

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Grass Cutting Services, Shilo	
Solicitation No. - N° de l'invitation W0118-15S087/A	Date 2015-08-31
Client Reference No. - N° de référence du client W0118-15S087	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-114-9574	
File No. - N° de dossier WPG-5-38062 (114)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-13	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kwan, Eric	Buyer Id - Id de l'acheteur wpg114
Telephone No. - N° de téléphone (204) 899-5459 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB SHILO SHILO Manitoba R0K2A0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

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

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File No. - N° du dossier

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Buyer ID - Id de l'acheteur

wpg114

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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, Financial and Other Requirements: 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.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

To supply all labour, materials, tools, equipment, transportation and supervision necessary to provide grass cutting and related landscaping services to the Department of National Defence, Canadian Forces Base (CFB) Shilo, Shilo, Manitoba, on an "as and when requested" basis in accordance with the Statement of Work at Annex A. The base area of CFB Shilo is split into two divisions: Division A and Division B. Bidders are requested to bid on each individual division they can service. As bidders can bid on individual divisions, a maximum of two (2) Contracts will be awarded. As bidders can bid on both divisions, a minimum of (1) Contract will be awarded. The period of the Contract(s) will be from 01 October 2015 to 22 August 2016 with Canada retaining the irrevocable option to extend the period of two (2) additional consecutive one (1) year periods.

The requirement is subject to the provision 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).

There is an optional site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED sites. Consult Part 2 – Bidder Instructions.

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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2.2 Submission of Bids

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

2.3 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

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 a FPS 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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Optional Site Visit

It is recommended 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 Building P101 – Engineering Services, CFB Shilo, Shilo, Manitoba on Tuesday, September 22nd, 2015. The site visit will begin at 10:30 AM (Central Daylight Time).

Bidders must communicate with the Contracting Authority no later than Friday, September 11, 2015 to confirm attendance and provide the name(s) of the person(s), who will attend. Bidders who do not confirm attendance and who do not provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance sheet. No alternative appointment will be given to bidders who do not attend or do not send a representative. Bidders who do not participate in the visit will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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 (three (3) hard copies)

Section II: Financial Bid (one (1) hard copies)

Section III: Certifications (one (1) hard copies)

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

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

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

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

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex D.

4.1.2 Financial Evaluation

SACC *Manual* Clause A0222T (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Minimum Point Rating

SACC *Manual* Clause A0034T (2007-05-25), Basis of Selection – Minimum Point Rating

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Education and Experience

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.1 Task Authorization

The Work to be performed under the Contract will be on an "as and when requested" basis using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.1.1.2 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority within one (1) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.1.3 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ 25,000, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority before issuance.

6.1.1.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.1.1.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex E. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and

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4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than seven (7) calendar days after the end of the reporting period.

6.1.1.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DND. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.2 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.

6.2.1 General Conditions

SACC Manual clause 2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to this Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 01 October 2015 to 22 August 2016.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) 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 three (3) 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Eric Kwan
Supply Officer (Trainee)
Public Works and Government Services Canada
Acquisitions Branch
Western Region

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Suite 100-167 Lombard Avenue
Winnipeg, MB R3B 0T6

Telephone: 204-983-4045
Facsimile: 204-983-7796
E-mail address: eric.kwan@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

6.5.3 Contractor's Representative

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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.

6.7 Payment

6.7.1 Basis of Payment – Limitation of Expenditure – Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of TBD. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

6.7.3 Limitation of Price

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

6.7.4 Monthly Payment

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

6.7.5 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), Direct Request by Customer Department

SACC Manual clause C2000C (2007-11-30), Taxes – Foreign-based Contractor

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

6.8 Invoicing Instructions

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

Each invoice must be supported by:

1. a copy of time sheets to support the time claimed;
2. copy of the release document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

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

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

6.10 Applicable Laws

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

6.11 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 (2015-07-03) General Conditions – Higher Complexity – Services;
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements
- (f) the signed Task Authorizations (including all of its annexes, if any)
- (g) the Contractor's bid dated _____.

6.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. 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.

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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.

ANNEX A

STATEMENT OF WORK

1. AREA OF WORK

- a. Entire Base area of CFB Shilo.

2. SCOPE OF WORK

- a. The work of this section comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision necessary to maintain the designated grass areas on Base by cutting and providing additional services described herein on an "as and when requested" basis.
- b. The Engineer (also referred to as "Project Authority") will appoint representatives who will authorize the work to commence, coordinate with the Contractor the equipment and the labour required, detail priorities and certify the time sheets and invoices. The appointed representatives will have full authority to request removal of any incompetent workers or faulty equipment.

3. AS AND WHEN REQUIRED BASIS

- a. Mowing and Trimming Mowing of turf (grass) areas and weed/grass trimming as per designated Area drawings and when required on the written authority of the Engineer, in accordance with the following specifications:
 - i. Area 1 (yellow shaded map area):
 1. Grass to be cut to 3" high from no higher than 4.5".
 2. To be cut with a finish mower.
 3. Weed/grass trimming to be done where finish mower leaves uncut grass or weeds.
 4. Trimming to be done on same day as finish mowing.
 - ii. Area 2 (red shaded map area):
 1. Grass to be cut to 3" high from no higher than 4.5"
 2. To be cut with a finish mower.
 3. Weed/grass trimming to be done where finish mower leaves uncut grass or weeds.
 4. Trimming to be done on same day as finish mowing.
 - iii. Area 3 (green shaded map area):
 1. Grass to be cut to 4" high from no higher than 6".
 2. Grass can be cut with a tractor mounted mower in the open areas.
 3. Fine work to be done with a finish mower.
 4. Weed/grass trimming to be done around obstacles (poles, telephone/cable boxes, grade level concrete pads (ie. transformer pads, etc.))
 5. Fine work mowing and trimming to be done on same day as initial tractor mounted mowing.
 - iv. Area 4 (blue shaded map area)
 1. Grass to be cut to 5" high from no higher than 8".
 2. Grass can be cut with a tractor mounted mower in the open areas.
 3. Fine work to be done with a finish mower.

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4. Weed/grass trimming to be done around obstacles (poles, telephone/cable boxes, grade level concrete pads (ie. transformer pads, etc.))
 5. Fine work mowing and trimming to be done on same day as initial tractor mounted mowing.
- b. Repairing/replacing The following landscaping on new and existing sites is to be done on an as-requested basis and is to be done within five working days after request has been made:
- i. sodding;
 - ii. seeding of sparsely grassed areas;
 - iii. spreading of topsoil and top dressing as needed;

ANNEX B

BASIS OF PAYMENT

INSTRUCTIONS

1. It is **MANDATORY** that bidders submit firm rates for the period of the proposed Contract in the following pricing schedules for **EACH DIVISION** (as described in Annex A, Statement of Work) they have the capability to provide services to. This section, when completed, will be considered as the Bidder's Financial Proposal.
2. Bidders can bid on an individual division or on both divisions A and B. A maximum of two (2) Contracts will be awarded. A minimum of (1) Contract will be awarded.
3. Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the bidder's proposal shall be changed to reflect the quantities stated in the RFP. The quantities specified below are provided for evaluation purposes only.
4. Rates **MUST** include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A, attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.
5. **Miscellaneous Materials:** The Extended Price for Miscellaneous Materials is calculated by adding the mark-up quoted to the total estimated expenditure. Example: Year 1, \$15,000.00 estimated expenditure; 10% mark-up quoted = \$15,000.00 + (\$15,000.00 x 10%) = \$16,500.00

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

- a. **Mark-Up:** The difference between the Contractor's laid-down cost for product and resale price to Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- b. **Laid Down Cost:** The cost incurred by the Contractor 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.

PRICING SCHEDULES

1. DIVISION A (AREAS 1 AND 3)

a. 01 October 2015 to 22 August 2016

	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of acres cut on a monthly basis to maintain grass height specifications for Area 1 and 3 as indicated in Annex A, Statement of Work. Total acreage for Division A is approximately 105 acres. It is anticipated a maximum of 10 full area cuts will be required per season.					
1.1	As per Annex A, Statement of Work	(10X105	per acre	\$	\$

		acres) 1,050			
2. SODDING: including all labour, equipment, materials and watering for Unprepared sites:					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
2.3	Weekends and Statutory Holidays	500	m ²	\$	\$
3. SEEDING: including labour, equipment, materials and watering for Unprepared sites:					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
3.3	Weekends and Statutory Holidays	500	m ²	\$	\$
4. SODDING: including labour, equipment, materials and watering for Prepared sites:					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
4.3	Weekends and Statutory Holidays	500	m ²	\$	\$
5. SEEDING: including labour, equipment, materials and watering for Prepared sites:					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
5.3	Weekends and Statutory Holidays	500	m ²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	hr	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	50	hr	\$	\$
6.3	Weekends and Statutory Holidays	50	hr	\$	\$
7. MISCELLANEOUS MATERIAL:					
7.1	Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of _____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work	\$15,000.00			\$
Subtotal A (sum items 1 thru 7):					\$

b. OPTION YEAR ONE: 23 August 2016 to 22 August 2017

Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1.	MOWING AND TRIMMING: Payment will be made for the actual number of acres cut on a monthly basis to maintain grass height specifications for Area 1 and 3 as indicated in Annex A, Statement of Work. Total acreage for Division A is approximately 105 acres. It is anticipated a maximum of 10 full area cuts will be required per season.				

1.1	As per Annex A, Statement of Work	(10X105 acres) 1,050	per acre	\$	\$
2. SODDING: including all labour, equipment, materials and watering for Unprepared sites:					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
2.3	Weekends and Statutory Holidays	500	m ²	\$	\$
3. SEEDING: including labour, equipment, materials and watering for Unprepared sites:					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
3.3	Weekends and Statutory Holidays	500	m ²	\$	\$
4. SODDING: including labour, equipment, materials and watering for Prepared sites:					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
4.3	Weekends and Statutory Holidays	500	m ²	\$	\$
5. SEEDING: including labour, equipment, materials and watering for Prepared sites:					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
5.3	Weekends and Statutory Holidays	500	m ²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	hr	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	50	hr	\$	\$
6.3	Weekends and Statutory Holidays	50	hr	\$	\$
7. MISCELLANEOUS MATERIAL:					
7.1	Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of _____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work	\$15,000.00			\$
Subtotal B (sum items 1 thru 7):					\$

c. OPTION YEAR TWO: 23 August 2017 to 22 August 2018

Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of acres cut on a monthly basis to maintain grass height specifications for Area 1 and 3 as indicated in Annex A, Statement of Work. Total acreage for Division A is approximately 105 acres. It is anticipated a maximum of 10 full area cuts will be required per season.					
1.1	As per Annex A, Statement of Work	(10X105 acres) 1,050	per acre	\$	\$
2. SODDING: including all labour, equipment, materials and watering for Unprepared sites:					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
2.3	Weekends and Statutory Holidays	500	m ²	\$	\$
3. SEEDING: including labour, equipment, materials and watering for Unprepared sites:					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
3.3	Weekends and Statutory Holidays	500	m ²	\$	\$
4. SODDING: including labour, equipment, materials and watering for Prepared sites:					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
4.3	Weekends and Statutory Holidays	500	m ²	\$	\$
5. SEEDING: including labour, equipment, materials and watering for Prepared sites:					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
5.3	Weekends and Statutory Holidays	500	m ²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	hr	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	50	hr	\$	\$
6.3	Weekends and Statutory Holidays	50	hr	\$	\$
7. MISCELLANEOUS MATERIAL:					
7.1	Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of _____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work	\$15,000.00			\$
Subtotal C (sum items 1 thru 7):					\$

2. DIVISION B (AREAS 2 AND 4)

a. 01 October 2015 to 22 August 2016

Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of acres cut on a monthly basis to maintain grass height specifications for Area 2 and 4 as indicated in Annex A, Statement of Work. Total acreage for Division B is approximately 212.5 acres. It is anticipated a maximum of 10 full area cuts will be required per season.					
1.1	As per Annex A, Statement of Work	(10X212.5 acres) 2,125	per acre	\$	\$
2. SODDING: including all labour, equipment, materials and watering for Unprepared sites:					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
2.3	Weekends and Statutory Holidays	500	m ²	\$	\$
3. SEEDING: including labour, equipment, materials and watering for Unprepared sites:					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
3.3	Weekends and Statutory Holidays	500	m ²	\$	\$
4. SODDING: including labour, equipment, materials and watering for Prepared sites:					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
4.3	Weekends and Statutory Holidays	500	m ²	\$	\$
5. SEEDING: including labour, equipment, materials and watering for Prepared sites:					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
5.3	Weekends and Statutory Holidays	500	m ²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	hr	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	50	hr	\$	\$
6.3	Weekends and Statutory Holidays	50	hr	\$	\$
7. MISCELLANEOUS MATERIAL:					
7.1	Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of _____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to include all costs associated with	\$15,000.00			\$

material pick-up and delivery to and from site of work		
Subtotal D (sum items 1 thru 7):		\$

b. OPTION YEAR ONE: 23 August 2016 to 22 August 2017

Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of acres cut on a monthly basis to maintain grass height specifications for Area 2 and 4 as indicated in Annex A, Statement of Work. Total acreage for Division B is approximately 212.5 acres. It is anticipated a maximum of 10 full area cuts will be required per season.					
1.1	As per Annex A, Statement of Work	(10X212.5 acres) 2,125	per acre	\$	\$
2. SODDING: including all labour, equipment, materials and watering for Unprepared sites:					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
2.3	Weekends and Statutory Holidays	500	m ²	\$	\$
3. SEEDING: including labour, equipment, materials and watering for Unprepared sites:					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
3.3	Weekends and Statutory Holidays	500	m ²	\$	\$
4. SODDING: including labour, equipment, materials and watering for Prepared sites:					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
4.3	Weekends and Statutory Holidays	500	m ²	\$	\$
5. SEEDING: including labour, equipment, materials and watering for Prepared sites:					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
5.3	Weekends and Statutory Holidays	500	m ²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	hr	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	50	hr	\$	\$
6.3	Weekends and Statutory Holidays	50	hr	\$	\$
7. MISCELLANEOUS MATERIAL:					
7.1	Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of _____% (not to exceed Manufacturers Suggested Retail Price). Mark-up costs are to	\$15,000.00			\$

	include all costs associated with material pick-up and delivery to and from site of work		
Subtotal E (sum items 1 thru 7):			\$

c. OPTION YEAR TWO: 23 August 2017 to 22 August 2018

Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
1. MOWING AND TRIMMING: Payment will be made for the actual number of acres cut on a monthly basis to maintain grass height specifications for Area 2 and 4 as indicated in Annex A, Statement of Work. Total acreage for Division B is approximately 212.5 acres. It is anticipated a maximum of 10 full area cuts will be required per season.					
1.1	As per Annex A, Statement of Work	(10X212.5 acres) 2,125	per acre	\$	\$
2. SODDING: including all labour, equipment, materials and watering for Unprepared sites:					
2.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
2.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
2.3	Weekends and Statutory Holidays	500	m ²	\$	\$
3. SEEDING: including labour, equipment, materials and watering for Unprepared sites:					
3.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
3.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
3.3	Weekends and Statutory Holidays	500	m ²	\$	\$
4. SODDING: including labour, equipment, materials and watering for Prepared sites:					
4.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
4.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
4.3	Weekends and Statutory Holidays	500	m ²	\$	\$
5. SEEDING: including labour, equipment, materials and watering for Prepared sites:					
5.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	500	m ²	\$	\$
5.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	500	m ²	\$	\$
5.3	Weekends and Statutory Holidays	500	m ²	\$	\$
6. LANDSCAPING: Repair and Replace (All sites)					
6.1	During regular working hours (7:30 AM to 4:00 PM, Monday to Friday)	50	hr	\$	\$
6.2	Outside regular working hours (4:00 PM to 7:30 AM, Monday to Friday)	50	hr	\$	\$
6.3	Weekends and Statutory Holidays	50	hr	\$	\$
7. MISCELLANEOUS MATERIAL:					
7.1	Miscellaneous materials/items not listed herein charged at contractor's laid down cost plus mark-up of _____% (not to exceed Manufacturers Suggested Retail	\$15,000.00			\$

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File No. - N° du dossier
WPG-5-38062

Buyer ID - Id de l'acheteur
WPG114
CCC No./N° CCC - FMS No./N° VME

Item	Description - As and When Requested Services	Estimated Quantity	Unit of Issue	Firm All Inclusive Unit Price	Extended Price
	Price). Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work				
Subtotal F (sum items 1 thru 7):					\$

FINANCIAL EVALUATION TOTAL

DIVISION A = sum Subtotals A + B + C = \$ _____

DIVISION B = sum Subtotals D + E + F = \$ _____

ANNEX C

INSURANCE REQUIREMENTS

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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection

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

ANNEX D

EVALUATION CRITERIA

1. MATERIALS & EQUIPMENT

Mandatory Requirement

A demonstration that the Contractor shall supply all equipment, materials, or products required to carry out the Services as outlined in the Statement of Work and Annex A.

The Contractor must provide but not be limited to:

- a) Equipment List (Pass or Fail)

A list of mechanical equipment, including specifications (i.e. make and model number and/or performance capabilities, etc.) the Contractor will have available to carry out the services. Include age of equipment (not used for assessment but for information purposes only) and quantities.

2. ORGANIZATION AND MANAGEMENT

Maximum: 30 Points / Minimum Acceptable Score: 18 Points

Demonstrate that the Contractor must provide all the staff necessary to perform all services as specified in the Statement of Work - Annex A, as it pertains to: the team's organization, services to be managed, and proof of the Contractor's resources and capacity to provide additional resources, if and when needed.

What the Contractor must provide but not be limited to:

- a) Overall Contractor's Organization: (max. 15 points)

- An organization chart for the Contractor.
- Resumes of key personnel position title and length of time with the Contractor as they relate to assigned roles and responsibilities.
- Resumes must clearly outline experience, time with company, and time in the profession.

- b) Monitoring of Contractor's Staff (max. 15 points)

- A detailed description of the Contractor's intended methods to supervise and monitor the staff to ensure the work performance adheres to the Quality Standards specified in the Request for Proposal. This should include the number of hours for the working Supervisor(s).

3. HEALTH & SAFETY

Maximum: 35 Points / Minimum Acceptable Score: 21 Points

A demonstration that the Contractor shall adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures. In addition, adequate training of personnel assigned to perform operations such as relamping, use of chemicals, etc. is also required in relation to the measures the Contractor takes to maintain a healthy and safe working environment, the type of training the Contractor is providing to its employees, and the number of employees trained in specific programs.

The Contractor must provide but not be limited to:

- a) Programs (max. 15 points)

- A detailed description of the Health and Safety Program or Practices currently in place, including training and monitoring of staff performance necessary to maintain a healthy and safe working environment and adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures.

b) Health and Safety Training (max. 10 points)

- Provide name(s) of supervisor(s) and employee(s) and type of training they have completed related to Health and Safety (e.g. Health and Safety, WHMIS, First Aid, other).

c) Accident Response (max. 10 points)

- A detailed plan for the response to accidents (ex. Between contractors equipment and DND property/ civilian property)

4. QUALITY ASSURANCE

Maximum: 45 Points / Minimum Acceptable Score: 27 Points

A demonstration that quality standards described herein shall be strictly adhered to as it relates to the Contractor's commitment towards a quality organization and the contractors method of maintaining and improving quality services.

The Contractor must provide but not be limited to:

a) Quality Assurance (QA) Program (max. 20 points)

- A detailed description of the Quality Assurance Program currently employed by the Contractor, including the employee involvement.

b) Quality Assurance Training (max. 10 points)

- Provide detailed description of QA Training and any other courses attended outside the organization given to employees to ensure quality service delivery.

c) Resolution of Problems (max. 15 points)

- A detailed description of how the Contractor resolves contentious issues related to the quality of services.

5. CONTRACTOR'S EXPERIENCE AND PAST PERFORMANCE

Maximum: 40 Points / Minimum Acceptable Score: 24 Total Points and 12 Points per Reference

A demonstration that the Contractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work - Annex A as it relates to evidence that the Contractor has experience in grass cutting services, and has proven past performance in this field of work.

The Contractor must provide but not be limited to:

a) Project Reference 1 (max. 20 points)
Project Reference 2 (max. 20 points)

Evidence of the Contractor's experience and past performance will be assessed on a submission of two (2) contracts or projects rendered for at least six (6) consecutive months within the past three (3) years, wherein the range of grass cutting services provided are comparable to those described in this Request for Proposal (RFP). References may be a combination of PWGSC contracts and/or other industry contracts. The references must be verifiable.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the past three (3) years, it will not be assessed and will receive 0 points for that Project Reference.

For each reference provided, the Bidder should address the information contained in the following:

- Name of client organization or company
- Name, title, telephone number and/or facsimile number of contact
- Provide a detailed description of Project or Contract
- Approximate size in square meters of the cleanable area of the project/contract
- Location of the project or contract
- Dollar value of the project or contract
- Performance period of the project or contract

6. SUPERVISOR(S) EXPERTISE AND EXPERIENCE

Maximum: 40 Points / Minimum Acceptable Score: 24 Points

A demonstration that the Contractor has in its employ, or access to, Supervisor(s) with the expertise to effectively supervise the work outlined in the Statement of Work, Annex A as it pertains to the working Supervisor's grass cutting service experience & proven past performance, and a contingency plan to be followed if performance is deemed below quality standards by its senior personnel.

The Contractor must provide but not be limited to:

- a) Supervisor's Experience and Project Reference (max. 25 points)

A list of the Contractor's working Supervisor(s) who will be assigned to this Contract, including the name and number of years of experience as Supervisor(s) in grass cutting services.

Evidence of the experience and performance of the working Supervisor(s) listed above, by referencing two (2) projects/contracts rendered for at least six (6) consecutive months within the past three (3) years, for providing grass cutting services in a range comparable in size, scope and complexity to those outlined in the Statement of Work - Annex A. The references must be verifiable.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the past three (3) years, it will not be assessed and will receive 0 points for that Project Reference.

For each reference provided, the Bidder should address the information contained in the following:

- Name of client organization or company
- Name, title, telephone number and/or facsimile number of the contact
- Provide a detailed description of Project or contract including the performance period of the project/contract
- Approximate size in square meters of the cleanable area of the project/contract
- Provide a detailed description of the responsibilities of the individuals
- Location of the project/contract
- Dollar value of the project/contract

b) Supervisor's Performance

(max. 15 points)

A detailed narrative of how your firm would identify the factors that would indicate that the On-site Supervisor is not performing his/her duties adequately and what your firm would do to remedy the situation.

RATING GRID

Evaluation Criteria	Point Distribution	Evaluation Type	Max Point Distribution	Min Pass Requirement
1. MATERIALS & EQUIPMENT		Mandatory Pass or Fail	N/A	Pass
A) Equipment List				
2. ORGANIZATION AND MANAGEMENT		Point-rated	30	18
A) Overall Contractor's Organization				
> Organization chart	4.5			
> Resumes	4.5			
> Resumes clearly outline:				
i. Experience	2			
ii. Time with Company	2			
iii. Time in the profession	2			
B) Monitoring of Contractor's Staff				
> Methods to supervise and monitor staff	12			
> Number of hours for the working Supervisor(s)	3			
3. HEALTH & SAFETY		Point-rated	35	21
A) Programs				
> Safe Work Practices	5			
> Safety Talks	5			
> Prevention of Injuries	5			
B) Health and Safety Training				
> First Aid	4			
> WHMIS	3			
> Other Health and Safety Training	3			
C) Accident Response				
> Contact Project Authority	4			
> Detailed Incident Report	4			
> Refund Dollar Value or Replacement	2			
4. QUALITY ASSURANCE		Point-rated	45	27
A) Quality Assurance (QA) Program				
> Warranty / Guarantee	5			
> Protection of Customer Goods	5			

> Incident Management	5			
> Remedial Action	5			
B) Quality Assurance Training				
> Technical Communication Training	5			
> Environmental Management	5			
C) Resolution of Problems				
> Document Control	5			
> Emergency Response	5			
> Preventive Action	5			
5. CONTRACTOR'S EXPERIENCE AND PAST PERFORMANCE				
A) Project References (2 required)				
> Each reference must include:	per ref.			
i. Name of client organization or company	2.86	Point-rated	40	24
ii. Name, title, telephone number and/or facsimile number of contact	2.86			
iii. Provide a detailed description of project or contract	2.86			
iv. Approximate size in square meters of the grass cutting area of the project/contract	2.86			
v. Location of the project or contract	2.86			
vi. Dollar value of the project or contract	2.86			
vii. Performance period of the project or contract	2.86			
6. SUPERVISOR(S) EXPERTISE AND EXPERIENCE				
A) Project References (2 required)				
> Each reference must include:	per ref.			
i. Name of client organization or company	1.79	Point-rated	40	24
ii. Name, title, telephone number and/or facsimile number of contact	1.79			
iii. Provide a detailed description of project or contract including the performance period of the project or contract	1.79			
iv. Approximate size in square meters of the grass cutting area of the project/contract	1.79			
v. Provide a detailed description of the responsibilities of the individuals	1.79			
vi. Location of the project or contract	1.79			
vii. Dollar value of the project or contract	1.79			
B) Supervisor's Performance				
> Written warning from Area manager	5			

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> Support and meetings with Area manager	5			
> Transfer Site Supervisor	5			

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ANNEX E

TASK AUTHORIZATION FORM

Refer to Task Authorization Form DND 262 - Task Authorization

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ANNEX F

TASK AUTHORIZATION REPORTING FORM

The Contractor must submit quarterly usage reports tracking all TAs made for the services supplied under Contract. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing such usage reports.

Each Task Authorization Usage Report must include all completed TAs for services provided under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 November	01 August	31 October
15 February	01 November	31 January
15 May	01 February	30 April
15 August	01 May	31 July

The Contractor must provide information on completed TAs using the following format:

TASK AUTHORIZATION NO.	DOLLAR VALUE (HST INCLUDED)	CUMULATIVE DOLLAR VALUE (HST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period <insert period>:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

Check this box if you are submitting a NIL **REPORT**
Please send all reports to the attention of the Contracting Officer:
Name: Eric Kwan
E-mail: eric.kwan@pwgsc-tpsgc.gc.ca
Fax: (204) 983-7796

- LEGEND
- AREA 1 - NOT RECOMMENDED AREAS
 - AREA 2 - NOT RECOMMENDED AREAS
 - AREA 3 - NOT RECOMMENDED AREAS

NOTE:
 SOUVENIR SOUTIEN
 THIS PLAN EXCLUDES EXISTING
 UTILITIES.

NO.	DATE	REVISIONS	BY

ALL WORKING IN METERS EXCEPT AS SHOWN
 COORDINATE SCALE: 1:5000
 LOCATION: CFB SHILO
 PROVINCE: MANITOBA
 TOWN: GRASS CUTTING 2015

PROJECT: SITING
 DATE: 2015-06-17
 DRAWN BY: [Name]

PROJETS	DATE	DESIGNER	SCALE

PROJECT NO.: LS135-0301/4-08-01A/2015
 Canada



LAND FORCE WESTERN AREA
 SECTEUR DE LOUEST DE LA FORCE TERRESTRE

LEGEND

	AREA 3 - 142.6 HECTARES / 354.4 ACRES
	AREA 4 - 458.8 HECTARES / 1131 ACRES

NOTE
 NOTRE PLAN MONTRER LE
 REPARTITION DES ZONES 2
 ET 3

NO.	DATE	REVISIONS / REVISIONS	PREP.

ALL DIMENSIONS IN METERS EXCEPT AS SHOWN
 SCALE 1:1000
 LOCATION COORDINATE
 C.F.B. SHILO
 WINDERMERE
 MANITOBA

GRASS CUTTING 2015

PROJEC-TION	SITING	DATE	PROJEC-TANT

BASE SITE PLAN
 AREAS 2 & 4

PROJEC-TION	DATE	DATE	DATE	DATE	DATE	DATE

L-5136-930/1095-101B, 2015

