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**IMPORTANT NOTICE TO BIDDERS****Security**

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

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

Additional information on PWGSC security can be found on the following web site:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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**TABLE OF CONTENTS****PART 1 - GENERAL INFORMATION**

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

**PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws
- 2.6 Mandatory Site Visit

**PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1 Bid Preparation Instructions
  - Section I Technical Bid
  - Section II Financial Bid - See Annex B
  - Section III Certifications
  - Section IV Additional Information

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

**PART 5 - CERTIFICATIONS**

- 5.1 Certifications Precedent to Contract Award and Certifications Required with the Bid

**PART 6 - SECURITY REQUIREMENT**

- 6.1 Security Requirement
- 6.2 Employee Information for Security

**PART 7 - RESULTING CONTRACT CLAUSES**

- 7.1 Requirement
- 7.2 Standard Clauses and Conditions
- 7.3 Security Requirement
- 7.4 Term of Contract
- 7.5 Authorities
- 7.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)
- 7.7 Payment - See Annex B
- 7.8 Invoicing Instructions - Maintenance Services
- 7.9 Certifications
- 7.10 Applicable Laws
- 7.11 Priority of Documents
- 7.12 Foreign Nationals (Canadian Contractor)
- 7.13 Insurance Requirements
- 7.14 Financial Security
- 7.15 Cellular Phones and/or Pagers
- 7.16 Site Regulations

Solicitation No. - N° de l'invitation

EP305-150759/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk258

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

20150759

File No. - N° du dossier

fk258EP305-150759

CCC No./N° CCC - FMS No/ N° VME

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## 7.17 Pre-commencement Meeting

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CCC No./N° CCC - FMS No/ N° VME

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**List of Annexes:**

Annex A	Statement of Work
Annex B	Financial Bid – Pricing Basis
Annex C	Security Requirements Check List (SRCL)
Annex D	Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule
Annex E	Green Roof Site Maintenance
Annex F	Pesticide Records Keeping System
Annex G	Sample Extra Work Quote
Annex H	Complete List of names of all individuals who are currently directors of the Bidder
Annex I	Federal Contractors Program for Employment Equity

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

## 1.2 Summary

### (i) Requirement

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

### (ii) Client Department

For Public Works and Government Services Canada (PWGSC) at, 1170 Algoma Road, Ottawa, Ontario, Canada.

### (iii) Period of contract

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

### (iv) Security Requirement

"There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".

(v) "There is a mandatory site visit associated with this requirement.

(vi) as per the Integrity Provisions under section 01 of *Standard Instructions 2003 and 2004*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions.

(vii) "For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants."

### (viii) Trade Agreement

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

(xi) "The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled *Federal Contractors Program for Employment Equity - Certification*."

## 1.3 Debriefings

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

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## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days    Insert: 120 days

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## **Definitions**

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or



- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

#### **Former Public Servant in Receipt of a Pension**

1 As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to aFPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** 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.

## 2.5 Applicable Laws

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

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

## 2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the **site visit to be held at 1170 Algoma Road on March 16, 2015** The site visit will begin **at 9:00am EDT**, at the main entrance.

Personnel security screening is required prior to gaining authorized access to 1170 Algoma Road. **Bidders must communicate with the Contracting Authority no later than March 11, 2015, close of business day to confirm attendance and provide the name(s) of the person(s) and date of births of who will attend the site visit.**

The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a **valid security clearance at the required Site Access level for the site visit** which is. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared 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.

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section IV: Additional Information

Prices must appear in the financial bid only (Annex B). Prices must not be indicated in any other section of the bid.

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

#### **3.1.1 Submission of Evidence**

Submission of Evidence as described in 3.1.1.2, 3.2 and 3.3 below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

It is the sole responsibility of the Bidder to ensure that it provides a contact that is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. The technical evaluation team will attempt to contact the Bidders customer reference by telephone and/or email a maximum of three (3) times during the days of the technical evaluation between 8:00 am - 4:00 pm local time. If the customer reference does not provide a reference the Bidders proposal will be deemed non-responsive and receive no further evaluation.

The evidence provided by the bidder may be verified by the Crown. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

Solicitation No. - N° de l'invitation

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fk258EP305-150759

CCC No./N° CCC - FMS No/ N° VME

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In the event where the information cannot be verified or the service found to be unsatisfactory, the proposal shall be considered non-responsive and no further consideration will be given to the Bidder.

**3.1.1.2 (MANDATORY) Full Time Supervisor's Qualifications**

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

i) a College diploma in Horticulture from a recognized college; **OR**

ii) a degree in Horticulture from a recognized university; **OR**

iii) other educational college diploma or university degree in *which the majority of courses taken were horticulture related in the areas such as soils, plant science, plant and weed identification, landscape maintenance, landscape construction, greenhouse production and operation, crop production, silviculture, arboriculture, agriforestry, turf management, and integrated pest management.*

Transcripts in either official language may be requested by Canada

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

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

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

**3.1.1.3 Full time Supervisor**

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

<b>Name of Supervisor</b>	
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Note that the Supervisor that is identified at the Landscape Requirement can be the same person or a different person for the Snowfall Removal Service.

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

**3.1.1.4 Full time Supervisor**

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

<b>Name of Supervisor For Snowfall Removal Services</b>	
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Solicitation No. - N° de l'invitation

EP305-150759/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk258

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

20150759

File No. - N° du dossier

fk258EP305-150759

CCC No./N° CCC - FMS No/ N° VME

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### 3.2 (MANDATORY) Contractor's Experience and Past Performance

#### Experience of the Bidder

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

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

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

The bidder may reference the same Site Location for Landscape maintenance as for Snow removal services provided **the Site Location includes both services for each reference.**

If the Bidder submits references in excess of the stated requirement at 3.2 Experience of the Bidder, only the references up to the identified limit will be assessed.

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

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

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

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

The following is an estimate of the size and scope of the locations identified in this RFP.

#### Estimated Size and Scope:

Location: 1170 Algoma Road, Ottawa, Ontario;

For Landscape 3,988 square metres of grass, 260 square meters of beds to be maintained

For Snow Removal 4 entrances, 118 square meters of side walks, 980 square meters of parking lots & 2,499 square meters of roads.



Solicitation No. - N° de l'invitation

EP305-150759/A

Amd. No. - N° de la modif.

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File No. - N° du dossier

fk258EP305-150759

CCC No./N° CCC - FMS No/ N° VME

---

### 3.3 References

#### 3.3 - 1 a) References for contracts which include Landscape Maintenance

REFERENCE NO. 1: CONTRACT(S) WHICH INCLUDE LANDSCAPE MAINTENANCE	
Name of Client Organization or Company Name:	
Name of client contact who can confirm the information presented in the proposal. <b>(do not include the Contracting Authority as a reference)</b>	Name: _____
If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.	Name: _____
Business Telephone and e-mail address for each client identified above.	Business Phone Number: _____
	E-mail: _____
If there is an additional client name identified, then their business phone number and e-mail address must be provided.	Business Phone Number: _____
	E-mail: _____
Civic address, location/site, of the contract:	
Performance period of the project or contract for the above location/site (indicate day, month & year)	From: Day _____ Month _____ Year _____
	To: Day _____ Month _____ Year _____
If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/site, then it is <b>mandatory that the start date (day, month &amp; year) and completion date (day, month &amp; year) be identified.</b>	From: Day _____ Month _____ Year _____
	To: Day _____ Month _____ Year _____

**It is mandatory that all the responses be provided at bid closing for Questions 1 - 7 below. If any of the questions are not responded to with all the required information, the bid will be deemed non-responsive and no further consideration will be given.**

Reference Questions No. 1 Landscape Maintenance		
Q1	Estimated area of grass to be mowed and line trimmed	Identify the estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q2	Estimated area of shrub beds maintained.	Identify the estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q3	Did the maintenance of shrub bed(s) include removing deadwood, annual pruning, weeding beds, topping up mulch annually, watering, winter preparation?	Yes _____ No _____
Q4	Area of perennial flower beds maintained.	Identify the total estimated size of the beds maintained _____ (sq.m, or sq. ft.) Or None _____
Q5	Did the maintenance of flower bed(s) include fertilizing, watering, deadheading, weeding, replacing dead or diseased plants, winter preparation of beds?	Yes _____ No _____
Q6	Area of grass to be aerated, fertilized, top dressed and over seeded.	Identify the estimated size of area: _____ (sq.m, acre, hectare or sq. ft.)
Q7	Were weekly site inspections done on the site by the Supervisor?	Yes _____ No _____

**REFERENCE NO. 2: CONTRACT(S) WHICH INCLUDE LANDSCAPE MAINTENANCE**

Name of Client Organization or Company  
Name:

Name of client contact who can confirm the information presented in the proposal.

**(do not include the Contracting Authority as a reference)**

If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Business Telephone and e-mail address for each client identified above.

If there is an additional client name identified, then their business phone number and e-mail address must be provided.

Business Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Civic address, location/site, of the contract:

Performance period of the project or contract for the above location/site (indicate day, month & year)

If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/site, then it **is mandatory that the start date (day, month & year) and completion date (day, month & year) be identified.**

From: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

To: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

From: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

To: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

**It is mandatory that all the responses be provided at bid closing for Questions 1 - 7 below. If any of the questions are not responded to with all the required information, the bid will be deemed non-responsive and no further consideration will be given.**

Reference Questions No. 2 Landscape Maintenance		
Q1	Estimated area of grass to be mowed and line trimmed	Identify the estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q2	Estimated area of shrub beds maintained.	Identify the estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q3	Did the maintenance of shrub bed(s) include removing deadwood, annual pruning, weeding beds, topping up mulch annually, watering, winter preparation?	Yes _____ No _____
Q4	Area of perennial flower beds maintained.	Identify the total estimated size of the beds maintained _____ (sq.m, or sq. ft.)  Or None _____
Q5	Did the maintenance of flower bed(s) include fertilizing, watering, deadheading, weeding, replacing dead or diseased plants, winter preparation of beds?	Yes ____ No ____
Q6	Area of grass to be aerated, fertilized, top dressed and over seeded.	Identify the estimated size of area: _____ (sq.m, acre, hectare or sq. ft.)
Q7	Were weekly site inspections done on the site by the Supervisor?	Yes _____ No _____

**REFERENCE NO. 3: CONTRACT(S) WHICH INCLUDE LANDSCAPE MAINTENANCE**

Name of Client Organization or Company  
Name:

Name of client contact who can confirm the information presented in the proposal.

**(do not include the Contracting Authority as a reference)**

If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Business Telephone and e-mail address for each client identified above.

If there is an additional client name identified, then their business phone number and e-mail address must be provided.

Business Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Civic address, location/site, of the contract:

Performance period of the project or contract for the above location/site (indicate day, month & year)

If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/site, then it is **mandatory that the start date (day, month & year) and completion date (day, month & year) be identified.**

From: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

To: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

From: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

To: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

**It is mandatory that all the responses be provided at bid closing for Questions 1 - 7 below. If any of the questions are not responded to with all the required information, the bid will be deemed non-responsive and no further consideration will be given.**

Reference Questions No. 3 Landscape Maintenance		
Q1	Estimated area of grass to be mowed and line trimmed	Identify the estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q2	Estimated area of shrub beds maintained.	Identify the estimated size: _____ (sq.m, acre, hectare or sq. ft.)
Q3	Did the maintenance of shrub bed(s) include removing deadwood, annual pruning, weeding beds, topping up mulch annually, watering, winter preparation?	Yes _____ No _____
Q4	Area of perennial flower beds maintained.	Identify the total estimated size of the beds maintained _____ (sq.m, or sq. ft.)  Or None _____
Q5	Did the maintenance of flower bed(s) include fertilizing, watering, deadheading, weeding, replacing dead or diseased plants, winter preparation of beds?	Yes _____ No _____
Q6	Area of grass to be aerated, fertilized, top dressed and over seeded.	Identify the estimated size of area: _____ (sq.m, acre, hectare or sq. ft.)
Q7	Were weekly site inspections done on the site by the Supervisor?	Yes _____ No _____

**3.3 - 1 b) References for contracts which include Snow Removal**

<b>REFERENCE NO. 1: CONTRACT(S) WHICH INCLUDE SNOW REMOVAL SERVICES</b>	
Name of Client Organization or Company Name:	
<p>Name of client contact who can confirm the information presented in the proposal.  <b>(do not include the Contracting Authority as a reference)</b></p> <p>If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.</p>	<p>Name: _____</p> <p>Name: _____</p>
<p>Business Telephone and e-mail address for each client identified above.</p> <p>If there is an additional client name identified then their business phone number must be provided.</p>	<p>Business Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>E-mail: _____</p>
Civic address, location/site, of the contract:	
<p>Performance period of the project or contract for the above location/site (indicate day, month &amp; year)</p> <p>If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/site, then it is <b>mandatory that the start date (day, month &amp; year) and completion date (day, month &amp; year) be identified.</b></p>	<p>From: Day _____ Month _____ Year _____</p> <p>To: Day _____ Month _____ Year _____</p> <p>From: Day _____ Month _____ Year _____</p> <p>To: Day _____ Month _____ Year _____</p>



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

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

**REFERENCE NO. 2: CONTRACT(S) WHICH INCLUDE SNOW REMOVAL SERVICES**

Name of Client Organization or Company  
Name:

Name of client contact who can confirm the information presented in the proposal.

**(do not include the Contracting Authority as a reference)**

If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Business Telephone and e-mail address for each client identified above.

Business Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

If there is an additional client name identified then their business phone number must be provided.

Business Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Civic address, location/site, of the contract:

Performance period of the project or contract for the above location/site (indicate day, month & year)

If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/site, then it is **mandatory that the start date (day, month & year) and completion date (day, month & year) be identified.**

From: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

To: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

From: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

To: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

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

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

**REFERENCE NO. 3: CONTRACT(S) WHICH INCLUDE SNOW REMOVAL SERVICES**

Name of Client Organization or Company  
Name:

Name of client contact who can confirm  
the information presented in the  
proposal.

**(do not include the Contracting  
Authority as a reference)**

If there is an additional client name that  
must be utilized as a reference for this  
location/site, then it is mandatory that  
they be identified.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Business Telephone and e-mail address  
for each client identified above.

Business Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

If there is an additional client name  
identified then their business phone  
number must be provided.

Business Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Civic address, location/site, of the  
contract:

Performance period of the project or  
contract for the above location/site  
(indicate day, month & year)

If there is an additional project/contract  
that must be identified in order to meet  
the completed performance of the three  
(3) consecutive years at the  
Locations/site, then it is **mandatory that  
the start date (day, month & year) and  
completion date (day, month & year)  
be identified.**

From: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

To: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

From: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

To: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

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

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

## **Section II: See Annex B – Financial Bid – Pricing Basis**

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

### **Section IV: Additional Information**

#### **Contractor's Representative**

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

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Solicitation No. - N° de l'invitation

EP305-150759/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk258

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

20150759

File No. - N° du dossier

fk258EP305-150759

CCC No./N° CCC - FMS No/ N° VME

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

#### **4.1.1 Technical and Financial Evaluation - mandatory requirements at bid closing**

- (1) Mandatory Site Visit attendance;
- (2) (Mandatory) Security Clearance of **Site Access, at bid closing**, in accordance with Part 6, Security Requirements;
- (3) (MANDATORY) Full Time Supervisor's Qualifications in accordance with Part 3,
- (4) (Mandatory) Contractor's Experience and Past Performance in accordance with Part 3, Section 1: Technical Bid.
- (5) (Mandatory) Employee Information for Security **at bid closing** in accordance with Part 6, 6.2
- (6) (Mandatory) Submission of Firm Price/Rates in Canadian funds in accordance with Financial Bid Annex B;

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

### **4.2 Basis of selection**

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

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

## **PART 5 - CERTIFICATIONS**

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

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Precedent to Contract Award and Certifications Required with the Bid**

#### **5.1.1 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

#### **5.1.2 Integrity Provisions - Associated Information**

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

#### **5.1.3 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

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

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



Solicitation No. - N° de l'invitation

EP305-150759/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk258

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

20150759

File No. - N° du dossier

fk258EP305-150759

CCC No./N° CCC - FMS No/ N° VME

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#### **5.1.4 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.5 Canadian Content Certification**

*SACC Manual* clause A3050T 2014-11-27 Canadian Content Definition



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**PART 7 - RESULTING CONTRACT CLAUSES****To Be Completed At Contract Award**

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

**7.1 Requirement**

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

**7.1.1 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

(a) the name, qualifications and experience of the proposed replacement; and

(a) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

### 7.1.2 Names of qualified employees

The contractor must provide the names of the qualified Employees who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 3 & part 6 of the proposal.

EMPLOYEES	
Employees	Legal Name (First & Last) (Please Print Clearly)
Full Time Supervisor Landscape	
Full Time Supervisor Snow Removal	

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

2035 (2014-09-25), General Conditions - Services, apply to and form part of the Contract.

**7.3 Security Requirement**

**7.3.1** The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor/Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, EACH hold a valid SITE ACCESS Clearance, granted or approved by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror must comply with the provisions of the Security Requirements Check List and security guide (if applicable), attached at Annex C

**7.3.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individual(s) hold a valid security clearance at the required level.

**7.4 Term of Contract****7.4.1 Period of Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. (*leave blank until contract award - delete this note before issuing the solicitation*)

**7.4.2 Option to Extend Contract (if applicable)**

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

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cris Hill  
 Title: Supply Specialist  
 Public Works and Government Services Canada  
 Acquisition Branch  
 Directorate: RPCD (Real Property Contracting Directorate)  
 3C2 - 11 Laurier, Place du Portage, Phase III,  
 Gatineau, Quebec K1A 0S5  
 Telephone: 89-956-1343  
 Facsimile: 819-956-3600  
 E-mail address: cris.hill@pwgsc.gc.ca

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

### 7.5.2 Technical Authority *"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_.

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

### 7.5.3 Contractor's Representative

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

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Solicitation No. - N° de l'invitation

EP305-150759/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk258EP305-150759

Buyer ID - Id de l'acheteur

fk258

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

20150759

CCC No./N° CCC - FMS No/ N° VME

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Cellular: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants (A3025C - 2013/3/21)

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

## 7.7 Payment See Annex B – Pricing Basis

### 7.7.1 Limitation of Expenditure

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

### 7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25)

'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- (a) Landscaping shall be paid in accordance with Pricing Schedule 1, at the end of each calendar month from May through October for each Landscaping season.
- (b) Snowfall up to 254 cm shall be paid in accordance with Pricing Schedule 2 in the percentages at the end of each calendar month from November through April for the snow season as follow:

#### **Snow Seasons**

November - 5% of the Firm Lot Price

December - 20% of the Firm Lot Price

January - 25% of the Firm Lot Price

February - 25% of the Firm Lot Price

March - 20% of the Firm Lot Price

April - 5% of the Firm Lot Price

### (c) As and When Requested Work

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

Canada's total liability under the "as and when requested" portion of the Contract shall not exceed \$\_\_\_\_\_ (to be determined). (Applicable Taxes extra)

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:



- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the Contracting Authority

whichever comes first.

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

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

### **7.7.3 SACC Manual Clauses**

H1008C (2008-05-12) Monthly Payment

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

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the contract.

### **7.8 Invoicing Instructions - Maintenance Services**

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

The invoices for "Landscaping" shall be submitted at the end of each calendar month from May to October for each year, in accordance with Basis of Payment Clause hereafter.

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

The invoices for "Snowfall up to 254 cm" shall be submitted at the end of each calendar month, in accordance with Basis of Payment Clause hereafter.

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

Invoices are to be made out and mailed to:

Public Works and Government Services Canada  
Horticultural - Maintenance and Operational Assurances  
400 Cooper Street, 6th floor  
Ottawa, Ontario, K1A 0S5

or by email as a PDF to: \_\_\_\_\_ (TO BE PROVIDED AT CONTRACT AWARD)

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

## 7.9 Certifications

### 7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

## 7.10 Applicable Laws

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

## 7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-09-25)
- (c) Annex "A", Statement of Work
- (d) Annex "B", Financial Bid – Pricing Basis;
- (e) Annex "C", Security Requirements Check List (SRCL)
- (f) Annex "D", Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule
- (g) Annex "E", Green Roof Site Maintenance
- (h) Annex "F" Pesticide Records Keeping System
- (i) Annex "G" Sample Extra Work Quote
- (j) Annex "H" Complete List of names of all individuals who are currently directors of the Bidder

- (I) Annex "I" Federal Contractors Program for Employment Equity  
 (I) The Contractor's proposal dated \_\_\_\_\_ (insert date of bid)

## 7.12 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) *Foreign Nationals (Canadian Contractor) (if applicable), apply to and form part of the Contract.*

## 7.13 Insurance Requirements

### 7.13.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply

to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

#### 7.14 Financial Security

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

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

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

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

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

##### 7.14.1 Security Deposit Definition

1. *"security deposit" means*

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

2. *"approved financial institution" means*

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

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

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

4. *"irrevocable standby letter of credit"*

- a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
  - i. will make a payment to or to the order of Canada, as the beneficiary;
  - ii. will accept and pay bills of exchange drawn by Canada;
  - iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange;
 or
  - iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.

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

**7.15 Cellular Phones and/or Pagers**

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

**7.16 Canadian Forces Site Regulations**

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

**7.17 Pre-Commencement Meeting**

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

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## GROUNDS MAINTENANCE SPECIFICATIONS

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### 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](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 Pesticide Records Keeping System form and any/all other required documentation immediately following the implementation of any pest control measures. Pesticide Records Keeping System forms 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, Ottawa. Sample Pesticide Records Keeping System form is included.

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 the Pesticide Records Keeping System form.

#### **2. Response Time**

The Contractor will advise the Technical Authority of the telephone number, including cellular 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.

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**

In order to meet the design intent of this site with LEED designation, 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 make all efforts to minimize disturbance and protect the sensitive area to the east of the property while ensuring that the storm water management system is maintained to ensure continued effectiveness.



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. 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 price for the areas added or subtracted will be calculated by dividing the firm price for snow removal firm or grass cutting by the number of square metres listed in RFP and then multiplied by the square metre area to be added or deleted.

**6. 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.

**7. 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.

**8. Pruning Trees**

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

**9. 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 Contractor's 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.

**10. Maintenance Schedules and Contractor Inspections**

The Snow Clearing Daily Maintenance Schedule and Landscape Daily Maintenance Schedule, shall be kept in the building at the main entrance to record the Contractor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's supervisor 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.

**11. Identification**

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

**12. 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.

**13. Plan of Operation**

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

Description of methodologies, techniques, and timing of maintenance used to provide the required services.  
The timing of maintenance must be detailed to allow for follow up inspections by the Technical Authority.

Financial resources:

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

Proof and level of insurance carried

Human resources (applicable to this site)

Year round labour

Seasonal full-time labour

Part-time/student labour

Average years experiences for field personnel

Ratio: crew forepersons to labour

Ratio: Supervisors to forepersons

Number of staff with academic horticulture training (specify)

Number of staff with green roof 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.

#### **14. 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 within three weeks of the commencement of the contract as directed in writing by the Technical Authority.

#### **15. Special Operations and Extra 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 extra work.

#### **16. Health and Safety**

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

.1 A site-specific safety hazard assessment.

.2 Safety and health risk or hazard analysis for site tasks and operation.

.3 the use of personal protective equipment including for working around poisonous plants.

.4 procedures to be implemented during emergency situations.

.5 all necessary staff certifications must be attached to the plan including fall protection certificates and chain saw certifications. Staff certificates for Workplace Hazardous Materials Information System (WHMIS), and Health and Safety Awareness Training for Workers and Supervisors, must be attached to the plan in order for the staff to be eligible to work on this contract. Staff certificates for First aid must also be attached to the plan.

*e.g. Anticipated H&S plans to include a traffic control where work is conducted in or next to a road or maintenance on the green roof.*

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 have training to operate and maintain 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.

#### **17. Full time Supervisor Duties**

The Supervisor (in addition to what is described in the Statement of Work) will be responsible for checking the site and signing the logbook. The Supervisor will be the Technical Authority's main contact person for issues related to the terms and conditions in the statement 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 should 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 for the landscape requirement can be the same person or a different person identified for the snowfall removal requirement.

### **SECTION 2 SNOW REMOVAL**

#### **1. No Stock Piling**

No snow will be stock piled anywhere on this site. Snow must not encroach on any parking spaces nor obscure visibility for vehicular or pedestrian traffic. Contractor is responsible for all costs associated with removing snow off the site.

#### **2. Safety**

The Contractor is responsible to treat all roads, parking lots, and sidewalks and doorways 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 All sidewalks, pathways around the building, stairs, parking lot, loading docks, storm water outlet in parking lot, access doors to the roof to ensure all are clear of ice and snow to their full width.
- 4 The remainder of the site to ensure that all work has been completed according to the conditions of the contract.

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

Building entrances, emergency exits, sidewalks, steps, doorways, roof access doors, ramps and parking for disabled persons shall be free of snow and ice to bare pavement to their full width by 4:00 A.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. All interlock pavement areas are to be hand shoveled. No mechanical equipment is to be used on the interlock pavement areas.

Roads, loading dock areas, parking lots, access to main roads, and emergency vehicle routes will be clear of snow and ice to bare pavement to their full width by 4:00 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.

Pit area covered with removable metal grate must be shoveled by hand and be free of any snow accumulation by 4:00 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 Statement of Work. Salt management plan must outline under the best practices section what products will be used and under what conditions.

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

Excess ice control agents will be removed on written notice from the 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, generator, standpipes, siamese connections, fuel filler pipes and hydro kiosk.**

Keep fire routes, including routes to standpipes, siamese connections, hydro kiosk and access to fire hydrants clear of snow and ice at all times. Keep fire hydrants and fuel filler pipes clear to a diameter of 250 cm. Keep area around power generator clear on all 4 sides. Do not let snow build up between building wall and generator.

#### **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. Temporarily Banked Snow**

Snow banked temporarily, with the written approval of the Technical Authority, will be removed within 48 hours after storm. Temporary snow banks must not obscure or impede visibility for vehicular or pedestrian traffic.

**11. Loading Dock**

No snow shall be banked or piled in the loading dock zone. Loading dock drains must remain free and clear of any ice, snow and debris and anything that interferes with the free flow of run-off water at all times.

**12. Snow coverage on grass**

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

**13. 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.

**14. Catch Basins, Storm Water Outlet 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. Storm water outlet from the parking lot to the storm water basin must be free and clear of any snow, ice or debris at both front and back of the curb at all times.

**15. Repairs**

Repairs to signs damaged by winter snow clearing will be completed to satisfaction of Technical Authority by May 1. Repairs to curbs damaged by winter snow clearing will be completed to satisfaction of Technical Authority by May 1.

**SECTION 3 LANDSCAPE :**

**3.1 General Cleanup**

**1. Clear drains, catch basins and storm water outlet**

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

**3.2 Green Roof**

**1. Safety**

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

**2. Green Roof Maintenance staff**

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

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

**3. Clear drains**

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

**4. Watering**

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

**5. Plant maintenance**

Provide maintenance of all soft landscape elements, including fertilizing, weeding, pruning and other incidental maintenance deemed necessary to ensure healthy plant material throughout the growing season. Provide spring cleanup and winter preparation of planted area including cleanup of drain inspection boxes within planting area. Fertilizing requirements will be determined by the Technical Authority. All vegetation must be removed from areas not designated for vegetation such as gravel areas, pavers, and drains.

If infilling of bare spots (with cuttings, plugs and seeds) or replacing eroded substrate is required the Technical Authority will issue a call up for this work under Statement of Work, Section 5 Extra Work.

**6. Green Roof inspections**

In addition to the regular inspections during the growing season, the Contractor is to inspect the roof after major wind events and in the spring and fall to ensure that the green roof system including hardscape elements are still intact and to report any damage to the Technical Authority on the Maintenance Visit Documentation Form.

**7. Maintenance Visit Documentation Form**

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

**3.3 Turf**

**1. Spring raking**

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

**2. Repairs due to winter damage or snow removal operations**

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 beds, walkways, or paved 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.

**4. Trim grass edges of beds and other turf edges**

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



### **3.4 Shrubs and Perennial Beds**

#### **1. Shrub and perennial beds**

Shrub and perennial 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 natural coloured, shredded cedar bark 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 adjacent to buildings or entrance ways.

#### **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.

#### **5. Cultivate flower beds**

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 perennial flower beds**

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

### **3.5 Trees**

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

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

#### **2. Dead or dangerous trees**

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

#### **3. Branch clearance**

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

#### **4. Mulched tree rings**

Supply and install mulch to maintain existing mulch rings around tree bases to a depth of 5 cm. Mulch should not be in contact with tree trunk. Remove grass or vegetation within a 20 cm diameter around the trunk of all other trees. Only natural coloured, shredded cedar bark mulch to 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.

### **3.6 Watering**

#### **1. Water perennial beds, shrubs, trees and turf**

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

### **3.7 Pest Control**

#### **1. Insects and disease**

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

### **3.8 Winter Preparation**

#### **1. Perennial beds**

Perennial beds shall be prepared for winter by pruning perennials, cultivating and leveling soil.

#### **2. Remove fallen leaves**

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

## **SECTION 4 SPECIAL OPERATIONS**

Contractor must have written approval 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. Sweeping**

Paved parking lots, loading dock zones, and roads 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.

#### **2. Aerating**

All 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.

### **3. Fertilizing Turf**

All 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 M<sup>2</sup>.

### **4. Fertilize Trees**

Trees shall be fertilized every two years in accordance with soil analysis recommendations. Use a water soluble or suspended slow release fertilizer injected into soil in the main feeder root zones.

### **5. Mowing out of season**

Provide cost for one out of season mowing and trimming operation, for all grass areas identified on the site plan.

## **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 Quote Form for Extra Work Category 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: grading roads and parking lots, reinstating landscaping, mulching, flail mowing, 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 a 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.

**Annex B – Financial Bid – Pricing Basis**  
**EP305-150759/A**

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

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

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

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

**Pricing Schedule 1: Landscape Maintenance**

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

Location: 1170 Algoma Road, Ottawa, Ontario	
<b>1.1 YEAR 1 - MAY 1, 2015 TO OCTOBER 31, 2015</b>	
Period	Firm Monthly Rate
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
<b>1.1 SUB-TOTAL:</b>	<b>\$ _____</b>

Location: 1170 Algoma Road, Ottawa, Ontario	
<b>1.2 OPTION YEAR 1 - MAY 1, 2016 TO OCTOBER 31, 2016</b>	
Period	Firm Monthly Rate
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
<b>1.2 SUB-TOTAL:</b>	<b>\$ _____</b>

**Annex B – Financial Bid – Pricing Basis**  
**EP305-150595/A**

Location: 1170 Algoma Road, Ottawa, Ontario	
<b>1.3 OPTION YEAR 2 - MAY 1, 2017 TO OCTOBER 31, 2017</b>	
Period	Firm Monthly Rate
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
<b>1.3 SUB-TOTAL:</b>	<b>\$ _____</b>

Location: 1170 Algoma Road, Ottawa, Ontario	
<b>1.4 OPTION YEAR 3 - MAY 1, 2018 TO OCTOBER 31, 2018</b>	
Period	Firm Monthly Rate
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
<b>1.4 SUB-TOTAL:</b>	<b>\$ _____</b>

Location: 1170 Algoma Road, Ottawa, Ontario	
<b>1.5 OPTION YEAR 4 - MAY 1, 2019 TO OCTOBER 31, 2019</b>	
Period	Firm Monthly Rate
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
<b>1.5 SUB-TOTAL:</b>	<b>\$ _____</b>

**All Years - GRAND TOTAL for Price Schedule 1: \$ \_\_\_\_\_**

**Annex B – Financial Bid – Pricing Basis**  
**EP305-150759/A**

**Pricing Schedule 2: Snow Removal Services up to 254 cm**

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

LOCATION: 1170 Algoma Road, Ottawa, Ontario				
SNOW SEASON - NOVEMBER 1 TO APRIL 30				
SNOWFALL UP TO 254 CM				
YEAR 1 2015/2016 LOT PRICE	OPTION YEAR 1 2016/2017 LOT PRICE	OPTION YEAR 2 2017/2018 LOT PRICE	OPTION YEAR 3 2018/2019 LOT PRICE	OPTION YEAR 4 2019/2020 LOT PRICE
\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____ Per year

All Years - SNOWFALL UP TO 254 CM GRAND TOTAL for Price Schedule 2: \$ \_\_\_\_\_

**Pricing Schedule 3:**

**3.1. Snowfall in excess of 254 cm**

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

\* Estimated centimeters per period is for evaluation purposes only.

LOCATION: 1170 Algoma Road, Ottawa, Ontario					
SNOW SEASON - NOVEMBER 1 TO APRIL 30					
SNOWFALL IN EXCESS OF 254 CM					
Period	YEAR 1 2015/2016	OPTION YEAR 1 2016/2017	OPTION YEAR 2 2017/2018	OPTION YEAR 3 2018/2019	OPTION YEAR 4 2019/2020
Rate per cm	\$ _____/cm	\$ _____/cm	\$ _____/cm	\$ _____/cm	\$ _____/cm
* Estimated centimetres	50/cm	50/cm	50/cm	50/cm	50/cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>3.1 Sub-Total:</b>					<b>\$ _____</b>

**Annex B – Financial Bid – Pricing Basis**  
**EP305-150759/A**

**3.2. Snowfall outside the Snow Season**

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

\* Estimated centimeters per period is for evaluation purposes only.

<b>LOCATION: 1170 Algoma Road, Ottawa, Ontario</b>					
<b>SNOWFALL OUTSIDE THE SNOW SEASON</b>					
Period	<b>YEAR 1 2015/2016</b>	<b>OPTION YEAR 1 2016/2017</b>	<b>OPTION YEAR 2 2017/2018</b>	<b>OPTION YEAR 3 2018/2019</b>	<b>OPTION YEAR 4 2019/2020</b>
Rate per cm	\$ _____/cm	\$ _____/cm	\$ _____/cm	\$ _____/cm	\$ _____/cm
*Estimated centimeters	10/cm	10/cm	10/cm	10/cm	10/cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>3.2 Sub-Total:</b>					<b>\$ _____</b>

**All Years - GRAND TOTAL for Price Schedule 3. (3.1 + 3.2): \$ \_\_\_\_\_**

**Pricing Schedule 4: Special Operations (Landscape Only)**

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

“Estimated Frequency” per year is for evaluation purposes only.

<b>LOCATION: 1170 Algoma Road, Ottawa, Ontario</b>			
<b>4.1 YEAR ONE (1): MAY 1, 2015 TO OCTOBER 31, 2015</b>			
<b>Operation</b>	<b>Price per Operation</b>	<b>x Estimated Frequency =</b>	<b>Extended Price</b>
a) Sweeping	\$ _____	x 1 =	\$ _____
b) Aerating Turf	\$ _____	x 1 =	\$ _____
c) Fertilizing Turf	\$ _____	x 1 =	\$ _____
d) Fertilizing trees	\$ _____	x 1 =	\$ _____
e) Additional mowing outside the growing season	\$ _____	x 1 =	\$ _____
<b>SUB-TOTAL 4.1</b>			<b>\$ _____</b>

**Annex B – Financial Bid – Pricing Basis**  
**EP305-150595/A**

<b>LOCATION: 1170 Algoma Road, Ottawa, Ontario</b>			
<b>4.2 OPTION YEAR ONE (1): MAY 1, 2016 TO OCTOBER 31, 2016</b>			
<b>Operation</b>	<b>Price per Operation</b>	<b>x Estimated Frequency =</b>	<b>Extended Price</b>
a) Sweeping	\$ _____	x 2 =	\$ _____
b) Aerating Turf	\$ _____	x 2 =	\$ _____
c) Fertilizing Turf	\$ _____	x 1 =	\$ _____
d) Fertilizing trees	\$ _____	x 1 =	\$ _____
e) Additional mowing outside the growing season	\$ _____	x 1 =	\$ _____
<b>SUB-TOTAL 4.2</b>			<b>\$ _____</b>

<b>LOCATION: 1170 Algoma Road, Ottawa, Ontario</b>			
<b>4.3 OPTION YEAR TWO (2): MAY 1, 2017 TO OCTOBER 31, 2017</b>			
<b>Operation</b>	<b>Price per Operation</b>	<b>x Estimated Frequency =</b>	<b>Extended Price</b>
a) Sweeping	\$ _____	x 2 =	\$ _____
b) Aerating Turf	\$ _____	x 2 =	\$ _____
c) Fertilizing Turf	\$ _____	x 1 =	\$ _____
d) Fertilizing trees	\$ _____	x 1 =	\$ _____
e) Additional mowing outside the growing season	\$ _____	x 1 =	\$ _____
<b>SUB-TOTAL 4.3</b>			<b>\$ _____</b>

**Annex B – Financial Bid – Pricing Basis**  
**EP305-150759/A**

<b>LOCATION: 1170 Algoma Road, Ottawa, Ontario</b>			
<b>4.4 OPTION YEAR THREE (3): MAY 1, 2018 TO OCTOBER 31, 2018</b>			
<b>Operation</b>	<b>Price per Operation</b>	<b>x Estimated Frequency =</b>	<b>Extended Price</b>
a) Sweeping	\$ _____	x 2 =	\$ _____
b) Aerating Turf	\$ _____	x 2 =	\$ _____
c) Fertilizing Turf	\$ _____	x 1 =	\$ _____
d) Fertilizing trees	\$ _____	x 1 =	\$ _____
e) Additional mowing outside the growing season	\$ _____	x 1 =	\$ _____
<b>SUB-TOTAL 4.4</b>			<b>\$ _____</b>

<b>LOCATION: 1170 Algoma Road, Ottawa, Ontario</b>			
<b>4.5 OPTION YEAR FOUR (4): MAY 1, 2019 TO OCTOBER 31, 2019</b>			
<b>Operation</b>	<b>Price per Operation</b>	<b>x Estimated Frequency =</b>	<b>Extended Price</b>
a) Sweeping	\$ _____	x 2 =	\$ _____
b) Aerating Turf	\$ _____	x 2 =	\$ _____
c) Fertilizing Turf	\$ _____	x 1 =	\$ _____
d) Fertilizing trees	\$ _____	x 1 =	\$ _____
e) Additional mowing outside the growing season	\$ _____	x 1 =	\$ _____
<b>SUB-TOTAL 4.5</b>			<b>\$ _____</b>

**All Years - GRAND TOTAL for Price Schedule 4 (4.1 - 4.5): \$ \_\_\_\_\_**



**Annex B – Financial Bid – Pricing Basis**  
**EP305-150759/A**

**Pricing Schedule 5: Extra Work**

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

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

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

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

**Our firm hourly rate for Equipment and Operator shall be:**

**5.1 (i) One 4-wheel drive loader with a minimum 3.08 m<sup>3</sup> (4 yd<sup>3</sup>) bucket or larger and an operator.**

LOCATION: 1170 Algoma Road, Ottawa, Ontario					
Equipment & Operator	YEAR 1 2015/2016 RATE	OPTION YEAR 1 2016/2017 RATE	OPTION YEAR 2 2017/2018 RATE	OPTION YEAR 3 2018/2019 RATE	OPTION YEAR 4 2019/2020 RATE
	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
* Estimated hours	____10____	____10____	____10____	____10____	____10____
** Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (i) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (ii) One dump truck with a minimum 11.46m<sup>3</sup> (15yd<sup>3</sup>) dump box with an operator.**

LOCATION: 1170 Algoma Road, Ottawa, Ontario					
Equipment & Operator	YEAR 1 2015/2016 RATE	OPTION YEAR 1 2016/2017 RATE	OPTION YEAR 2 2017/2018 RATE	OPTION YEAR 3 2018/2019 RATE	OPTION YEAR 4 2019/2020 RATE
	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
* Estimated hours	____10____	____10____	____10____	____10____	____10____
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (ii) SUB-TOTAL:</b>					<b>\$ _____</b>

**Annex B – Financial Bid – Pricing Basis**  
**EP305-150759/A**

**5.1 (iii) One water truck and an operator.**

LOCATION: 1170 Algoma Road, Ottawa, Ontario					
	YEAR 1 2015/2016 RATE	OPTION YEAR 1 2016/2017 RATE	OPTION YEAR 2 2017/2018 RATE	OPTION YEAR 3 2018/2019 RATE	OPTION YEAR 4 2019/2020 RATE
<b>Equipment &amp; Operator</b>	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	___10___	___10___	___10___	___10___	___10___
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1(iii) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (iv) One backhoe with 1 m<sup>3</sup> (1.31 yd<sup>3</sup>) bucket with an operator.**

LOCATION: 1170 Algoma Road, Ottawa, Ontario					
	YEAR 1 2015/2016 RATE	OPTION YEAR 1 2016/2017 RATE	OPTION YEAR 2 2017/2018 RATE	OPTION YEAR 3 2018/2019 RATE	OPTION YEAR 4 2019/2020 RATE
<b>Equipment &amp; Operator</b>	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	___10___	___10___	___10___	___10___	___10___
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1(iv) SUB-TOTAL:</b>					<b>\$ _____</b>

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

LOCATION: 1170 Algoma Road, Ottawa, Ontario					
	YEAR 1 2015/2016 RATE	OPTION YEAR 1 2016/2017 RATE	OPTION YEAR 2 2017/2018 RATE	OPTION YEAR 3 2018/2019 RATE	OPTION YEAR 4 2019/2020 RATE
<b>Equipment &amp; Operator</b>	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	___10___	___10___	___10___	___10___	___10___
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (v) SUB-TOTAL:</b>					<b>\$ _____</b>

**Annex B – Financial Bid – Pricing Basis**  
**EP305-150759/A**

**5.1 (vi) One skidsteer with an operator.**

<b>LOCATION: 1170 Algoma Road, Ottawa, Ontario</b>					
	<b>YEAR 1 2015/2016 RATE</b>	<b>OPTION YEAR 1 2016/2017 RATE</b>	<b>OPTION YEAR 2 2017/2018 RATE</b>	<b>OPTION YEAR 3 2018/2019 RATE</b>	<b>OPTION YEAR 4 2019/2020 RATE</b>
<b>Equipment &amp; Operator</b>	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
* Estimated hours	___10___	___10___	___10___	___10___	___10___
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1(vi) SUB-TOTAL:</b>					<b>\$ _____</b>

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

<b>LOCATION: 1170 Algoma Road, Ottawa, Ontario</b>					
	<b>YEAR 1 2015/2016 RATE</b>	<b>OPTION YEAR 1 2016/2017 RATE</b>	<b>OPTION YEAR 2 2017/2018 RATE</b>	<b>OPTION YEAR 3 2018/2019 RATE</b>	<b>OPTION YEAR 4 2019/2020 RATE</b>
<b>Equipment &amp; Operator</b>	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
* Estimated hours	___10___	___10___	___10___	___10___	___10___
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (vii) SUB-TOTAL:</b>					<b>\$ _____</b>

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

<b>LOCATION: 1170 Algoma Road, Ottawa, Ontario</b>					
	<b>YEAR 1 2015/2016 RATE</b>	<b>OPTION YEAR 1 2016/2017 RATE</b>	<b>OPTION YEAR 2 2017/2018 RATE</b>	<b>OPTION YEAR 3 2018/2019 RATE</b>	<b>OPTION YEAR 4 2019/2020 RATE</b>
<b>Equipment &amp; Operator</b>	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
* Estimated hours	___10___	___10___	___10___	___10___	___10___
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (viii) SUB-TOTAL:</b>					<b>\$ _____</b>

**Annex B – Financial Bid – Pricing Basis**  
**EP305-150759/A**

**5.1 (ix) Self Contained Sweeper/Vacuum with operator**

LOCATION: 1170 Algoma Road, Ottawa, Ontario					
Equipment & Operator	YEAR 1 2015/2016 RATE	OPTION YEAR 1 2016/2017 RATE	OPTION YEAR 2 2017/2018 RATE	OPTION YEAR 3 2018/2019 RATE	OPTION YEAR 4 2019/2020 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	___10___	___10___	___10___	___10___	___10___
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (ix) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (x) Heavy Duty Professional Quality Stump Grinder with operator (capable of grinding trees up to 48" in diameter)**

LOCATION: 1170 Algoma Road, Ottawa, Ontario					
Equipment & Operator	YEAR 1 2015/2016 RATE	OPTION YEAR 1 2016/2017 RATE	OPTION YEAR 2 2017/2018 RATE	OPTION YEAR 3 2018/2019 RATE	OPTION YEAR 4 2019/2020 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	___10___	___10___	___10___	___10___	___10___
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (x) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (xi) mini excavator (Kubota KX-41 or equivalent) with operator**

LOCATION: 1170 Algoma Road, Ottawa, Ontario					
Equipment & Operator	YEAR 1 2015/2016 RATE	OPTION YEAR 1 2016/2017 RATE	OPTION YEAR 2 2017/2018 RATE	OPTION YEAR 3 2018/2019 RATE	OPTION YEAR 4 2019/2020 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	___10___	___10___	___10___	___10___	___10___
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (xi) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (xii) Boom truck with operator**

LOCATION: ALL SITES					
Equipment & Operator	YEAR 1 2015/2016 RATE	OPTION YEAR 1 2016/2017 RATE	OPTION YEAR 2 2017/2018 RATE	OPTION YEAR 3 2018/2019 RATE	OPTION YEAR 4 2019/2020 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	___10___	___10___	___10___	___10___	___10___
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.1 (xiii) SUB-TOTAL:					\$ _____

**5.1 (xiii) One 35 ton crane with operator**

LOCATION: ALL SITES					
Equipment & Operator	YEAR 1 2015/2016 RATE	OPTION YEAR 1 2016/2017 RATE	OPTION YEAR 2 2017/2018 RATE	OPTION YEAR 3 2018/2019 RATE	OPTION YEAR 4 2019/2020 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	___10___	___10___	___10___	___10___	___10___
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.1 (xiv) SUB-TOTAL:					\$ _____

**All Years - GRAND TOTAL for Price Schedule 5.1 \$ \_\_\_\_\_**

**Annex B – Financial Bid – Pricing Basis**  
**EP305-150759/A**

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

\* “Estimated hours” per year is for evaluation purposes only.

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

<b>LOCATION: 1170 Algoma Road, Ottawa, Ontario</b>					
<b>5.2(i)</b> Regular Hours 08:00 to 17:00 Monday to Friday	<b>YEAR 1 2015/2016 RATE</b>	<b>OPTION YEAR 1 2016/2017 RATE</b>	<b>OPTION YEAR 2 2017/2018 RATE</b>	<b>OPTION YEAR 3 2018/2019 RATE</b>	<b>OPTION YEAR 4 2019/2020 RATE</b>
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	__40__	__40__	__40__	__40__	__40__
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.2(i) SUB-TOTAL:</b>					<b>\$ _____</b>

<b>LOCATION: 1170 Algoma Road, Ottawa, Ontario</b>					
<b>5.2 (ii)</b> Outside Regular Hours Saturday, Sunday & Statutory Holidays	<b>YEAR 1 2015/2016 RATE</b>	<b>OPTION YEAR 1 2016/2017 RATE</b>	<b>OPTION YEAR 2 2017/2018 RATE</b>	<b>OPTION YEAR 3 2018/2019 RATE</b>	<b>OPTION YEAR 4 2019/2020 RATE</b>
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	__20__	__20__	__20__	__20__	__20__
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.2(ii) SUB-TOTAL:</b>					<b>\$ _____</b>

**All Years - GRAND TOTAL for Price Schedule 5.2 \$ \_\_\_\_\_**

**Annex B – Financial Bid – Pricing Basis**  
**EP305-150759/A**

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

\* “Estimated expenditure” per year is for evaluation purpose only.

<b>LOCATION:</b> 1170 Algoma Road, Ottawa, Ontario					
	<b>YEAR 1 2015/2016 RATE</b>	<b>OPTION YEAR 1 2016/2017 RATE</b>	<b>OPTION YEAR 2 2017/2018 RATE</b>	<b>OPTION YEAR 3 2018/2019 RATE</b>	<b>OPTION YEAR 4 2019/2020 RATE</b>
Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
*Estimated expenditure:	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
** Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.3 SUB-TOTAL:</b>					<b>\$ _____</b>

**All Years - GRAND TOTAL for Price Schedule 5.3: \$ \_\_\_\_\_**

For Evaluation Purposes

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

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

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

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to Canada. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.  
GC 227 “Call-up Against a Contract”.

**AUTHORIZATION FOR DELIVERY:**

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

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

**Annex B – Financial Bid – Pricing Basis**

**EP305-150759/A**

1170 Algoma Road, Ottawa, Ontario

**Sum of Pricing Schedules**

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

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

**(A) Total Firm Price** \$ \_\_\_\_\_

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

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

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

**(B) Total “as & when” Price** \$ \_\_\_\_\_

**TOTAL BID PRICE** \$ \_\_\_\_\_ = (A) Total Firm Price +  
(B) Total “as & when” Price.

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



Government  
of CanadaGouvernement  
du Canada

RECEIVED

AOUT  
AUG 08 2014

Contract Number / Numéro du contrat

EP305150759

Security Classification / Classification de sécurité  
UNCLASSIFIED

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction OSS/RPB
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Year round grounds and green roof maintenance at 1170 Algoma Rd, Ottawa.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

## Annex C EP305-150759/A SRCL



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EP305150759

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments: Only screened personnel to be used for this contract.

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui
**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)****INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui
**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui
**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED



## Annex C EP305-150759/A SRCL

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

EP305150759

Security Classification / Classification de sécurité  
UNCLASSIFIED**PART C - (continued) / PARTIE C - (suite)**

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

DATE:

NAME OF SUPERVISOR:

CONTRACTOR'S SIGNATURE:

LANDSCAPE DAILY MAINTENANCE SCHEDULE							
SITE: _____ CONTRACT NO.: _____ WEEK OF: _____							
This is to verify that the following operations have been performed as per specifications. Please indicate time work completed.							
TASK LIST	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
Raking							
Garbage Pickup							
Sweeping Parking Lots & Roads							
Sweeping Walkways							
Clearing Catch basins							
Cultivating Beds							
Mulching							
Pruning Trees & Shrubs							
Weeding Beds							
Trimming							
Watering							
Mowing Turf							
Pest Control							
Remarks:							
Supervisor's Initials							
Time Supervision Completed							

DATE:

NAME OF SUPERVISOR:

CONTRACTOR'S SIGNATURE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contract number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Photo Documentation Conducted:  
Yes    No

Building Location: 1170 Algoma Drive

Area: \_\_\_\_\_ Square Feet

Season/Year Planted: \_\_\_\_\_

Date Evaluated: \_\_\_\_\_

Weather conditions: \_\_\_\_\_

\_\_\_\_\_ % Vegetated

\_\_\_\_\_ % Weeds

\_\_\_\_\_ % Other

(Date) Employee

Actions Taken

Hours or # Plants

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Species Identified:

Weeds Identified:

Further Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Annex F Pesticides Records Keeping System**

EP305-150759/A

### **PFO/PFM INFORMATION**

Submitted by (First & Last Name) \_\_\_\_\_

Contract Number (JO/WO): \_\_\_\_\_

Date of Last Contract Evaluation \_\_\_\_\_

Reason for Application:

Cosmetic:

Operational:

### **LICENSEE INFORMATION**

Company Name

Province

License Class

License Number

Expiry Date

RPP Fit Tested

RPP Exp. Date

### **APPLICATION INFORMATION**

Date Action Occured

PCP Registration Number

Amount of Product Used

Application Rate:

Target Pest - SEE TABLE 1

Application Sites

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

## Annex F Pesticides Records Keeping System

EP305-150759/A

### PFO/PFM INFORMATION

Purpose

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

Supervisor/Inspector

Method of Application – SEE TABLE 2

Temperature (°C)

Wind Speed (KM/Hour)

Wind Direction

General Weather Condition

Unusual Circumstances

Relative Humidity (%)

Pesticide Storage Location

Reports



Annex G EP305-150759A  
Sample Quote form for Extra Work Category

Contract Number:  
Location of work:  
Description of work:

Date:

	Estimated	Hourly Rate	Total	
Services:				
Labour	2	\$30.00	\$60.00	
Backhoe	2	\$95.00	\$190.00	
				\$250.00
				13 % HST on Services
				\$32.50
				Total Services
				\$282.50
Materials:				
3 - 3 gallon Spirea ' Goldflame'	3	\$10.00	\$30.00	
5 yards topsoil	5	\$16.00	\$80.00	
Mulch	4	\$45.00	\$180.00	
				Subtotal
				\$290.00
				10 % Mark-up on Materials
				\$29.00
				Subtotal
				\$319.00
				13% HST on Materials and mark-up:
				\$41.47
				Total Materials
				\$360.47
				Total Services and Materials
				\$642.97

[illegible]

**Annex I** EP305-150759/A

**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

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

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

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