



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Landscaping	
<b>Solicitation No. - N° de l'invitation</b> EQ706-160073/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> EQ706-160073	<b>Date</b> 2016-01-27
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-202-7046	
<b>File No. - N° de dossier</b> TOR-5-38030 (202)	<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 2016-02-04</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<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> Marshall, Cindy	<b>Buyer Id - Id de l'acheteur</b> tor202
<b>Telephone No. - N° de téléphone</b> (905) 615-2077 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<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 001 is raised to answer bidder's questions, and revise Annex "A" Requirement.**

**Question 1:**

In the scope of work there is no reference to any tree pruning or maintenance of trees, except for possible spraying for disease and edging of tree bases.

Are we to assume that others will look after tree pruning?

**Answer 1:**

***See revision to Annex A, under Section 3.7 Pruning***

**3.7 Pruning**

All trees and shrubs shall be pruned as required.

**Question 2:**

The specifications indicate that garden beds and tree bases are to be cultivated on a bi-weekly or monthly basis - however it also states that beds are to have mulching.

It appears that currently they are not being cultivated at all, just mulched.

Are you asking for the mulch to be removed, beds cultivated and then mulch to be re-installed on a bi-weekly, monthly basis, or can they be maintained as they are presently?

**Answer 2.**

***See revision to Annex A, under Section 4.2 Weeding (bi-weekly)***

**4.2 Weeding (bi-weekly)**

Weeding of the soil in shrub or evergreen shrubs, planting beds shall be done twice (2) per month.

Weeding of the top-soil around the base of all trees in lawn areas shall be done twice (2) per month or as required. Any top-soil required to build up the cultivated areas to protect the roots will be supplied and applied by the Contractor. Mulch beds below trees and around flowers as this helps to keep moisture in and reduces the need for watering.

**Delete: Annex "A" Requirement in its entirety.**

**Insert:**

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## **ANNEX "A" (Revision 1)**

### **REQUIREMENT**

1. Description:  
The Contractor must provide Landscape Maintenance services including labour, material, equipment, supervision and transportation for Public Works Government Services Canada (PWGSC), located at Public Health Agency of Canada, 110 Stone Road West, Guelph, Ontario N1G 3W4, Canada  
  
The Contract covers:  
  
- grounds at 110 Stone Road West, Guelph, Ontario N1G 3W4 (approximately 6,000 sq. meters);
2. Scope  
The area of work shall include all lawn areas, shrub or evergreen shrub planting beds, planting beds.
3. Landscape Maintenance Spring Clean-up:
  - 3.1 Spring Clean-up  
Rake all lawn areas, loosening matted grass and remove dead vegetation, Leaves, stones, paper, salt and sand and other debris accumulated during the winter months. Immediately, ground conditions permitting, the Contractor must dethatch all grassed areas using an accepted dethatching and decoming machine and rake off all accumulation. Cultivate tree beds, shrubs, plants, and planting beds. Have lawn seeded with the right grass for this region as a dense lawn is more resistant to unwanted species.
  - 3.2 Repairs  
The Contractor shall make repairs to ruts, gouges scalped or worn patches in all lawn areas as required. Repairs shall be made with weed-free topsoil and sod.
  - 3.3 Fertilizing – planting and shrubs  
All planting and shrub beds shall be fertilized in late spring and late fall with a premium slow release Fertilizer appropriate for the application. Hawthorn trees and rose bushes with 15/7/6 fertilizer.
  - 3.4 Fertilizing - grass  
All grassed areas shall be fertilized in late spring and late Fall with a premium slow release Fertilizer appropriate for the application.
  - 3.5 Aerating  
All grassed areas shall be aerated in spring and fall prior to fertilizing. Equipment used must extract plugs of soil from the turf and the holes produced by aerating are to be left open.
  - 3.6 Spraying  
For more detailed information on pesticide use, please refer to 6.0 Pesticides. All grassed areas shall be monitored for crab grass and weeds, and shrubs and trees for insects and disease throughout the season. If it is determined that intervention is justified to control these pests, the contractor will ensure that the choice of pest

management options are based on the following criteria:

- A. least disruptive of natural controls
- B. lowest risk to human health
- C. lowest risk to non-target organisms
- D. least damaging to the general environment
- E. most likely to produce long term reductions in the pest; and
- F. most cost effective over time
- G. most selective for the target pest
- H. compatible with pesticide resistance management tactics.

- 3.6.1 All spraying must be performed as per manufacturer's directions. Set a higher threshold for weed destruction and spot manage if possible. When it is determined that a pesticide must be used in order to obtain adequate control, preference is to be given to the use of formulations and treatment techniques which minimize the potential risk to people and the environment. Avoid using chemicals near a water source or allowing chemicals from entering the storm sewer. Spray application of pesticides should not occur on windy days (Winds in excess of 100km/hr.), during a Smog Advisory (issued by the Ontario Ministry of the Environment and Environment Canada) or in any conditions that would cause environmental damage. All controlled pesticide substances shall be applied by a licensed technician who will post and maintain signs where pesticides have been applied.

*NOTE:* At the Health Canada Laboratory in Guelph, the majority of the trees are of the hawthorn variety. It should be noted that there have been problems in the past with the prevalence of "CEDAR APPLE RUST". This disease requires the trees to be sprayed on a regular basis with approved fungicides to control the diseased trees.

- 3.7 Pruning  
All tree and shrubs shall be pruned as required.

3.8 Mowing

- 3.8.1 The grass areas shall be cut and trimmed as often as required to maintain a neat and orderly appearance. The grass shall never be cut lower than 60 mm and never be allowed to grow longer than 90 mm high. Mow lawn less often using very sharp blades- this will keep lawn healthier and more resistant to disease and drought. Sharp blades will produce a clean cut which will heal quickly reducing the risk of disease and damage.
- 3.8.2 If the grass cutting or mowing is delayed and is cut too long due to inclement weather conditions allowing the grass clippings to lie in windrows on top of the lawn, the Contractor shall remove all clippings.
- 3.8.3 Trimming of the grass in lawn areas around trees, planting beds, sidewalk, concrete curbs, etc., shall be done with hand push rotary mowers or single wheel reel-type trimming edging mowers.

- 3.8.4 If trimming cannot be done neatly by mechanical means, then final Trimming must be done by hand shears to give a neat appearance. Long grass clipping from trimming or mowing shall be raked up or swept from all sidewalks or paved areas.
- 3.8.5 The use of small engine equipment (lawn mowers, edgers, etc.) will be avoided during a Smog Advisory issued by the Ontario Ministry of Environment and Environment Canada and will be the contractor's responsibility to keep current with these advisory's.
- 3.8.6 It is the responsibility of the contractor to endeavour to incorporate The safe use of herbicides and an honest effort to reduce, reuse and recycle and to maintain and provide healthy plant material.
- 4.0 Edging (once a week)  
The Contractor shall edge the following locations once (1) per week or as required:
- Where lawn areas run into hard surfaces at the same elevation i.e. concrete surfaces, asphalt surfaces, pavement, etc. Around shrubs or evergreen shrub planting beds within lawn areas.
- 4.1 Edging (once a month)  
The contractor shall edge the following locations once (1) each month or as required:
- Around the base of all trees located within the area of the property.
- 4.2 Weeding (bi-weekly)  
Weeding of the soil in shrub or evergreen shrubs, planting beds shall be done twice (2) per month.
- Weeding of the top-soil around the base of all trees in lawn areas shall be done twice (2) per month or as required. Any top-soil required to build up the cultivated areas to protect the roots will be supplied and applied by the Contractor. Mulch beds below trees and around flowers as this helps to keep moisture in and reduces the need for watering.
- 5.0 Winter Preparation  
The Contractor shall prepare for winter season by performing the Following tasks
- 5.1 De-thatch all grassed areas and remove loose grass accumulation. Rake and assemble all leaves after they have been shed. Remove leaves, debris, etc., from site prior to the onset of winter.
- 5.2 Remove all waste material caused by the above work, as it accumulates. Lawns are to be kept free of debris.
- 5.3 Shrubs that require special winter protection from temperature, snow Or ice, shall be cared for.
6. General Maintenance  
Contractor to remove all waste materials caused by all of the above operations from the site as it accumulates.

- 6.1 Lawns are to be kept free of debris and maintained.
- 6.2 Weekly By hand weeding or herbicide application (to be used only when required) remove all weeds from exterior surfaces, the courtyards, stone walks, paved areas, and parking areas.
- 6.3 Power sweep entire paved areas during early spring. Arrange with Site Representative to remove parked vehicles.
- 6.4 Shrubs that die or are severely damaged, to the extent that they must be replaced, are to be reported to the Project Authority for authorization to replace.
- 6.5.1 Supply all peat moss, fertilizers, mulches, top dressing, grass seed and sod, as required.
- 7.0 Safety
- 7.1 The Contractor must provide a written report to the Project Authority of any damage, accident, or incident on the property during the performance of work. The Contractor must make good any damage at no expense or inconvenience to Canada.
- 7.2 The Contractor must provide a health and safety plan to the Project Authority prior to commencing work that clearly identifies any potential hazards and recommendation for preventive measures.
- 8.0 Equipment  
The Contractor must ensure that all equipment is in good repair. Canada reserves the right to have equipment it judges unsafe, not suitable or defective be replaced or repaired.
- 8.1 The Contractor shall not store his equipment at the site.
- 9.0 Personnel
- 9.1 All Contractor grounds crew and landscape personnel working on site must be trained and experienced in horticultural care.
- 9.2 The Contractors Supervisor or Foreman with a valid designation as a Canadian Certified Horticultural Technician.
- 9.3 The Contractor must provide standardized protective and environmental clothing items that must be worn by all contracted staff, thus providing individual recognition and professional appearance.
- 10. Pesticides

Please note that an Integrated Pest Management (IPM) system is in place at this facility.

- 10.1 The goal of IPM is to deliver cost-effective pest control while at the same time minimizing reliance on pesticides. Contractor must find ways to minimize pesticide risk such as timing applications to target pests at the most susceptible life stage, treating only areas or plants that require treatment (spot spraying or precision applications), identifying sensitive sites, using buffer zones and by using equipment and products that reduce off target sprays.
- 10.2 CONTRACTOR MUST SUPPLE, HANDLE PESTICIDE, STORAGE USE, AND DISPOSAL IN ACCORDANCE WITH the Environment Canada Code of Good Practice for the Handling, Storage, Use and Disposal of Pesticides at Federal Facilities and Treasure Board Occupational Health and Safety Directives 2-15,Pesticides as well as other applicable legislation, regulation, and directives.

10.3 CONTRACTOR must include in their choice of pest management options the following criteria:

- A. least disruptive of natural controls
- B. lowest risk to human health
- C. lowest risk to non-target organisms
- D. least damaging to the general environment
- E. most likely to produce long term reductions in the pest; and
- F. most cost effective over time
- G. most selective for the target pest
- H. compatible with pesticide resistance management tactics.

10.4 CONTRACTOR must design their landscape pest management programs to:

10.5 Take advantage of opportunities for new landscape designs or renovations to introduce sustainable designs that promote healthy landscapes and pest resistant plants including Naturalization. Phase out plans or designs that require repeated treatments with pesticides.

10.6 Focus lawn pest management programs on the promotion and implementation of cultural practices that maintain healthy landscapes and prevent pest problems, such as using optimum soil depth and quality, proper mowing heights, watering, fertilizing, aeration, de-thatching, over-seeding with suitable turf varieties and prompt repairs to damage turf.

10.7 Remain aware of changes in community standards and preferences in determining the requirements for pesticide applications.

10.8 When it is determined that a pesticide must be used in order to obtain adequate control, preference is to be given to the use of formulations and treatment techniques which minimize the potential risk to people and the environment.

10.9 Contractor to maintain a log of pesticide usage for the facility on site, location to be determined with sites representative. The log will document the pesticide product, the application rate or amount of pesticides used, and the locations where applications are made during each visit, monitoring results before and after a treatment and any non-pesticide control measures to reduce future pest populations such as renovations to prevent access or re-entry of pests. The log will also document the rationale for the decision to use pesticides, and the type and amount of pesticide used. These records should be maintained in accordance with the Treasury Board Occupational Health and Safety Directives 2-15, Pesticides.

**All other Terms and Conditions remain the same.**