



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS Á:

**Parks Canada Agency
Quebec Waterways
Bid receiving Unit
1899, De Perigny Boulevard
Chambly (Quebec)
J3L 4C3**

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Parks Canada Agency

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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Propositions à : l' Agence Parcs 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Title-Sujet Maintenance of lawns, landscaped grounds and waste removal	
Solicitation No. - N° de l'invitation 5P214-15-0001	Date Novembre 12, 2014
GETS Reference No. – N° de référence de SEAG	
Solicitation Closes L'invitation prend fin – at – à 02:00 PM on – le December 23, 2014	Time Zone Fuseau horaire - Eastern standard time (EST)
Address Inquiries to: - Adresser toute demande de renseignements à : Margot Simpson, Contracts Officer	
Telephone No. - N° de téléphone 450 447-4831	Fax No. – N° de FAX: 450 658-2428
Destination of Goods, Services, and Construction: Destination des biens, services et construction: See Herein	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :	
Name and title of person authorized to sign on behalf of the 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)	
_____	_____
Name/Nom	Title/Titre
_____	_____
Signature	Date

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Work to be performed is detailed under Annex "A" Statement of Work of the resulting contract clauses

3. Mandatory Site Visit

Bidders MUST attend a site visit at the time and date set to determine the scope of work and be aware of the special configuration of the field. A maximum of two (2) representatives per bidder are allowed for the site visit.

The site visit will be held December 3, 2014 at 10:00 am. (EST).

Interested bidders must meet at the parking area of the Canal Sainte-Anne-de-Bellevue located at 170, Sainte-Anne Street, Sainte-Anne-de-Bellevue, Quebec (H9X 1N1). Bidders must communicate with the Contracting Authority no later than the day before the scheduled visit to confirm attendance.

No other opportunity to visit the site will be offered to tenders who, for whatever reason, cannot make the visit to the date and time set, and their proposal is, therefore, the proposal shall be considered non-responsive. THERE WILL BE NO EXCEPTIONS.

During this visit, the representative will circulate an attendance sheet that the representative of each tender MUST be signed. It will be up to each bidder to ensure that his agent is aware of this fact, and he complies. Any proposal came from a bidder who has not participated in the site visit or whose signature does not appear on the attendance sheet will be considered non-responsive.

Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

4. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Parks Canada Bid Receiving for on or before the date, time and place indicated on page 1 of the bid solicitation.

Please clearly identify the outside of the envelope containing your offer. Always ensure your company name, return address; tender number and closing date appear legibly on the outside of your bid submission.

**Parks Canada
Bid Receiving Unit
Quebec Waterways
1899, De Perigny Boulevard
Chambly (Quebec)
J3L 4C3**

**Offer no. : 5P214-15-0001
To be open: December 23, 2014 - 14h (EST)
Subject: Maintenance of lawns, landscaped grounds and waste collection**

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

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

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

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

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

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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

1. (MANDATORY) Contractor's Experience

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

The bidder **MUST** have five 5 years of experience, during the five (5) years, wherein the performance of two (2) contracts for sites of similar size and scope of those described in the Request for Proposal have been satisfactorily completed which involved Landscape Maintenance Services.

The bidder must provide valid evidence of its experience and past performance by referencing :

A minimum of two (2) separate contracts satisfactorily completed during the five (5) years (including LANDSCAPE MAINTENANCE SERVICES for the full season), at least six (6) months each for complete landscape maintenance period, from April to November of the same season. The reference information indicated in item 1) must be provided and submitted with the bidders proposal, failure to do so shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

Parks Canada reserves the right to verify the completeness and accuracy of the information and confirm with the references cited their satisfaction with the services provided. Supporting documents may be

verified by Canada. If the Bidder fails to provide the required supporting documents, if the information cannot be verified or if the service was deemed unsatisfactory, the Bidder's proposal will be considered non-responsive and rejected.

References Chart

REFERENCE NO. 1: CONTRACTS WHICH INCLUDE LANDSCAPE MAINTENANCE	
Name of Client Organization or Company	Name : _____
Name & Phone Number of Client Contact	Name : _____ Title : _____ Phone number : _____
Location/site of the contract:	
Detailed description of the project or contract. Provide a brief description that summarizes what contract work referenced is comparable to the work described in Appendix A Statement of Work.	_____ _____ _____ _____ _____ _____
Value of the contract	_____ \$
Project or contract period	From : Day _____ Month _____ Year TO : Day _____ Month _____ Year

References Chart

REFERENCE NO. 2: CONTRACTS WHICH INCLUDE LANDSCAPE MAINTENANCE	
Name of Client Organization or Company	Name : _____
Name & Phone Number of Client Contact	Name : _____ Title : _____ Phone number : _____
Location/site of the contract:	
Detailed description of the project or contract. Provide a brief description that summarizes what contract work referenced is comparable to the work described in Appendix A Statement of Work.	_____ _____ _____ _____ _____ _____
Value of the contract	_____ \$
Project or contract period	From : Day _____ Month _____ Year TO : Day _____ Month _____ Year

References Chart

REFERENCE NO. 3: CONTRACTS WHICH INCLUDE LANDSCAPE MAINTENANCE	
Name of Client Organization or Company	Name : _____
Name & Phone Number of Client Contact	Name : _____ Title : _____ Phone number : _____
Location/site of the contract:	
Detailed description of the project or contract. Provide a brief description that summarizes what contract work referenced is comparable to the work described in Appendix A Statement of Work.	_____ _____ _____ _____ _____ _____
Value of the contract	_____ \$
Project or contract period	From : Day _____ Month _____ Year TO : Day _____ Month _____ Year

Please add additional references appended if necessary.

Section I: Technical Bid

2. (MANDATORY) Equipment inventory available

At the time of submitting the bid, contractor must have a minimum of equipment inventory available for the proper completion of the work (reference Appendix A - 1.6). The equipment must be in good condition.

Failing to include the list of equipment available, the application will be considered non-responsive.

Parks Canada reserves the right to verify the completeness and accuracy of the information and confirm with the references cited their satisfaction with the services provided. Supporting documents may be verified by Canada. If the Bidder fails to provide the required supporting documents, if the information cannot be verified or if the service was deemed unsatisfactory, the Bidder's proposal will be considered non-responsive and rejected.

The equipment must be located in one place during the inspection.

Table of available equipment

DESCRIPTION	ACCESSORIES	YEAR

Please add additional information appended if necessary.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Failure to meet all the following mandatory criteria at the end of the submission, the submission of the Contractor shall be considered non-responsive and no further consideration will be given there.

- a) Documentation showing the minimum number of years of experience of the entrepreneur appointed.
 - i. Parks Canada reserves the right to validate the references submitted.
- b) Inventory of available equipment required minimum.
 - i. Parks Canada reserves the right to inspect inventory equipment provided prior to contract award.

The meeting of these two mandatory criteria must be met in order to proceed to the second step of the financial evaluation.

1.1.2 Mandatory criteria before awarding the contract

- a) Compliance with insurance requirements

For your submission to be considered responsive, you must satisfy this condition within ten (10) calendar days of the request by the Contracting Authority.

- b) Certification Requirements.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26) - Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized

Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

Work on demand is not taken into account in the calculation of the financial evaluation.

2. Basis of Selection - Lowest bidder meeting the mandatory criteria

2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the solicitation, and
- b. meet all mandatory technical evaluation criteria and
- c. offers not meeting (a) or (b) will be declared non-responsive.

The responsive bid with the lowest evaluated price will be recommended for contract award.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications 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 so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1.1 Former Public Servant Certification

SACC Manual Clause A3025T (2010-01-11), Former Public Servant Certification
Contracts with 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.

Definitions

For the purposes of this clause, [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: "former public servant" is any former member of a department as defined in the

- 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.

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. "pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction 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.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

SIGNATURE OF BIDDER: _____ Dated: _____

Once the successful bidder is awarded the contract, before the bidder can start working, an Attestation and Proof of compliance with occupational health and Safety (OHS) form will have to be completed with the Parks Canada Representative, See form at Annex "C"

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Work to be performed is detailed under Annex "A" Statement of Work of the resulting contract clauses

2. Requirement

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010C (2014-09-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

This contract term is for a period of 3 years from 1 April, 2014 to 31 March, 2018.

Maintenance periods are from April to November of each year according to the seasonal temperature variations.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the contract for up to two additional periods (year) under the same conditions. The Contractor agrees that, during the extended period of the contract will be paid in accordance with the applicable provisions of the Basis of Payment.

Canada may exercise this option at any time by written notice to the Contractor at least 30 calendar days before the expiration date of the contract notice. The option may be exercised only by the contracting authority.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Sylvie Lagacé
Procurement and Material Management Officer
Parks Canada
Waterways Unit
1899, De Perigny Blvd
Chambly, Qc J3L 4C3
Telephone: 450 447-4831

Facsimile: 450 658-2428
E-mail address: sylvie.lagace@pc.gc.ca

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

5.2 Project Authority (To be confirmed)

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

5.3. Contractor's Representative (Contractor to fill in)

Name: _____

Title: _____

Organisation: _____

Address: _____

Telephone : ____ ____ ____

Facsimile: ____ ____ ____

Email address: _____

Procurement Business Number (PBN) : _____

Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website at: <https://buyandsell.gc.ca>. For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6. Payment

6.1 Basis of Payment

SACC Manual clause C0207C (2013-04-25), Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm price and firm unit price, as specified in "Annex "B" for a cost of \$* _____. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been

6.2 Limitation of Price

SACC *Manual* clause C6000C (2011-05-16), Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been

6.3 Monthly Payment

SACC *Manual* clause H1008C (2008-05-12), Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7. Invoicing Instructions

1. The Contractor must submit monthly invoices in accordance with the section entitled "Invoice Submissions" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

8.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.

9. Applicable Laws

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

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 2010C (2014-09-25) – Services (Medium Complexity);
- c) annex A, Statement of Work;
- d) annex B, Bid Form

- e) annex C: Attestation OHS
- f) the Contractor's bid dated _____ (*insert date of bid*).

11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in **Commercial General Liability Insurance** and **Automobile 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.

11.1 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 the Minister of the Environment for the purposes of the Parks Canada Agency.
 - 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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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

n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

11.2 Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.

2. The policy must include the following:

a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

b. Accident Benefits - all jurisdictional statutes

c. Uninsured Motorist Protection

d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

12. Government Site Regulations

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

APPENDIX A

PARKS CANADA AGENCY
Quebec Waterways

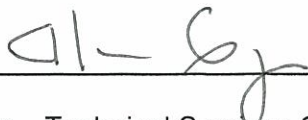
WORK STATEMENT NO.15-0001

**MAINTENANCE OF LAWNS AND LANDSCAPED GROUNDS
AND WASTE REMOVAL (grounds and waste receptacles)**

SAINTE-ANNE-DE-BELLEVUE CANAL
National Historic Site of Canada

Sainte-Anne-de-Bellevue Canal
170, Sainte-Anne Street
Sainte-Anne-de-Bellevue (Quebec)
H9X 1N1

Signature: _____



Date: _____

2014-10-08

Alain Gagnon – Technical Services Officer, Parks Canada

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SECTION 2

WORK PERFORMANCE INSTRUCTIONS

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- 2.1 General
- 2.2 Spring clean-up
- 2.3 Lawn mowing and trimming
- 2.4 Maintenance of paved footpaths and landscaped areas
- 2.5 Maintenance and pruning of hedges, trees, bushes and shrubs
- 2.6 Dead leaves removal (autumn)
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- 2.8 Lawn edge trimming (as and when requested)
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APPENDIX

- I: Area plans OA.18-111.1
- II: Waste removal schedules (2015 to 2019)
- III: Monthly work performance certificate/proof of execution and Additional and/or on request work approval form
- IV: Monthly cost breakdown (example)
- V: Technical requirements
- VI: Keys delivery form

1.0 Use of terms

- .1 In this statement, **“Parks Canada”** means the Parks Canada Agency (Quebec Waterways).
- .2 **“Engineer”** means the Parks Canada Technical Services Representative or the latter’s designated representative(s).
- .3 **“Contractor”** means the company selected to perform all the work described in this document, in accordance with the instructions provided therein.
- .4 Words, expressions and abbreviations with known technical or professional meanings shall be taken as such in this statement and this plan.

1.1 Summary work description

- .1 The work that is the subject of this contract includes, but is not limited to, the following:

Maintenance of the lawns and landscaped grounds of the **Sainte-Anne-de-Bellevue Canal National Historic Site of Canada**, including: all grassed and rough lands, paved areas (footpaths, parking lots, bicycle path, sidewalks, trails, etc.), plant beds, hedges, trees, bushes, shrubs and related works located within those areas, as shown on the plans.

- .2 More particularly, the work includes:

Planned work

- a) Spring cleaning
- b) Lawn mowing and trimming
- c) Maintenance of paved footpaths and landscaped areas
- d) Maintenance and pruning of hedges, trees, bushes and shrubs
- e) Dead leaves removal
- f) Removal of waste and garbage (grounds and waste receptacles)

Work as and when requested

- g) Trim of lawn edges
- h) Cleaning and washing of site furnishings

- .3 Overall, the contract includes all the work described in the work plans and instructions, as well as those necessary to ensure the proper progress and completion of the work, even if not specifically stated.
- .4 The Contractor agrees to provide, at its own cost and expense, all permits, certificates, licences, authorizations and rights required under the applicable laws, codes and regulations.

1.2 Plans

- .1 These instructions and attached plans OA.18-111.1 are complementary.
- .2 The surface dimensions of the lawns and rough lands shown on the work plans and instructions are approximate. The Contractor is responsible for verifying on-site all relevant information in order to take it into account in its bid preparation.
- .3 **The landscaped grounds to be maintained under this contract are located on either side of the Sainte-Anne-de-Bellevue Canal. The different surfaces are represented by different shaded areas on the plans.**

Note : The west part (island) of the landscaped grounds is only accessible by the walkway over the lock doors (1 set of door located upstream and 1 set located downstream of the lock, maximum width 30'')

1.3 Use of premises

- .1 The Contractor shall abide by all provisions of the *National Parks Act* in its execution of the work included in this contract.
- .2 The Contractor shall comply with all relevant Parks Canada regulations, including, but not limited to, regulations relating to safety, environmental protection, parking and traffic control.
- .3 The Contractor shall observe the maximum speed limit on the site which is **15 km/h**, in order to prevent bodily harm to Parks Canada employees and the general public.
- .4 The Contractor shall not operate on the roads or engineering works a loaded vehicle, machinery or equipment whose weight and/or size exceeds the established legal limits, without the prior written authorization of the Engineer.
- .5 The Engineer may reduce the weight limit and even prohibit, temporarily or permanently, all vehicle operation on roads and engineering works, if in the Engineer's opinion, such operation could cause damage to any part of those roads or engineering works.
- .6 Parks Canada shall provide the Contractor with keys to facilitate access to various parts of the site. The Contractor shall be responsible for those keys, and shall not at any time have copies made. At the end the contract, the keys shall be returned to their respective owners (Parks Canada form-see Appendix VI).

1.4 Supervision and skilled labour

- .1 **A competent gardener-horticulturalist shall be assigned to all skilled labour.** The gardener must have horticultural education, or the equivalent, and a minimum of three (3) years experience in the maintenance of lawns and landscaped grounds.
Before beginning specialized work, a curriculum vitae shall be provided to confirm the gardener's competence.
This requirement/resource may come from within the organization and/or be subcontracted.
- .2 A supervisor shall be on site during the work, and shall have a communication system allowing the Parks Canada Representative to communicate with him/her at all times during work hours (*cellular telephone*). The supervisor shall be authorized to receive on behalf of the Contractor all orders, directives or other communications given under this contract.
- .3 The work supervisor shall immediately notify Parks Canada of any accident or incident that has caused material damage to Parks Canada property or that of a third party. The supervisor shall also report any injury, etc., sustained by employees and/or site users. The supervisor shall also report any anomalies found (sinking ground, holes, vandalism, breakages, squatters, etc.).
- .4 At the request of the Engineer, the Contractor shall suspend any supervisor it considers guilty of incompetence or misconduct, and shall immediately replace such supervisor with another deemed acceptable by the Engineer.

1.5 Personnel work attire

- .1 All employees of the Contractor shall by suitably and appropriately attired and wear personal protective equipment as required for the work to be done, such as safety boots, goggles, gloves, safety dossard etc. (Bare torsos will not be tolerated.)
- .2 All employees of the Contractor shall be unexceptionable in their dealings with the public.
A telephone number shall be provided to the Contractor so that the Contractor and its employees may provide it to the public for all communications.

1.6 Equipment, materials and labour

- .1 All materials and equipment used by the Contractor shall be of a type approved by the Engineer and in good working order at the start of the work.
- .2 The minimum equipment required for the lawn maintenance work is:
 - a) **Two (2) manual rotary mowers** 53 cm in width.
 - b) **Two (2) fuel-powered lawn trimmers** (*nylon cord only*).
- .3 Flail mowers and reapers are not permitted for maintenance of lawns; nor are tractor-mounted mowers.
- .4 The tractor-mowers must be equipped with low-pressure floatation-type tires specially designed for use on grassy areas, and must not exceed 900 kg unless approved by the Engineer.
- .5 **The Contractor shall ensure that it has a sufficient number of qualified personnel to operate the various types of equipment and to complete the work within the prescribed time frames.**
- .6 **The Contractor shall also ensure that it has the equipment required to address any equipment breakages and to complete the work within the prescribed time frames.**

NOTE: *In order to protect the environment, we must advise you that only equipment operating on a four-stroke engine shall be permitted for the maintenance of our lawns and landscaped grounds.*

- *Should any existing equipment used by the Contractor become obsolete during the term of this contract, it shall be replaced by equipment that meets the above criterion.*

The Contractor's road equipment shall be clearly identified.

It is strictly prohibited to park trucks or trailers on the grounds to be maintained. Vehicle traffic on lawns shall be restricted and safe.

1.7 Monthly Work performance certificate/proof of execution and additional work approval form

- .1 For every item or unit on the bid form, the Contractor shall have the monthly work performance certificate form initial.
At month end the form has to be countersigned by the Contractor and Parks Canada Supervisor and attach to the monthly invoice.
(Parks Canada form- see Appendix III)

1.8 Environmental protection

- .1 It is forbidden to dispose of waste (*e.g. grass cuttings, garbage, etc.*) or volatile materials, such as petroleum products (*e.g. oil, fuel*) by discharging them into a waterway, city sanitary drain system or storm sewer, or any other location that could harm the environment.
- .2 The Contractor shall at all times comply with federal and provincial, municipal regulations, as well as with all other recognized organizations devoted to the protection of the environment.

1.9 Reference standard

- .1 BNQ0605-200/2001 – ENTRETIEN ARBORICOLE ET HORTICOLE (or newest version)
- .2 This standard establish in particular, the rules, techniques, specifications and the requirements related to every aspect of the arboreal and horticulture maintenance.
- .3 This document is available at no extra charge at the following site:
www.bnq.qc.ca/fr/boutique/documents-offerts-gratuitement.html

2.0 Contract Enforcement

Bidders shall be aware that this contract will be enforced in the following manner to ensure satisfactory performance or else the speedy removal of the Contractor under the terms of the contract.

- .1 Any deficiency in specified contract performance will be considered a default of contract.
- .2 A first default will result in a letter of notification to the Contractor of the default. If the default is not immediately corrected, the Engineer may call in another contractor to rectify the default and deduct the cost from payment due, or the Engineer may deduct monies relating to the default and the services not rendered.
- .3 This first letter of default will also notify the Contractor that a second default of any kind will automatically commence action to take the work out of the Contractor's hands in accordance with the terms of the contract.
- .4 A second default by the Contractor will result in a letter from the Engineer to the Contractor giving notice of the default. This second letter will also inform the Contractor that the Engineer is proceeding with the steps to take the work out of the Contractor's hands.
- .5 After a second default all payments will immediately cease in accordance with the terms of the contract.
- .6 After a second default the work of the contract will be taken out of the hands of the Contractor.
- .7 There will be no «action steps» as outlined above for very serious poor performance or abandonment of the contract or bankruptcy, etc. The Engineer will, in these serious situations, immediately commence to take the work out of the Contractor's hands in accordance with the terms of the Contract.

2.1 General

- .1 This section specifies the requirements for the maintenance of the lawns and landscaped grounds of the **Sainte-Anne-de-Bellevue Canal, National Historic Site of Canada**.
- .2 The Contractor shall expect to amend its work schedule for locations where organized activities take place without additional fees. These amendments shall be submitted to the Contractor in a reasonable time frame, verbally or in writing as required. (example: trim a particular area on a different day than the day scheduled due to an event)
- .3 The work shall be accomplished with care so as to keep the landscaped grounds very clean. Each of the processes described below shall be performed regularly and completed within a reasonable time frame.
- .4 It is understood that grounds cleaning and lawn mowing shall also be done in hard-to-reach places.
- .5 The area of rough lands may be increased or decreased during the term of this contract, permanently or temporarily, with associated cost adjustments.
(example: area not accessible due to a construction site and/or leased area)

2.2 Spring clean-up

- .1 Spring cleaning shall begin as soon as weather and ground conditions at the site are favourable, and/or two (2) days following the request by the Engineer, and shall be completed by **APRIL 30 each year (depending of weather conditions)**.
The Contractor shall notify the Engineer before beginning this work.
- .2 Spring cleaning consists of:
 - a) The removal of all waste and garbage from all areas stipulated in this contract, including the Canal banks up to the water line.
 - b) **Raking, sweeping and removal of sand, stones, paper, refuse, branches and leaves and other waste on the roads, parking lots, sidewalks, footpaths, ripraps, paved areas, lawns, rough lands, plant beds, foot bridges, embankments along the canal, wharfs, lock areas, remnants, and various other structures.**
 - c) Light spading and hoeing to a depth of five (5) to eight (8) centimetres of all fallow and cultivated surfaces.
 - d) Cleaning and washing with soap and water of all benches, picnic tables and waste receptacles.

2.2 Spring clean-up (cont'd)

- .3 All debris, waste and other refuse collected shall be removed from the site. At no time shall it remain on the site.

NOTE: Specific instructions or priorities may be given by Parks Canada prior to the start of the spring clean-up work for certain areas and/or certain surfaces.

2.3 Lawn mowing and trimming

Area: ($\pm 10\,000$ square meters)

- .1 **The landscaped grounds to be maintained under this contract are located on either side of the Sainte-Anne-de-Bellevue Canal. The different surfaces are represented by different shaded areas on the plans.**
- .2 Start the first grass-cutting operation of the growing season in the two (2) days following the request by the Engineer. Continue the work as per the established schedule until the end of the growth season, as per the instructions of the Engineer (*see item 2.2.4, below*) and authorized by the same. The operation shall be carried out without a break, and shall be completed within one (1) established working days from **Monday to Friday**.
- .3 Unless otherwise stipulated, grass shall be cut to a height varying between six (6) and (7) centimetres.
- .4 Grass shall be cut an estimated seventeen (17) times, according to the following schedule, as needed:
- **4 cuts in MAY**
 - **4 cuts in JUNE**
 - **2 cuts in JULY**
 - **2 cuts in AUGUST**
 - **3 cuts in SEPTEMBER**
 - **2 cuts in OCTOBER**

NOTE: *This schedule may be altered by the Engineer without changing the unit price. The Contractor shall obtain the prior approval and signature of the supervisor before any additional cutting operation, or else it will not be remunerated.*

(Parks Canada form – see Appendix III)

- .5 **Clean each lawn before each cut:** remove all waste and garbage, such as stones, papers, bottles, broken glass, tree branches, animal excrement, etc.
- .6 No visible windrows shall be left on the lawns.

2.3 Lawn mowing and trimming (cont'd)

Area: ($\pm 10\,000$ square meters)

- .7 **Immediately sweep up and remove accumulated cut grass** from asphalt or concrete areas, areas covered with stone screening, and all plant beds, fallow areas, ripraps, picnic table bases, etc. **Cut grass shall not be disposed of in the canal.**
- .8 Mower blades shall be adjusted and sharpened at every mowing or as often as required to obtain a clean cut at the recommended height at all times. A regular check will be made by the Engineer.
- .9 **Grass shall not be cut on rainy days and/or when the grass is wet.**
- .10 At every mowing, cut the grass to the specified height at the following locations:
 - a) Near fences, trees, structures, buildings, benches, picnic tables, waste receptacles, bicycle racks, posts, lampposts, embankments, ripraps, sidewalks and any other obstacles on the site, as well as on slopes that are inaccessible with a mower, cutting shall be done with a powered lawn trimmer (*nylon cord only*).
- .11 Should grass cutting adversely affect enjoyment of the site by the general public or cause any nuisance, the Contractor shall suspend its operations or redirect them to another location.
- .12 At all times during grass cutting operations, the Contractor shall take into account the number of visitors on the site, and Parks Canada shall not entertain any claim by the Contractor resulting from the Contractor's inability to do the work because of the presence of such visitors.
- .13 **At all times during grass cutting operations, the Contractor shall take into account public safety by reducing speed and directing the outfall of its mower in a safe manner.**
- .14 **After a grass cutting operation, the Contractor shall complete and have the Parks Canada Representative initial the monthly work performance certificate.**
(Parks Canada form – see Appendix III)

NOTE:

The Contractor shall take into account the potential presence of invasive species (ragweed, poison ivy and giant hogweed) in its assessment and method for mowing and trimming lawns along embankments.

2.4 Maintenance of paved footpaths and landscaped areas

- .1 Remove all vegetation growing on footpaths, parking lots, sidewalks, trails and wharfs, as well as areas with the following finishes: stone screening, asphalt, concrete, interlocking paving stones, riprap and any other finish found within the boundaries of the grounds to be maintained.

The Contractor shall notify the Engineer before beginning the work.

Frequency: **Two (2) times per year**

1st maintenance completed by the 1st week of June

2nd maintenance completed by the 1st week of August

- .2 Sweep roads, parking lots and accesses to them, sidewalks, interlock pavement, wharfs, remnants, etc.

Frequency: **One (1) time per week and/or as needed.**

2.5 Maintenance and pruning of hedges, trees, bushes and shrubs

- .1 Using properly sharpened tools, keep hedges, trees, bushes and shrubs healthy and give them an attractive appearance; their natural shape and growth pattern should be respected.

This work will be supervised by your gardener-horticulturalist

The Contractor shall notify and obtain approval from the Engineer before proceeding with this operation.

- a) Trim flowering shrubs, either in the spring or following blooming, depending on their variety and particular needs
 - b) Trim hedges periodically to levels and shapes prescribed by the Engineer; preserve the greater part at the base by gradually tapering towards the top, which shall have a slightly rounded shape. Cut individual protruding branches to preserve the overall shape of the hedge.
 - c) Prune evergreens in June, cutting only the current year's shoots.
- .2 Remove all dead or broken limbs to a maximum height of eight (8) metres, no matter what the cause of the breakage (*with the exception of a major disaster*). Cutting shall always be done as close as possible to the bole or junction of the main branch, in accordance with best known practices.
 - .3 Every year, gradually remove the lower branches so that the lower third portion of the tree is free of branches, up to a height of two (2) to two-and-a-half (2 1/2) metres has been cleared, with the exception of Lombardy poplars and evergreens. Also cut branches that damage the bark by rubbing against it.

2.5 Maintenance and pruning of hedges, trees, bushes and shrubs (cont'd)

- .4 Remove one (1) or two (2) of the oldest branches on older shrubs to preserve a nicely shaped plant with young, healthy branches. Pruning generally takes place after annual flowering.
- .5 Trim tree branches to maintain, at all times, a clearance of two and a half (2½) metres above the multi-purpose and pedestrian paths, as well as a horizontal clearance of one hundred and twenty (120) centimetres on each side.
- .6 Trim tree branches to maintain, at all times, a clearance of two (2) metres above/around the tops of the lampposts.
- .7 Do not allow any branch re-growth at the base of trees.
** eliminate all snag in accordance with best known practices

Frequency: **Two (2) times per year**

1st maintenance completed by the 2nd week of June

2nd maintenance completed by the 4th week of August

NOTE: The surface of the hedges and/or shrubs may be reduced following massive/selective cuts within the contract term.

2.6 Dead leaves removal (autumn)

- .1 Collect and dispose of the dead leaves from trees and shrubs on all areas covered by the contract.
The Contractor shall notify the Engineer before beginning the work.

Frequency : One (1) timer per year (late fall)

Note : Dead leaves shall not be disposed of in the canal.

2.7 Removal of waste and garbage (grounds and waste receptacles)

- .1 **Pick up all waste and garbage** of all kinds (*e.g. stones, papers, garbage, animal excrement, broken glass, branches, cardboard boxes and garbage bags left by the public and/or boaters and other waste*) found on all the areas covered by this contract, regardless of origin, including on the banks up to the water line (*except for that from work done by Parks Canada employees or other contractors*).
- .2 **Empty all waste receptacles** and remove waste from the site following all valid regulations.
- .3 **Frequency (above articles)**
Regular cylindrical receptacles (±127 liters)

MONDAY, WEDNESDAY, FRIDAY, SATURDAY, SUNDAY and HOLIDAYS OR DAYS AFTER HOLYDAYS
(Pick-up should be done before 9:00am each morning)

Periods: (see Appendix II – Waste removal schedule)

May 1 to October 13, 2015 (*124 times*)
 May 1 to October 11, 2016 (*118 times*)
 May 1 to October 10, 2017 (*119 times*)
 May 1 to October 9, 2018 (*118 times*) (*1st option year*)
 May 1 to October 15, 2019 (*124 times*) (*2nd option year*)

- .4 **Frequency**
Rolling receptacles (±240 liters)

MONDAY, WEDNESDAY, FRIDAY, SATURDAY, SUNDAY and HOLIDAYS OR DAYS AFTER HOLYDAYS
(Pick-up should be done before 9:00am each morning)

Periods: (see Appendix II – Waste removal schedule)

May 15 to September 8, 2015 (*88 times*)
 May 20 to September 6, 2016 (*81 times*)
 May 19 to September 5, 2017 (*81 times*)
 May 18 to September 4, 2018 (*81 times*) (*1st option year*)
 May 17 to September 3, 2019 (*83 times*) (*2nd option year*)

The number of waste receptacles on the site is:

- 1) 20 cylindrical receptacles (18" x 30" / ±127 liters capacity)
- 2) 3 rolling receptacles (±240 liters capacity)

NOTE: The Contractor shall provide polyethylene bags for each type of garbage receptacle.

NOTE: At any time during the contract term, garbage collection work may be suspended or the frequency reduced based on Parks Canada's plan for managing waste on different sites.

2.8 Lawn edge trimming (as and when requested)

- .1 The Contractor shall obtain the signed approval of the Engineer before beginning lawn edge trimming.
(Parks Canada form – see Appendix III)

Lawn edge trimming must be vertical and perfectly straight or evenly curved, according to what is appropriate. Lawn edges shall be trimmed to one (1) centimetre when bordering a gravel, concrete, asphalt, cut stone, etc., surface.

Cleaning and disposal of trimming will be done immediately after completion of the work.

- .2 Frequency: **One (1) time per year (end of June)**

NOTE: *The work shall take into account the safety of site users.*

2.9 Cleaning and washing of site furnishings (as and when requested)

- .1 The Contractor shall obtain the signed approval of the Engineer before beginning cleaning and washing of site furnishings.
(Parks Canada form – see Appendix III)

- .2 Wash and clean benches, picnic tables and garbage cans with soapy water.

- .3 Possible frequency: Three (3) times per season

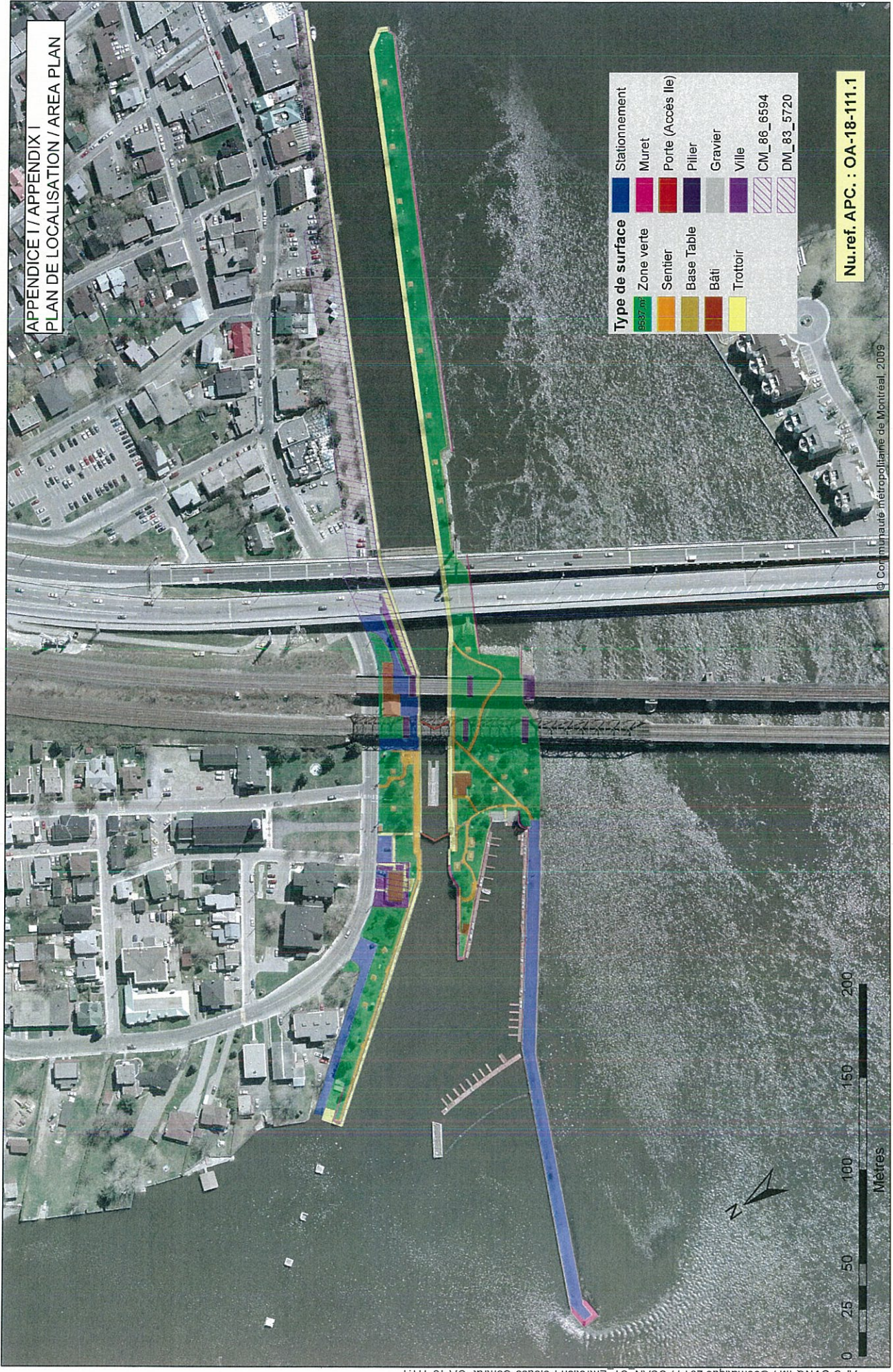
- .4 The approximate number of benches, picnic tables and garbage cans on the site is:

5 benches

25 picnic tables

20 garbage cylindrical receptacles + 3 rolling receptacles.

APPENDICE I / APPENDIX I
 PLAN DE LOCALISATION / AREA PLAN



Type de surface		Stationnement	
Zone verte	5837.m3	Muret	
Sentier		Porte (Accès Ile)	
Base Table		Pilier	
Bâti		Gravier	
Trottoir		Ville	
		CM_86_6594	
		DM_83_5720	

Nu.ref. APC. : OA-18-111.1



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2015 SCHEDULE

WASTE REMOVAL

(grounds and waste receptacles) Art. 2.7

APPENDIX II

Sainte-Anne-de-Bellevue Canal

APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

REGULAR WASTE REMOVAL DAYS FOR CYLINDRICAL RECEPTACLES = 124

ADDITIONAL WASTE REMOVAL FOR 240 LITERS RECEPTACLES : 88

2016 SCHEDULE

WASTE REMOVAL

(grounds and waste receptacles) Art. 2.7

APPENDIX II

Sainte-Anne-de-Bellevue Canal

APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

REGULAR WASTE REMOVAL DAYS FOR CYLINDRICAL RECEPTACLES = 120

ADDITIONAL WASTE REMOVAL FOR 240 LITERS RECEPTACLES : 81

APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	30	24	25	26	27	28
	31					29

AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

REGULAR WASTE REMOVAL DAYS FOR CYLINDRICAL RECEPTACLES = 119

ADDITIONAL WASTE REMOVAL FOR 240 LITERS RECEPTACLES : 81

2018 SCHEDULE (1st optional year)

WASTE REMOVAL

(grounds and waste receptacles) Art. 2.7

APPENDIX II

Sainte-Anne-de-Bellevue Canal

APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	30	24	25	26	27	28
		29				

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

REGULAR WASTE REMOVAL DAYS FOR CYLINDRICAL RECEPTACLES = 118

ADDITIONAL WASTE REMOVAL FOR 240 LITERS RECEPTACLES : 81

2019 SCHEDULE (2nd optional year)

WASTE REMOVAL

(grounds and waste receptacles) Art. 2.7

APPENDIX II

Sainte-Anne-de-Bellevue Canal

APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

REGULAR WASTE REMOVAL DAYS FOR CYLINDRICAL RECEPTACLES = 124

ADDITIONAL WASTE REMOVAL FOR 240 LITERS RECEPTACLES : 83

**MONTHLY WORK PERFORMANCE CERTIFICATE AND
ADDITIONAL AND/OR ON REQUEST WORK APPROVAL FORM**

CONTRAT 15-0001

MAINTENANCE OF LAWNS AND LANDSCAPED GROUNDS AT THE SAINTE-ANNE-DE-BELLEVUE CANAL

Contractor:	MONTHLY WORK PERFORMANCE CERTIFICATE AND ADDITIONAL AND/OR ON REQUEST WORK APPROVAL FORM CONTRAT 15-0001															
	MAINTENANCE OF LAWNS AND LANDSCAPED GROUNDS AT THE SAINTE-ANNE-DE-BELLEVUE CANAL															
WORK PLANNED	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER								
	Date(s) Init.	Date(s) Init.	Date(s) Init.	Date(s) Init.	Date(s) Init.	Date(s) Init.	Date(s) Init.	Date(s) Init.	Date(s) Init.	Date(s) Init.	Date(s) Init.	Date(s) Init.				
Article 2.2 Spring clean-up																
Article 2.3 Lawn mowing and trimming																
Article 2.4 Maintenance of footpaths and paved areas																
Article 2.5 Maintenance and pruning of hedge, trees, bushes and shrubs																
Article 2.6 Dead leaves removal																
Article 2.7.3 Waste and garbage removal (ground and waste receptacles)	Enter collection/removal dates :															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Article 2.7.4 Waste and garbage removal (rolling receptacles)	Enter collection/removal dates :															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Comments:	Additional and/or on request work approval															
	Monthly approbation															
	Supervisor:															
	Contractor:															
	Date:															

Signature file

Keys transfer

Project : _____

Title: _____

Building: _____

Adress: _____

Contractor: _____

Keys: _____

This form officialize the keys transfer for the contract duration.

The contractor is responsible of the keys. No copies should be made at any time.
Keys will be given back to Parks Canada at the end of the contract.

Contractor representative :

Parks Canada representative :

Name

Name

Signature

Signature

Date

Date

BID FORM
(15-0001 Instructions)

Bidder's name : _____

Address : _____

The price quoted includes all costs incurred in the performance of the work as indicated in No. 15-0001 instructions.

Costs include: skilled labour, equipment, materials, permits, transportation and all other general costs to the company, such as: administration, liability insurance and other incidental expenses.

A) YEAR 2015 – April 1st to November 30 2015

PLANNED WORK

- | | | | | |
|----|--------------------------------------------------------------------------------------------|------------------------|-------|-----------|
| 1. | Spring clean-up
(section 2.2) | TOTAL = | _____ | \$ |
| 2. | Lawn mowing and trimming
(section 2.3) | 17 times @ _____ \$ = | _____ | \$ |
| 3. | Maintenance of footpaths and paved areas
(section 2.4) | TOTAL = | _____ | \$ |
| 4. | Maintenance and pruning of hedge, trees, bushes
and shrubs (section 2.5) | TOTAL = | _____ | \$ |
| 5. | Dead leaves removal (autumn)
(section 2.6) | TOTAL = | _____ | \$ |
| 6. | Waste removal (cylindrical receptacles)
(grounds and waste receptacles) (section 2.7.3) | 124 times @ _____ \$ = | _____ | \$ |
| 7. | Waste removal
(rolling receptacles) (section 2.7.4) | 88 times @ _____ \$ = | _____ | \$ |
| | | SUBTOTAL = | _____ | \$ |

A) TOTAL 2015 AMOUNT : _____ **\$**
(before applicable taxes)

WORK AS AND WHEN REQUESTED

- | | | | | |
|----|-----------------------------------------------------------|---------|-------|----|
| 8. | Lawn edge trimming (june)
(section 2.8) | TOTAL = | _____ | \$ |
| 9. | Washing and cleaning of site furnishings
(section 2.9) | TOTAL = | _____ | \$ |

B) YEAR 2016 – April 1st to November 30 2016

PLANNED WORK

1.	Spring clean-up (section 2.2)	TOTAL =	_____	\$
2.	Lawn mowing and trimming (section 2.3)	17 times @ _____ \$ =	_____	\$
3.	Maintenance of footpaths and paved areas (section 2.4)	TOTAL =	_____	\$
4.	Maintenance and pruning of hedge, trees, bushes and shrubs (section 2.5)	TOTAL =	_____	\$
5.	Dead leaves removal (autumn) (section 2.6)	TOTAL =	_____	\$
6.	Waste removal (cylindrical receptacles) (grounds and waste receptacles) (section 2.7.3)	118 times @ _____ \$ =	_____	\$
7.	Waste removal (rolling receptacles) (section 2.7.4)	81 times @ _____ \$ =	_____	\$
		SUBTOTAL =	_____	\$

B)TOTAL 2016 AMOUNT : _____ **\$**
(before applicable taxes)

WORK AS AND WHEN REQUESTED

8.	Lawn edge trimming (june) (section 2.8)	TOTAL =	_____	\$
9.	Washing and cleaning of site furnishings (section 2.9)	TOTAL =	_____	\$

C) YEAR 2017 – April 1st to November 30 2017

PLANNED WORK

1.	Spring clean-up (section 2.2)	TOTAL =	_____	\$
2.	Lawn mowing and trimming (section 2.3)	17 times @ _____ \$ =	_____	\$
3.	Maintenance of footpaths and paved areas (section 2.4)	TOTAL =	_____	\$
4.	Maintenance and pruning of hedge, trees, bushes and shrubs (section 2.5)	TOTAL =	_____	\$
5.	Dead leaves removal (autumn) (section 2.6)	TOTAL =	_____	\$
6.	Waste removal (cylindrical receptacles) (grounds and waste receptacles) (section 2.7.3)	119 times @ _____ \$ =	_____	\$
7.	Waste removal (rolling receptacles) (section 2.7.4)	81 times @ _____ \$ =	_____	\$
		SUBTOTAL =	_____	\$

C)TOTAL 2017 AMOUNT : _____ **\$**
(before applicable taxes)

WORK AS AND WHEN REQUESTED

8.	Lawn edge trimming (june) (section 2.8)	TOTAL =	_____	\$
9.	Washing and cleaning of site furnishings (section 2.9)	TOTAL =	_____	\$

D) YEAR 2018 – April 1st to November 30 2018
(1st optional year – irrevocable)

PLANNED WORK

1.	Spring clean-up (section 2.2)	TOTAL =	_____	\$
2.	Lawn mowing and trimming (section 2.3)	17 times @ _____ \$ =	_____	\$
3.	Maintenance of footpaths and paved areas (section 2.4)	TOTAL =	_____	\$
4.	Maintenance and pruning of hedge, trees, bushes and shrubs (section 2.5)	TOTAL =	_____	\$
5.	Dead leaves removal (autumn) (section 2.6)	TOTAL =	_____	\$
6.	Waste removal (cylindrical receptacles) (grounds and waste receptacles) (section 2.7.3)	118 times @ _____ \$ =	_____	\$
7.	Waste removal (rolling receptacles) (section 2.7.4)	81 times @ _____ \$ =	_____	\$
		SUBTOTAL =	_____	\$

D)TOTAL 2018 AMOUNT : _____ **\$**
(before applicable taxes)

WORK AS AND WHEN REQUESTED

8.	Lawn edge trimming (june) (section 2.8)	TOTAL =	_____	\$
9.	Washing and cleaning of site furnishings (section 2.9)	TOTAL =	_____	\$

E) YEAR 2019 – April 1st to November 30 2019

(2nd optional year – irrevocable)

PLANNED WORK

- | | | | |
|----|--------------------------------------------------------------------------------------------|------------------------|----------|
| 1. | Spring clean-up
(section 2.2) | TOTAL = | _____ \$ |
| 2. | Lawn mowing and trimming
(section 2.3) | 17 times @ _____ \$ = | _____ \$ |
| 3. | Maintenance of footpaths and paved areas
(section 2.4) | TOTAL = | _____ \$ |
| 4. | Maintenance and pruning of hedge, trees, bushes
and shrubs (section 2.5) | TOTAL = | _____ \$ |
| 5. | Dead leaves removal (autumn)
(section 2.6) | TOTAL = | _____ \$ |
| 6. | Waste removal (cylindrical receptacles)
(grounds and waste receptacles) (section 2.7.3) | 124 times @ _____ \$ = | _____ \$ |
| 7. | Waste removal
(rolling receptacles) (section 2.7.4) | 83 times @ _____ \$ = | _____ \$ |

SUBTOTAL = _____ \$

E)TOTAL 2019 AMOUNT : _____ \$
(before applicable taxes)

WORK AS AND WHEN REQUESTED

- | | | | |
|----|-----------------------------------------------------------|---------|----------|
| 8. | Lawn edge trimming (june)
(section 2.8) | TOTAL = | _____ \$ |
| 9. | Washing and cleaning of site furnishings
(section 2.9) | TOTAL = | _____ \$ |

GRAND TOTAL (A + B+ C + D+ E) : _____ \$

(Initial contract 2015-2016-2017 + 2 optional years 2018-2019)

(before applicable taxes)

NOTE:

At any time during this contract, waste removal (section 2.7) may be suspended, or its frequency reduced, depending on the direction Parks Canada intends to adopt regarding waste materials management on its various sites.

Contractor name: _____

Contractor's representative : _____

Signature: _____ Date: _____

Attestation and Proof of Compliance with Occupational Health and Safety (OHS)

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Instructions:

Prime contractor must sign this form for all projects undertaken at Parks Canada work places.

This form is to be administered by the Project Manager and completed by the Prime Contractor AFTER contract award.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name _____ Signature _____

Date _____