

RETURN BIDS TO:
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Bid Receiving - PWGSC / Réception des soumissions
- TPSGC
11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

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

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

Comments - Commentaires
THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT
CE DOCUMENT CONTIENT UNE CONDITION
DE SÉCURITÉ

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

Issuing Office - Bureau de distribution
Maintenance & Professional Consulting Services
Division (FK)
11 Laurier St./ 11, rue Laurier
3C2, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet HULL ARMOURY GROUNDS MAINTENANCE	
Solicitation No. - N° de l'invitation EP305-150891/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 20150891	Date 2015-03-06
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-66696	
File No. - N° de dossier fk258.EP305-150891	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-18	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hill, Cris	Buyer Id - Id de l'acheteur fk258
Telephone No. - N° de téléphone (819) 956-1343 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 188 Alexandre-Taché Hull Armoury Gatineau, QC K1A 0S4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

This amendment is raised to (1) Add the site visit minutes and questions (2) attach the revised SOW and (3) attach the revised Snow Removal Site plan and (4) revise at Annex B 5.3 Materials Estimated Expenditure as follows:

(1) Add the site visit minutes and questions

Site Visit Minutes EP305-151228/A February 24, 2015 9:00am
Hull Armoury All Year Grounds Maintenance – main entrance

Site Visit Start Time: 9:04am

Site Visit end Time: 9:25am

In attendance from PWGSC: Joanna Wichers (MOA Head - Horticultural), Cris Hill (RPCD),

Contractors in Attendance: Exel Contracting Inc., Prebbel Enterprises Inc., Gemma Property Services, Munro & Scullion Contracting, **Pavage Inter Cité**

- Introduced myself and the technical authority.

- Reminded the Bidders to Review the SOW as each one is different for each site and there have been revisions

- Advised the bidders that Annex B is now the pricing scheduling and it is to be completely filled out, if no charge they are to print \$0, if pricing is missing they will be non-responsive
- Reminded the Bidders to complete pricing clearly and legible writing

- Advised the bidders that they need to complete Employee Information List in Part 6 at bid closing as Security of Reliability is at Bid closing

- reviewed with the contractors on how to complete the Reference Chart concerning the years of Experience, it should show 3 completed years – do not include work not yet completed
- Ensure that the month & year is shown -- do not write since such a year to present

- The bidders were told that when the TA is reviewing the references they will only try 3 times within a 2 week period to contact them so that it does not hold up the process

- Bidders were reminded to ensure that they contact their references to let them know that they will be using them and also ensure that the references have the proper names, telephone number and email address. They were reminded to make sure the reference name submitted is still with that company or make sure they get the replacement name.

- Reminded the Bidders there is NO Financial Security

- Bidders were reminded to review Part 4 Evaluation of the RFP as this will show them what is required

TA then conducted the tour of the site

Solicitation No. - N° de l'invitation

EP305-150891/A

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

20150891

Amd. No. - N° de la modif.

001

File No. - N° du dossier

fk258EP305-150891

Buyer ID - Id de l'acheteur

fk258

CCC No./N° CCC - FMS No/ N° VME

The following questions and / or items were mentioned at the site visit:

Q1: Fence clearing?

A1: See SOW -

Section 3, Clause 3.1.3 Perimeter fence clearing

Twice annually, the perimeter fence will be cleared of grass, brush, shrubs, vines and tree limbs, including fallen trees, a width of 2 meters along property line of Saint-Jean-Bosco Park and a width of 2 meters on both sides of the fence for 3 other sides of the property.

Q2: Should a path be kept cleared of snow for both flags in front?

A1: Yes, as per the revised SOW and Site Plan, snow must be removed to the flag poles.

Q3: Can equipment such as a loader be stored on site?

A3: No equipment may be stored on site

Q4: Can we only bid on the snow section?

A4: No, all sections need to be priced as this is an All Year Grounds maintenance and if you do not bid on

all of it you will be considered non-responsive.

(2) attach the revised SOW and (3) attach the revised Snow Removal Site plan

Please see attached Revised SOW and Snow Removal Site Plan

(4) revise at Annex B 5.3 Materials Estimated Expenditure

At Page 10, Financial bid (Annex B) 5.3 Materials Estimated Expenditure should read \$1000.00 not 10.

GROUNDS MAINTENANCE SPECIFICATIONS

SECTION 1- GENERAL

1. Pesticides

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

1.2 Documentation

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

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

2. Response Time

The Contractor will advise the Technical Authority of the telephone number, including cellular and pager if appropriate, 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

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

In order to reduce carbon emissions and noise pollution, equipment will only be used as required. Mechanized leaf blowers and handheld power brooms may not be utilized on this site. The Contractor will select equipment and fuel to limit air-pollutant emissions and ensure that all equipment used on site is properly maintained. The Contractor will clean equipment prior to bringing it on site to prevent transportation of invasive species.

The Contractor will follow best salt management practices on site.

4. Working Hours & Site Plan

The site is operational 24 hours per day, 7 days per week. Annex D indicates areas to be maintained. The monument area in the South-West corner is not included in this contract.

14. 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 CSST.

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) or

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, Site 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.

15. Fertilizing

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

16. Special Operations and Additional Work

The Contractor must have written approval from the Technical Authority in advance of performance of any Special Operations, removal of snow in excess of 254 cm or outside of the regular season and call up work.

17. 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 Submit certifications for any staff having fall protection certificates and/or 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.

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 snow removal equipment and have received training on best salt management practices through recognized institutions such as, but not limited to, Ass'n of Ontario Road Supervisors (AORS), Ontario Good Roads Ass'n (OGRA) and Landscape Ontario (LO).

3.6-Winter Preparation

1. Remove dead leaves

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

SECTION 4 SPECIAL OPERATIONS

Contractor must have written approval from the Technical Authority in advance of performance of any of the following operations. Although some clauses have specific dates, these are subject to approval by the Technical Authority. The Contractor must give prior notice to the Technical Authority when the work will be undertaken so the Technical Authority can verify that the work is completed.

1. Aerating

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.

2. 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 M².

3. Top-dress and Overseed

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

Annex E-1 Revised Snow Removal Plan

EP305-150891/A

	Travaux publics et services gouvernementaux Public Works and Government Services
	Direction générale des biens immobiliers Real Property Branch Services professionnels et techniques Professional and Technical Services GPM/Immobilier - SCN
Coordinates shown on this plan are in meters and have been referenced to MTM NAD 83 (original), Zone 9. Les coordonnées sur ce plan sont en mètres et sont en référence au système géodésique MTM NAD 83 (origine, Fuseau 9).	
Every effort has been made to ensure that the information on this plan is accurate and complete. However, it is the responsibility of the contractor to verify all dimensions & conditions on site prior to construction or excavation. Any discrepancies should immediately be brought to the attention of PWSSC Geomatics Service.	
Tous les efforts ont été déployés afin d'assurer l'intégrité et l'exactitude de l'information figurant sur ce plan. Toutefois, l'entrepreneur a la responsabilité de vérifier toutes dimensions & conditions sur le site, avant toute construction ou excavation. Toute anomalie doit être rapportée immédiatement à l'attention de TPSSC services géomatiques.	
projet MANÈGE MILITAIRE DE SALABERRY/ SALABERRY ARMOURY 188 Alexandre Taché Blvd, Gatineau, QC	dessin
PLAN DE DÉNEIGEMENT SNOW REMOVAL PLAN	
Drawn By Date 2015-02-24	Destiné par (yyyy/mm/dd) Examiné par (yyyy/mm/dd)
Reviewed By Date (yyyy/mm/dd)	Soumission
Tender V.FAILLÉ	Administrateur de projets
Project no. EP305-15-0891	No. du projet
Drawing no. L-H70-1-9301/1-101B	No. du dessin

