sea container and storage bins must be accessible.

The Biathlon ski trail area, as per the annex D drawing, must not be obstructed by plowed snow.

5. Ice control agents

Contractor is required to submit a salt management plan within three days of the contract award date. The salt management plan will be reviewed by the Site Authority and Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in Annex A Statement of Work. Salt management plan must outline under the best practices section what products will be used and under what conditions.

Ice melter such as Landscaper's Choice, Geomelt or Ecosalt is to be used on steps, doorways, and entrance walkways. Products such as sand, white salt, treated salt such as Thawrox, and liquids such as Caliber M1000 and M2000 to be added to the treated salt are to be used in the parking lot and roads as per the approved salt management plan. For gravel roads and gravel parking lots, ice control agents may include grit, sand, gravel, salt.

Excess ice control agents will be removed on written notice by Technical Authority.

Storage boxes for salt will be provided by DND. Salt levels in bins are to be maintained as required. The contractor will place the storage boxes prior to first snow fall and return them to the PWGSC compound emptied, cleaned and stored on site as directed by Technical Authority by April 30.

Contractor must report the amount of salt or other ice-control agents used on the site at the end of the snow removal season. After the spring thaw, all hard surfaces and grass areas shall be free of ice-control agents by April 30.

6. Clear snow from fire route, fire hydrants, standpipes, fuel filler pipes, gas shut offs and air conditioners

Keep fire routes, including routes to standpipes and access to fire hydrants clear of snow and ice at all times. Keep fire hydrants, fuel filler pipes, gas shut offs and air conditioners clear to a diameter of 250 cm.

7. Clear snow from the following specified areas

Keep access to all garbage and recycling dumpsters clear of snow and ice at all times. Garbage cans must be accessible.

8. Clear snow from directional signs

Directional signage shall be free of snow obstruction.

9. Snow piles

Blown, plowed or piled snow is to be kept away from obstacles, including but not limited to, trees, shrubs, fences, memorial cairns, DND equipment displays, buildings and trailers.

10. Banked Snow

Snow banked temporarily, with the written approval of the Technical Authority, will be removed within 24 hours after storm. Snow banks must not obscure or impede visibility for vehicular or pedestrian traffic.

11. Snow coverage on grass

A minimum of 15 cm of snow must be left on the grass where snow is removed or pushed.

12. Delineate walkways, approaches and catch basins

Walkways, approaches and catch basins shall be delineated prior to first snow fall to provide guides for snow clearing. Snow markers will be removed with spring thaw.

13. Catch Basins

Keep catch basins free of snow and debris and anything that interferes with the free flow of run-off water at all times.

14. Litter

The entrances and grounds shall be free of litter year round.

15. Repairs

Repairs to signs damaged by winter snow clearing will be completed to satisfaction of Technical Authority by May 15th. Repairs to curbs damaged by winter snow clearing will be completed to satisfaction of Technical Authority by May 30th. All curbs are to be realigned in the spring by April 30.

16. Clear snow and ice from target galleries

As per the Annex D drawing, clear snow and ice from the target galleries as follows:

Alpha1 Range - the stairs at the east side of the target gallery must be cleared, the walkway must have the snow blown clear of the target stanchions for lanes 31 to 40. The walkway must be cleared to allow access to the latrine.

Charlie Left - the stairs and walkway to access lanes 1-10.

Charlie Right - the stairs and walkway for lanes 67 – 76. The centre stair case must be clear.

Delta Range - the stairs at the east side of the target gallery must be cleared. The stairs to the latrine and access door must be cleared.

This does not include the target stanchions.

SECTION 3 LANDSCAPE :

3.1 General Cleanup

1. Clear drains, catch basins

Drains and catch basins shall be free of all ice, litter, leaves, soil, or anything which interferes with the free flow of runoff water.

2. Sweeping

All paved areas including parking lots, walkways, handicapped ramps, loading dock zones, parade square and roads shall be free of litter, dirt, sand and grit, by mechanically sweeping. The sweeping will be done in the spring by April 30 or as directed by the Technical Authority. All mechanically swept debris, grit and dust must be removed and disposed off site.

3.2 Turf

1. Spring raking

Grass shall be raked, in areas as required, in spring no later than May 15 to allow for ease of air and water penetration, and to remove ice control agents, snow mold and organic and inorganic debris.

2. Repairs due to winter damage

Repairs to turf will be complete by May 15.

3. Mowing grass

Grass areas, as indicated in Annex D, shall be maintained at a uniform height between 7 cm and 10 cm with no grass trimmings present on flower beds, walkways, paved or crushed stone areas. Mowing and trimming shall be completed as a single operation. Mowers and line trimmers shall not be used around base of trees and shrubs.

Base mowing will be subject to operational requirements in the cadet area.

Weekly operational requirements will be issued on Fridays and updated daily as required by Range Control. **Range mowing must be conducted in a manner that allows for the first 100 metres of the range and the mowing around the bullet traps of all ranges required to be completed by 07:30 hr.** Mowing can continue behind the line of fire until operational requirements dictate otherwise. Range Control will schedule alternative mowing areas as operational requirements dictate.

No mowing prior to 0600 hr.

The Butt Stops, the grass areas around the bullet catchers on the DND and RCMP ranges as per the Annex D drawing, must be maintained at a height of 10-15 cm. To ensure that there is never thick undergrowth or tall grass impeding visibility or presenting a fire hazard. This mowing is to be completed by 07:30 hr.

Grass clippings may be left on the mowed areas provided that they are evenly distributed. If the Technical Authority determines, in association with the Fire Chief, that the quantity of clippings is excessive and pose a fire threat the Contractor will be directed to rake and dispose of all clippings off site.

4. Trim grass edges of beds and other turf edges

Turf edges shall be clearly defined to maintain design layout and to ensure no overgrowth of the beds, walkways and curbs.

3.3 Shrubs and Flower Beds

The six (6) flower beds located around the DND base and all the RCMP area garden beds are included in the Contract. The four (4) flower beds located in the cadet camp are not.

1. Shrub beds

Shrub beds shall be free of visible weeds and cultivated to allow for moisture and other nutrient penetration. In beds where there is mulch, the Contractor is responsible to supply and install mulch to maintain it to a depth of 80 mm. Only cedar mulch, approved by the Technical Authority, is to be used on site.

2. Deadwood from shrubs

There shall be no visible dead, diseased or broken branches or dead flower heads in shrubs.

3. Pruning shrubs

Prune deciduous shrubs once a year as flowering habits warrant. Remove up to 25% of older branches at ground level to force new shoots. Shearing is not acceptable. Maintain natural shape of species.

4. Replacing shrubs and perennials

Replace shrubs and perennials that, in the opinion of the Technical Authority, are no longer acceptable due to maintenance practices during the term of this contract. Replace with the same species and the same size as the plants next to the replacements or as directed in writing by the Technical Authority.

5. Cultivate flower beds

Flower beds shall be cultivated to ensure removal of weeds and debris. Nutrient materials shall be added to ensure optimum flower display and plant vigour.

6. Maintain flower beds

Flower beds shall be maintained to ensure faded blooms, pods and weeds are not visible. Dead, damaged, diseased or missing plants shall be replaced weekly. Soil shall be kept moist and friable enough to sustain optimum aesthetic value.

3.4 Trees

1. Prune suckers, dead, diseased or broken branches of trees

Trees shall be pruned to remove suckers, dead, diseased, or broken branches, and crossed or rubbing branches. Pruning work will be restricted to a maximum height of 4 metres unless a certified arborist is undertaking the work and follows the *Arborist Industry Safe Work Practices*.

2. Dead or dangerous trees

Young (up to 100 mm DBH [Diameter at Breast Height]) and small (100mm to 200 mm DBH) trees that are dead or dangerous shall be removed to ground level when directed in writing by the Technical Authority.

3. Branch clearance

There is to be a minimum clearance of tree branches; 4 m over roadways and 2 m over walkways.

4. Mulched tree rings

Supply and install mulch to maintain existing mulch rings around tree bases to a depth of 5 cm. Mulch should not be in contact with tree trunk. Remove grass or vegetation within a 20 cm diameter around the trunk of all other trees. Only cedar mulch, approved by the Technical Authority, may be used on site.

5. Hazardous conditions

Report any conditions detrimental to plant health or public safety.

6. Replace tree

Replace all trees that according to the Technical Authority have lost their aesthetic value due to improper maintenance during the term of this contract. The Contractor must remove the unacceptable tree at the request of the Technical Authority, and replace it with one of the same species and size up to a maximum of 90 mm diameter for a deciduous tree and 300 cm high for conifers.

3.5 Watering

1. Water flower beds, shrubs, trees and turf

All specified vegetation shall be watered as required to ensure plants receive enough moisture to sustain optimum aesthetic value and maintain vigour throughout the growing season. Any recently planted material shall be irrigated as necessary to ensure optimum conditions for establishment.

3.6 Pest Control

1. Insects and disease

Monitor all vegetation for the presence of pest and disease. Notify the Technical Authority of any infestations. Use Integrated Pest Management practices such as traps, water blast, physical removal or pruning. Do not apply any registered chemical control unless approved in writing by the Technical Authority. Keep records of plant condition, positive pest identification and corrective actions taken to combat pest and disease.

3.7 Sports Area Maintenance

1. Volley ball court maintenance June 1 – August 31

Once a week level sand and remove all foreign objects including all vegetative growth from inside the volley ball court area. Once a month remove sand from surrounding grass.

2. Volley ball court maintenance Shoulder Seasons – May, September and October.

Once a month level sand and remove all foreign objects including all vegetative growth from inside the volley ball court area. Once a month remove sand from surrounding grass.

3. Sports track and ball diamond June 1 – August 31

Harrow the sports track and ball diamond gravel surfaces bimonthly from May 1 to Oct 31 to prevent weeds.

4. Sports track and ball diamond Shoulder Seasons – May, September and October

Harrow the sports track and ball diamond gravel surfaces once a month in May, September and October to prevent weeds.

3.8 Winter Preparation

1. Flower beds

Flower beds shall be prepared for winter by trimming perennials.

2. Remove dead leaves

Leaves shall be raked and removed from site at the end of the day whenever fallen leaf accumulation exceeds 40% of a square meter of any surface.

3.9 Green Roof

1. Safety

Contractor must ensure all employees doing maintenance on green roof have Fall Protection certification. If the Contractor's employees do not have the necessary certification at contract award it must be obtained within one month of the contract award date.

2. Sopranature Maintenance

The SOPRANATURE system must be maintained as per the instruction. (Maintenance of SOPRANATURE Systems)

3. Green Roof Maintenance staff

Only trained horticultural staff must be used for the maintenance of the green roof. Proof of horticultural training will be requested by the Technical Authority. Proof includes:

- i) a Certificate of Qualification as a Horticulturist from a provincial Ministry; OR
- ii) a College diploma in Horticulture; OR
- iii) a degree in Horticulture from a recognized university; OR
- iv) a certificate of designation as a Canadian Certified Horticultural Technician in landscape maintenance; OR
- v) a certificate showing certified membership of l'Association des Paysagistes Professionnels du Quebec.

4. Clear drains

Drains shall be cleared of all litter, leaves, soil, vegetation, or anything which interferes with the free flow of runoff water.

5. Watering

All specified vegetation shall be watered as required to ensure plants receive enough moisture to sustain optimum aesthetic value and maintain vigour throughout the growing season. Any recently planted material shall be irrigated as necessary to ensure optimum conditions for establishment period.

6. Plant maintenance

Provide maintenance of all soft landscape elements, including fertilizing, mowing, weeding and other incidental maintenance deemed necessary to ensure healthy plant material.

The grass on the green roof is to be cut to a height of 13 cm twice a year as authorized by the Technical Authority. Approximate timing of the cuts is June and September. The grass clippings are to be removed immediately after mowing has been completed.

Provide spring cleanup and winter preparation of planted area including cleanup of drain inspection boxes within planting area. Fertilizing requirements will be determined by the Technical Authority. All vegetation must be removed from areas not designated for vegetation such as gravel areas, pavers, and drains.

If infilling of bare spots, with seed, or replacing eroded substrate is required the Technical Authority will issue a call up for this work under Annex A, Section 5 Extra Work.

7. Green Roof inspections

Contractor to inspect the roof after major wind events and in the spring and fall to ensure that the green roof system including hard landscape elements are still intact and to report any damage to the Technical Authority on the Maintenance Visit Documentation Form.

8. Maintenance Visit Documentation Form

A Maintenance Visit Documentation Form, Annex F, will be completed after each visit to document that what maintenance procedures were carried out. This form is to be submitted to the Technical Authority within one business day after the visit.

The contractor must advise the TA when the work is scheduled to be done so that the TA can verify that the work has been completed.

SECTION 4 SPECIAL OPERATIONS

Contractor must have written approval from the Technical Authority in advance of performance of any of the following operations. The Contractor must give prior notice to the Technical Authority when the work will be undertaken so the Technical Authority can verify that the work is completed.

1. Aerating

Turf areas shall be aerated to 60 mm depth to reduce compaction and provide air and water penetration. Resulting soil plugs shall be broken and spread through turf.

2. Fertilizing Turf

Turf areas are to be fertilized to maintain healthy vigorous grass. Make one application in late spring with a fertilizer in which 50% of the nitrogen is derived from organic matter or in controlled release form. Make two more applications using fertilizer with soluble nitrogen. Make each application at ratio recommended by soil testing laboratory and at a rate of 0.5 kg of actual N per 100 M².

3. Top-dress and Overseed

Turf areas are to be top-dressed with 1 cm of good quality compost and overseeded with a mechanical seeder. Compost must meet the Canadian Council of Minister of the Environment (CCME) guidelines and Agriculture and Agri-Food Canada (AAFC) quality criteria.

Seed mix must be fescue mix 60 % perennial rye grass 40%.

4. Clear Culverts

Remove snow from the ditches 9.14 metres in both directions of the nine culverts, identified on the Annex D drawing, to ensure that the water is free flowing. Snow may be piled along the banks.

5. Berms

The safety berms on the ranges, identified on the Annex D drawing, are to be cut to a height of 7.5 cm as directed by the Technical Authority. The Alpha 1 and Delta safety berms include the back of the Butt Stop berm as indicated in the Annex D drawing.

The safety berms include the area from the toe of the slope to the top of the berm.

The berm at the cadet camp is to be cut to a height of 7.5 cm as directed by the Technical Authority.

6. OBUA Structures

The grass around the Obua building is to be cut to a height of 7.5 cm as directed by the Technical Authority.

7. Lagoon Road

This road must to be cleared of snow on an As & When basis, the full width with a turnaround area at the camera location.

8. #8, 9, 10 and 11 Webley

Access doors to pest traps located under 8,9,10 and 11 Webley to be maintained clear of snow for Pest Control Technicians.

9. Cadet Compound

This compound must be cleared of snow on an As & When basis.

10. Fence Clearing

The Perimeter fence, Perimeter Road gate compound and the Cadet, Range Control, DND and RCMP Ammo Compound fences will be mown, as indicated in the Annex D drawing, as directed by the Technical Authority. They will be mown to clear all grass, brush, shrubs and tree limbs including fallen trees to a width of 2 meters on both sides.

11. Sweeping

In addition to sweeping required in Annex A Section 3.1.2 the DND parade square and RCMP parking lots, as listed in Annex D, are to be swept as and when requested in writing by the Technical Authority. These areas are to be free of litter, dirt, sand and grit, by mechanically sweeping. All mechanically swept debris, grit and dust must be removed and disposed off site.

12. Mowing out of Season

Provide rates for mowing out of season based upon the square metres of the site. The areas to be mowed will be determined by the Technical Authority and identified in the Call Up. The price for the mowing will be determined by dividing the total mowing area by the unit price listed in the Pricing Schedule 4 to get the price per metre. The price per metre price will be multiplied by the metres required to be mown.

SECTION 5 EXTRA WORKS

1. Extra Work

Contractor will provide services and materials for extra work on an as and when requested basis where charges shall be made for actual materials used, actual hours of a labourer and/or actual equipment with operator costs.

Estimates or amendments to estimates for extra work are to be provided by the Contractor to the Technical Authority as per the sample format in Annex F within two working days. A Call up must be obtained from the Technical Authority prior to conducting any extra work.

Additional hours and materials must have prior approval from the Technical Authority. The Call up will then be amended to reflect the additional hours and materials. Only actual hours worked and actual materials used may be invoiced.

Services may include but not be limited to: flail mowing areas infested with noxious weeds, reinstating landscaping, mulching, and additional watering.

Materials may include but not be limited to gravel, topsoil, mulch, compost, river rock, plant material.

Specifications for all materials requested will be specified in the Call Up.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EP305-14-1870

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction RPB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Connaught Rifle Range Grounds Maintenance			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC Information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC Information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

Only security screened personnel must be utilized.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED Information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC Information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

SNOW CLEARING DAILY MAINTENANCE SCHEDULE							
SITE: _____ CONTRACT NO.: EJ196-_____ WEEK OF: _____							
This is to verify that the following areas are clear (c) fallen or drifting snow and ice, and/or have been salted (s) or sanded (sn) - including the use of chip stone as per Section 2 of this contract.							
LOCATION	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
Note timeframe work completed - including ice control measures.							
Sidewalks & Handicap Ramps							
Roadways, ramps & gates							
Parking Lots							
Fire Routes, hydrants, standpipes							
Doorways and emergency exits to buildings, sea containers and portables.							
A. C. Units or other mechanical areas							
Culverts, drains, downspouts							
Loading Docks							
Fuel Filler Pipes & Pumps							
Roof ladders							
Refuse Bins							
Litter Picked Up							
Remarks:							
Supervisor's Initials							
Time Supervision Completed							

DATE:

NAME OF SUPERVISOR:

CONTRACTOR'S SIGNATURE:

WEEK OF: _____

CONTRACTOR'S SIGNATURE:

Annex E Pesticides Records Keeping System

PFO/PFM INFORMATION

Submitted by (First & Last Name) _____

Contract Number (JO/WO): _____

Date of Last Contract Evaluation _____

Reason for Application:

Cosmetic:

Operational:

LICENSEE INFORMATION

Company Name

Province

License Class

License Number

Expiry Date

RPP Fit Tested

RPP Exp. Date

APPLICATION INFORMATION

Date Action Occured

PCP Registration Number

Amount of Product Used

Application Rate:

Target Pest - SEE TABLE 1

Application Sites

Application Site Description (indoor, outdoor, grass, along fences, etc.)

Purpose

Application Area/Unit – SPECIFY UNIT TO INCLUDE M3, HA, M2, SPOT SPRAY ETC.

Supervisor/Inspector

Method of Application – SEE TABLE 2

Temperature (°C)

Wind Speed (KM/Hour)

Wind Direction

General Weather Condition

Unusual Circumstances

Relative Humidity (%)

Pesticide Storage Location

Reports

Contract number: EP305-14-1870

Project Name: _____

Photo Documentation Conducted:

☐ Yes ☐ No

Building Location: _____

Area: _____ Square Feet

Season/Year Planted: _____

Date Evaluated: _____

Weather conditions: _____

_____ % Vegetated

_____ % Weeds

_____ % Other

(Date) Employee

Actions Taken

Hours or # Plants

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Species Identified: _____

Weeds Identified: _____

Further Recommendations:

