

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

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

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 GROUNDS MAINTENANCE	
Solicitation No. - N° de l'invitation EP305-142883/B	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 20142883	Date 2014-08-13
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-65384	
File No. - N° de dossier fk258.EP305-142883	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-02	
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: Hill, Cris	Buyer Id - Id de l'acheteur fk258
Telephone No. - N° de téléphone (819) 956-1343 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

EP305-142883/B

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

20142883

Amd. No. - N° de la modif.

001

File No. - N° du dossier

fk258EP305-142883

Buyer ID - Id de l'acheteur

fk258

CCC No./N° CCC - FMS No/ N° VME

This Amendment is raised to answer the questions following the site visit of August 6, 2014 and include the minutes of the site visit and revised SOW as follows:

The following questions were recieved following the the site visit:

Q1) Are the planters behind the scaffold screens at 15 Eddy, and 1 Promenade du Portage to be maintained?

A1) The areas to be maintained are clearly identified in Annex D, the planters behind the scaffold screen at 15 Eddy and 1 Promenade are not included in this maintenance contract.

Q2) Are we required to remove all of the snow under the scaffold to the road?

A2) As indicated in Annex D Winter Maintenance Plan and Annex A, Section 2.3 and 2.4, snow removal and ice control is the full width of the sidewalk and at the entrances referenced in these Annexes, it is to be cleared fully to the street to facilitate pedestrian traffic at those entrances.

Q3) As per the summer site map, the area inside the fenced off courtyard is not identified in square meters to maintain, are there any maintenance requirements in this area?

A3) As indicated in Annex D, the central courtyard is not included in this maintenance contract.

Q4) It was asked if the area/walkway behind the scaffold screens by 1 Portage and 10 Wellington need to be kept cleared at all times or only when snow blows through?

A4) The areas to be maintained are clearly identified in Annex A and Annex D, removal of snow and ice control is the full width at the entrances referenced in these Annexes, it is to be cleared fully to facilitate pedestrian access at those entrances.

Site Visit Minutes EP305-142883/B August 6, 2014 9:00am
 Les Terrasses de la Chaudiere - Meet at 15 Eddy

Site Visit Start Time: 9:05am

Site Visit end Time: 9:50am

In attendance from PWGSC: Véronique Faille & Michelle Chaisson (MOA Horticultural), Cris Hill (RPCD),

Contractors in Attendance: Prebbel Enterprises Inc., Exel Contracting Inc., Munro & Scullion Contracting Inc., Forestell and Ottawa Valley Construction

- Introduced myself and the technical authority.
- Advised the bidders that the only differences for this retender was no safety boots or hard hats required and that security will be at bid closing
 - there they need to complete Employee Information List in Part 6 at bid closing
- reviewed with the contractors on how to complete the Reference Chart concerning the years of experience, it should show 3 completed years
 - ensure that the month & year is shown -- do not write since such a year to present
- Reminded the Bidders to Complete pricing clearly and legible writing
- Reminded the Bidders there is a Financial Security of 20% of the firm to the winning bid due within 14 days of award
- Reminded the Bidders to Review the SOW as each one is different for each site and there have been revisions
- bidders were each given revised site plans, which they were told will be revised again and will be part of the next solicitation amendment
- bidders were reminded as the site is in Quebec they will have to be registered with CSST
- bidders were reminded to review Part 4 Evaluation of the RFP as this will show them what is required
- bidders were reminded that there is no stock piling of snow on site

TA then conducted the tour of the site - we started at 15 Eddy and walked up towards the path between the LTDLC and the hotel, then along Wellington and back down Eddy.

The site visit Continued down pathway between Hotel and LTDLC, pathway is to be kept cleared up to the curb on the Hotel side including the stairs continue up to Wellington.

Areas within the fenced court yard between 10 Wellington and 1 Promenade du Portage must be maintained as per Annex D. is only to be kept cleared by the emergency exit by the daycare as per Annex D.

Bike racks are included in the revise site plan. Bidders were told that the bike racks located under the link between 15 Eddy and 1 Promenade du Portage are to be kept cleared all year.

Also bidders were reminded that the generators on Wellington, were to have clear access

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 stored overnight on site. Contractor must have approval from Technical Authority in advance of any pesticide usage on site. 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 St West, 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 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. If there is a full time employee on site, their phone or pager number must be provided to the Technical Authority.

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. 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. Mechanized leaf blowers and handheld power brooms may not be utilized on this site. 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 follow best salt management practices on site.

4. Working Hours

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

5. On-Site Employee

The Contractor must provide a minimum of one employee on site from Monday to Friday, 07:00 hours to 16:00 hours to maintain site from November 1 to April 30. The contractor must provide a minimum of one employee on site from Monday to Friday 07:00 to 09:30 hours and 15:00 to 16:00 hours to maintain site from May 1 to October 31. The on-site employee must have a pager or cellular where he/ she can be reached by the Site Authority for any emergencies.

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 of new areas to be maintained or deletion of areas to be maintained. 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 and Cigarette Butt Stops

All waste receptacles; from April 1 to November 30, will never be more than 90% full and emptied at least once a day; from December 1 to March 30, 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. All cigarette butt stops will be emptied twice a day Monday through Friday year round or as requested by the Technical Authority.

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, and remain free of litter, weeds, soil grit as well organic and inorganic debris. Bike rack area must be cleaned by 06:00 A.M.

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 meters.

11. Damages

The Contractor shall tour the work 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 Contractors cost. All repairs must be completed to the satisfaction of the PWGSC Site Authority and be confirmed as such by the Technical Authority to the Contractor. Any repairs are to be completed by April 30.

12. Maintenance Schedules and Contractor Inspections

The Snow Clearing Daily Maintenance Schedule and Landscape Daily Maintenance Schedule Annex C, shall be kept in the building at 15 Eddy Street security desk 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 from November 1 to April 15 and weekly basis from April 16 to October 31. This log must be kept up to date in order for invoices to be processed.

13. Identification

All company employees and vehicles must be clearly identified.

14. Vehicles

All vehicles used on the site shall be clearly identified, 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 WSIB and CSST (within five days of the commencement of the contract)
Proof and level of insurance carried

Human resources (applicable to this site)

Year round labour

Seasonal full-time labour

Part-time/student labour

Average years experiences for field personnel

Number of staff with academic horticulture training (specify)

CCHT certification

Company Profile:

Active membership in trade associations

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 to 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.

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 scaffolding.
- .4 procedures to be implemented during emergency situations.
- .5 all necessary staff certifications must be attached to the plan including fall protection certificates and chainsaw certifications.
e.g. Anticipated H&S plans to include a traffic control where work is conducted in or next to a road. Individuals or employees should be protected from falls into open trenches.

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 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).

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 the 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. Supervisor and Full time Employee Duties

Full time Supervisor Duties

The Supervisor (in addition to what is described in the Scope of Work) will be responsible for checking the site (s) and signing the logbook (s). 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 07:30 hrs to 12:00 noon and 13:00 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

The full time employee is required on the site to ensure that the litter, including cigarette butts, is being picked up as per Section - 1 General 8 Pick up Litter . The full time employee is 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 employee is 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.

SECTION 2 SNOW REMOVAL

1. Stock piling

No snow will be stock piled on site.

2. Safety

The Contractor is responsible to treat all sidewalks and the ramps as illustrated in the attached diagram, Annex D to ensure that they are reasonably 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 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 Entrances #18, 26, 39, 42 and 43 to ensure they are cleared from the doorways all the way to the street curbs for unobstructed pedestrian traffic.
- 4 All sidewalks, pathways around buildings and stairs to ensure all are clear of ice and snow to their full width.
- 5 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 06:00 A.M., 7 days a week. All the following entrances #18, 26, 39, 42, 40 and 43 must be cleared from the doorway right up to the street by 6:00 A.M. Any banked snow left by city clearing operations at these entrances to 15 Eddy, 25 Eddy, 1 Promenade du Portage and 10 Wellington must be removed and kept free of snow, slush and ice down to bare pavement between the hours of 06:00A.M. and 17:00 P.M. 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.

Ramps, loading dock areas, access to main roads, and emergency vehicle routes will be clear of snow and ice to bare pavement to their full width by 06:00 A.M., 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.

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 for the sidewalks and loading dock as per the approved salt management plan.

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

Contractor will provide and distribute storage boxes for ice control agents on the site, and will store them at his facility after the final thaw in the spring, unless otherwise directed by Technical Authority.

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 and generators

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

7. Clear snow from garbage and recycling dumpsters

Keep access to garbage and recycling dumpsters clear of snow and ice at all times.

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 and walls of buildings.

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. Windrows

Windrows over 80 cm high will be removed.

12. Loading Dock

No snow shall be banked or piled in the loading dock zone.

13. Packed Snow

Packed snow on roads and parking lots will not exceed 5 cm.

14. Snow coverage on grass

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

15. 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. Markers will be removed with spring thaw.

16. Catch Basins and Culverts

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

17. Snow Fencing and Barricades

Contractor may provide and install snow fencing as tree protection and wind break prior to first freeze up and removed with spring thaw. Contractor may provide and install snow fencing and/or barricades to close off areas for the winter season as directed by the Technical Authority.

18. Clear bike pad A

Keep access to the bike pad A, located under the link between 15 Eddy and 1 Promenade du Portage. Clear bike racks from snow and ice at all times.

19. Repairs

Repairs to signs damaged by winter snow clearing will be completed to satisfaction of Technical Authority by April 30. Repairs to turf due to winter damage from snow removal operations will be complete by May 15.

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. Power Wash Exterior Entrances

Power wash on a monthly basis all hard surfaces at each entrance up to eight feet in height, five feet out from the doorway, every first Saturday of each month.

3. Sweeping

Loading dock zones, ramps and walks shall be free of litter, dirt, sand and grit, by mechanically sweeping twice annually. The first sweeping will be done in the spring by April 30. The second sweeping will be completed when directed in writing by the Technical Authority.

3.2 Turf

1. Spring raking

Grass shall be raked, in areas as required, in spring no later than May 10 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 levels 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.

5. 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 beds, walkways and curbs.

3.3 Shrubs, Flower Beds and Planters identified in Annex D

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 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. 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.

For individual shrubs, excavate holes 600 mm deep with diameter of 200 mm greater than root spread. Place plant material to depth such that top of the root ball is level with soil surface. With container stock, remove entire container without disturbing root ball. Tamp planting soil around root system in layers of 150 mm eliminating air voids. When 2/3 of planting soil around root system in layers water has completely penetrated into soil, complete back filling. Build 100 mm saucer around outer edge of hole to assist with maintenance watering. Plant materials to be kept well watered through duration of project and first full growing season.

5. Cultivate flower beds and planters

Flower beds and planters 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 and planters

Flower beds and planters 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. Planters are to be maintained from the time of planting to the end of the season.

3.4 Trees identified in Annex D

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 meters 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 areas

Supply and install mulch to maintain existing mulch areas 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 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 esthetic 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, planters, 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.

2. Groundhogs

Capture and remove from site all groundhogs. Any animals found caught in a trap must be release within 1 km of point of capture within 24 hours in accordance with the Fish and Wildlife Conservation Act. Non-target animals such as skunks, raccoons or porcupines found trapped must be immediately released within 1 km of point of capture within 24 hours.

3.7 Winter Preparation

1. Flower beds identified in Annex D

Flower beds shall be prepared for winter by removing annuals, cultivating, by Oct 5 and leveling soil.

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.

SECTION 4 SPECIAL OPERATIONS

Contractor must have written approval in the form of a call-up from the Technical Authority in advance of performance of any of the following operations. Although some clauses have specific dates, these are subject to approval by the Technical Authority. 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

The turf areas shall be aerated by May 15 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

The 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, one in late July and one in mid October using fertilizer with soluble nitrogen. Make each application at ratio recommended by soil testing laboratory and at a rate of 1.0 kg of actual N per 100 M².

3. Top-dress and Overseed

The turf areas are to be top-dressed annually to maintain optimum density, by May 15 with up to 1 cm of good quality compost and overseeded with a mechanical seeder. Compost must meet the Bureau de normalisation du Québec (BNQ), the Canadian Council of Minister of the Environment (CCME) guidelines and Agriculture and Agri-Food Canada (AAFC) quality criteria.

4. Annuals and geraniums

Supply and install annuals and geraniums according to the specifications in pricing schedule 4. Annuals and geraniums shall be in bloom with good foliage colour, compact and sturdy with well developed root systems. The base of each plant shall be no less than 8-10 cm (3.5") in diameter. Annuals and geraniums shall provide a mass of flowers of uniform size and colour covering the bed. The Contractor will obtain approval from the Technical Authority before planting. A planting plan will be provided by the Technical Authority. The Technical Authority reserves the right to reject plants which do not meet these specifications. Annuals and geraniums must be installed before June 15.

5. Additional mowing outside the season

Grass levels shall be maintained at a uniform height between 7 cm at 10 cm with no grass trimmings present on flower beds, shrub beds, walks and paved areas. Mowing and trimming shall be completed as a single operation. Mowers and trimmers shall not be used around base of the trees and shrubs.

6. Remove Snow from Roof Clearing Operations

Contractor will be asked, on an As and When requested basis, to clear fallen snow from approximately 12 entrances where the snow is dropped to the ground from the top of bay windows and/or scaffoldings.

SECTION 5 EXTRA WORK

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: weed control, reinstating landscaping, mulching and additional watering.

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

Topsoil is to be a friable loam, neither heavy clay nor a very light sandy nature, with a minimum of 5% organic matter by weight. It must be clean of roots sod, stones in excess of 5 cm in diameter and other foreign objects, have an acidity range (pH) of 5.5 to 7.5 and a salt conductivity of less than 2 millisiemens/cm.

Specifications for all other materials requested will be specified in the call up.