



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Pacific Region  
401 - 1230 Government Street  
Victoria, B.C.  
V8W 3X4  
Bid Fax: (250) 363-3344

**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

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 -  
Pacific Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> GRASS MAINTENANCE	
<b>Solicitation No. - N° de l'invitation</b> W6837-156033/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> W6837-156033	<b>Date</b> 2015-12-03
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-246-6824	
<b>File No. - N° de dossier</b> VIC-5-38110 (246)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-12-17</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kobenter, Hélène	<b>Buyer Id - Id de l'acheteur</b> vic246
<b>Telephone No. - N° de téléphone</b> (250) 363-3404 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

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

**Amendment 002 issued to amend the above noted solicitation document as follows:**

- 1) **Postpone the solicitation closing date (Page 1)**  
**Delete as shown.**  
**Insert: 2015-12-17 at 2:00 PM Pacific Standard Time (PST)**
  
- 2) **Post the minutes for the Bidder's conferences dated November 17, 2015 (Zones 1, 2, 3 and 5) and November 19, 2015 (Zone 4) - Minutes are attached at the end of this document.**
  
- 3) **Post answers to all enquiries received from potential bidders (Q&As) (all zones)**  
  
Question 1: If we cannot met the requirement regarding past experience will our tender be given any consideration at all?  
  
Response: Bidders must comply with all mandatory evaluation criteria stated in the Bid Solicitation. Failure to comply with this requirement will result in your bid being given no further consideration in the procurement process.  
  
Question 2: Re Mandatory Technical Criterion # 1 at Appendix A.1 of Annex A: I understand that you would like to have people on the job that have experience in this type of work but that's not what this requirement is asking for. You're asking for the company to have experience not the individual. If that's the case then that company can assign individuals to do the work with no experience at all. So my question is why is it a mandatory requirement for the company to have experience.  
  
Response: As stated in Appendix A.1, Bidders are required to provide details of their firm's experience, not the individual experience. The Contractor is responsible for the performance of the Work, not the employees. That is why were are evaluating the Contractor's performance.
  
- 4) **Additional Q&A's can be found in the minutes for the Bidders' conferences. There is no amendment to the original solicitation document other than the closing date as a result of the clarifications provided in the Q&As and minutes included herein.**

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**BIDDER'S CONFERENCE - NOVEMBER 17, 2015 AT 2:00 P.M. PST  
GRASS MAINTENANCE – ZONES 1, 2, 3 & 5 (GREATER VICTORIA)  
AGENDA & MINUTES**

**1. Greetings – Introduction**

Meeting Chair: Hélène Kobenter, Contracting Authority, Public Works and Government Services Canada (PWGSC)

For DND: Project Authority

Bidders: Coastal Green & Clean  
Davey Tree Expert Company  
Groundworks Landscape Services Ltd  
Horizon Nurseries Inc.  
Island Supreme Landscaping Ltd.  
JOMA Environmental Ltd  
Metchosin Poultry  
R&C Groundskeeping  
The Grounds Guys  
Verge Contracting Services Inc.

**2. Registration process**

Bidders were asked to sign an attendance sheet in accordance with Part 1, section 1.2 of the solicitation document.

**3. Itinerary overview of mandatory site visits:**

As indicated in the bid solicitation document, the site visits will be held on November 18<sup>th</sup>. Transportation to the various sites in servicing zones 1, 2, 3, and 5 and will be provided DND. All Bidders who registered directly with the PWGSC Contracting Authority received detailed instructions for these visits by email.

**4. Review of scope of requirement outlined in the bid solicitation**

4.1 Requirement overview

4.1.1 Firm scheduled work: See Annex A, section 3.11, Tables 1 & 2.

Highlight of requirements added to Firm Scheduled Work (previously addressed under Task Authorization):

Zone 1: A+ service level is being introduced for Zone 1 for extra weekly mowing of playing areas of Colville Road Sports Fields (1 soccer field + 3 baseball diamonds).

For the months of May, June, July

Zone 1: Dockyard 101, Duntze Head added (A Level)

Zone 2: Work Point Sports Field added (A Level)

Zone 2: Work Point Field rough grass areas added (C Level) \*\*\* same as last contract\*\*\*

Zone 2: (PAC )Pacific Activity Center Rosebank Rd at Ocean Blvd) : service level raised from B Level to A Level.

Zone 2: PMQ's Royal Roads Playground added (B Level)

Zone 3: Albert Head Sports Field added (A Level)

One Bidder asks if this solicitation includes a mandatory requirement for the use of T3 engine for better fuel efficiency.

DND Response: This is not a mandatory requirement of the solicitation and will therefore not form part of the evaluation.

- 4.1.2 Sites – Drawings: Maps, drawings, and pictures were distributed to the Bidders. Bidders are also invited to check the map resources available on the CRD website at [www.crd.maps.bc.ca](http://www.crd.maps.bc.ca) (available in English only).
- 4.1.3 As and when requested work under Task Authorization: See section 7.1.1 of the solicitation document.

## 5. Overview of Tendering Process

### 5.1 During solicitation period

- 5.1.1 Bidder enquiries: See section 2.4 of the solicitation document.
- 5.1.2 Solicitation amendments, when issued, will be available on the Government Electronic Tendering System (GETS) at <https://buyandsell.gc.ca/procurement-data/tenders>. It is the responsibility of the Bidder to ensure that all addenda issued prior to solicitation closing date have been obtained and addressed in the submitted bid. Bidders basing their submissions on solicitation documents obtained from other sources do so at their own risk.
- 5.1.3 [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca): Bidders can download all solicitation documents free of charge from this site.

### 5.2 Bid preparation instructions and evaluation procedures

- 5.2.1 Technical Proposal – Mandatory technical evaluation criteria are listed in Section 4.1.1.1 of the solicitation document. See also Appendix A.1 at Annex A.

PWGSC insists on the importance of carefully addressing each and every mandatory requirements listed in Appendix A.1 at Appendix A: Bidders bidding on one servicing only are required to submit a detailed technical bid demonstrating compliance with mandatory technical criteria No. 1 (including sub-criteria No. 1.1 through 1.6). Bidder bidding on more than one servicing zone must additionally demonstrate compliance with mandatory technical criteria No. 2 (including sub-criteria No. 2.1 through 2.4). Failure to comply with these mandatory requirements will result in the Bidder's technical proposal being declared non-responsive.
- 5.2.2 Financial Proposal – Mandatory financial evaluation criteria are listed in Section 4.1.2.1 of the solicitation document.

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One bidder asks if it is mandatory to calculate the extended totals and sub-totals in the financial evaluation tables at Annex B to be given further consideration in the procurement process.

PWGSC response: Bidders must submit firm all-inclusive rates as per the units of issue stated (i.e., per cut, per trim, per hour, mark-up %) for each period of the Contract (i.e., Year 1, Year 2, Year 3, Option Year 1, and Option Year 2) and for all services listed in the servicing zone to be given further consideration in the procurement process. PWGSC will calculate the extended totals and subtotals for financial evaluation purposes as detailed in section 4.1.2.2 of the solicitation document. PWGSC will correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation; in the case of error in the extension of prices, the unit price will govern.

- 5.2.3 Certifications required with the bid: Mandatory certifications are listed in section 5.1 of the solicitation document.

One bidder asks if it is mandatory to include a duly completed Declaration of Convicted Offences as part of its bid to be given further consideration in the procurement process.

PWGSC response: It is up to the Bidder to determine if this requirement applies to him/her, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions. Refer to the 2003 Standard Instructions in Section 2.1 of the solicitation document.

- 5.2.4 Bid submission and closing date: See section 2.2 of the solicitation document, and Part 3 or Bid Preparation Instructions.
- 5.2.5 Evaluation procedures: See Part 4 of solicitation document.

### 5.3 Precedent to Contract Award

- 5.3.1 Certification requirements: See section 5.2 of solicitation document
- 5.3.2 Insurance requirements: See section 6.3 and Annex C of the solicitation document.
- 5.3.3 Security requirements: See sections 6.1 and 7.3 of the solicitation document.

One bidder asks if PWGC can sponsor potential Bidders for the Designated Organization Screening (DOS) before closing of the solicitation process, or will PWGSC only sponsor the successful Bidder(s) who is/are recommended for award of a contract?

PWGSC response: PWGSC is presently only sponsoring applications from businesses who have been recommended for award of a contract.

- 5.3.4 Procurement Business Number <https://buyandsell.gc.ca/for-business>

#### 5.4 After Contract award

5.4.1 Compliance: See section 7.9 of the solicitation document

5.4.2 Inspection & Acceptance: See section 3.10 at Annex A.

5.4.3 Invoicing instructions: See section 7.8 of the solicitation document.

5.5 Standard Tendering and resulting contract clauses (SACC Manual) – All available on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca) - See sections 2.1 and 7.2 of the solicitation document.

#### 6. Miscellaneous

The Office of Small and Medium Enterprises (OSME) offers Workshops and seminars on how to do business with the Government of Canada (<https://buyandsell.gc.ca/for-businesses/contacts-for-businesses/office-of-small-and-medium-enterprises-osme-regional-offices>)

7. Meeting adjourned at 3:30 pm.

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**BIDDER'S CONFERENCE - NOVEMBER 19, 2015 AT 11:00 A.M. PST**  
**GRASS MAINTENANCE – ZONE 4 (NANAIMO/NANOOSE)**  
**AGENDA & MINUTES**

**1. Greetings – Introduction**

Meeting Chair: Hélène Kobenter, Contracting Authority, Public Works and Government Services Canada (PWGSC)

For DND: Project Authorities

Bidders: Davey Tree Expert Company  
Horizon Nurseries Inc.  
Intercon Marine  
Pacific Ridge Landscaping

**2. Registration process**

Bidders were asked to sign an attendance sheet in accordance with Part 1, Section 1.2 of the solicitation.

**3. Itinerary overview**

Site visit will commence immediately after this conference. Bidders will use their own vehicle to visit all sites in servicing zone 4. All Bidders who registered directly with the PWGSC Contracting Authority received detailed instructions for this visit by email.

**4. Review of scope of requirement outlined in the bid solicitation**

4.1 Requirement overview

- 4.1.1 Firm scheduled work: See Annex A, section 3.11, Tables 1 & 2.  
Highlight of requirements added to Firm Requirement (previously addressed under Task Authorization):  
CFMTR: One machine width cut was added along roads (B Level)  
Nanaimo Rifle Range: All fire points included (B level) and field from entrance to the targets and the pistol range included to C Level
- 4.1.2 Sites – Drawings: Maps, drawings, and pictures were distributed to the Bidders.
- 4.1.3 As and when requested work under Task Authorization: See section 7.1.1 of the solicitation document.

**5. Overview of Tendering Process**

5.1 Requirement overview

- 5.1.1 Bidder enquiries: See section 2.4 of the solicitation document.
- 5.1.2 Solicitation amendments, when issued, will be available on the Government Electronic Tendering System (GETS) at <https://buyandsell.gc.ca/procurement-data/tenders>. It is the responsibility of the Bidder to ensure that all addenda issued prior to solicitation closing date have been obtained and addressed in the submitted

bid. Bidders basing their submissions on solicitation documents obtained from other sources do so at their own risk.

- 5.1.3 [www.buyansell.gc.ca](http://www.buyansell.gc.ca): Bidders can download all solicitation documents free of charge from this site.

## 5.2 Bid preparation instructions and evaluation procedures

- 5.2.1 Technical Proposal – Mandatory technical evaluation criteria are listed in Section 4.1.1.1 of the solicitation document. See also Appendix A.1 at Annex A.

PWGSC insists on the importance of carefully addressing each and every mandatory requirements listed in Appendix A.1 at Appendix A: Bidders bidding on one servicing only are required to submit a detailed technical bid demonstrating compliance with mandatory technical criteria No. 1 (including sub-criteria No. 1.1 through 1.6). Bidder bidding on more than one servicing zone must additionally demonstrate compliance with mandatory technical criteria No. 2 (including sub-criteria No. 2.1 through 2.4). Failure to comply with these mandatory requirements will result in the Bidder's technical proposal being declared non-responsive.

- 5.2.2 Financial Proposal – Mandatory financial evaluation criteria are listed in Section 4.1.2.1 of the solicitation document.

One bidder asks if it is mandatory to calculate the extended totals and sub-totals in the financial evaluation tables at Annex B to be given further consideration in the procurement process.

PWGSC response: Bidders must submit firm all-inclusive rates as per the units of issue stated (i.e., per cut, per trim, per hour, mark-up %) for each period of the Contract (i.e., Year 1, Year 2, Year 3, Option Year 1, and Option Year 2) and for all services listed in the servicing zone to be given further consideration in the procurement process. PWGSC will calculate the extended totals and subtotals for financial evaluation purposes as detailed in section 4.1.2.2 of the solicitation document. PWGSC will correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation; in the case of error in the extension of prices, the unit price will govern.

- 5.2.3 Certifications required with the bid: Mandatory certifications are listed in section 5.1 of the solicitation document.
- 5.2.4 Bid submission and closing date: See section 2.2 of the solicitation document, and Part 3 or Bid Preparation Instructions.
- 5.2.5 Evaluation procedures: See Part 4 of solicitation document.

## 5.3 Precedent to Contract Award

- 5.3.1 Certification requirements: See section 5.2 of solicitation document
- 5.3.2 Insurance requirements: See section 6.3 and Annex C of the solicitation document.

5.3.3 Security requirements: See sections 6.1 and 7.3 of the solicitation document.

5.3.4 Procurement Business Number <https://buyandsell.gc.ca/for-business>

#### 5.4 After Contract award

5.4.1 Compliance: See section 7.9 of the solicitation document

5.4.2 Inspection & Acceptance: See section 3.10 at Annex A.

5.4.3 Invoicing instructions: See section 7.8 of the solicitation document.

5.5 Standard Tendering and resulting contract clauses (SACC Manual) – All available on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca) - See sections 2.1 and 7.2 of the solicitation document.

## 6 Miscellaneous

The Office of Small and Medium Entreprises (OSME) offers Workshops and seminars on how to do business with the Government of Canada (<https://buyandsell.gc.ca/for-businesses/contacts-for-businesses/office-of-small-and-medium-enterprises-osme-regional-offices>)

7 Meeting adjourned at 11:00 am followed by a site visit from 11:15 am to 1:00 pm.

Solicitation No. - N° de l'invitation  
W6837-156033/A

Amd. No. - N° de la modif.  
**002**

Buyer ID - Id de l'acheteur  
Vic246

Client Ref. No. - N° de réf. du client  
W6837-156033

File No. - N° du dossier  
VIC-5-38110

CCC No./N° CCC - FMS No/ N° VME

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**All other terms and conditions of the bid solicitation remain the same.**