



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**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**

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT**

**CE DOCUMENT CONTIENT UNE CONDITION DE  
SÉCURITÉ.**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

**Maintenance & Professional Consulting Services Division  
(FK)**

**11 Laurier St./ 11, rue Laurier**

**3C2, Place du Portage, Phase III**

**Gatineau**

**Québec**

**K1A 0S5**

<b>Title - Sujet</b> YEAR ROUND GROUNDS MAINT	
<b>Solicitation No. - N° de l'invitation</b> EJ196-162421/A	<b>Date</b> 2016-05-11
<b>Client Reference No. - N° de référence du client</b> 20162421	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-279-70926	
<b>File No. - N° de dossier</b> fk279.EJ196-162421	<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 2016-06-21</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ladouceur, Joanne	<b>Buyer Id - Id de l'acheteur</b> fk279
<b>Telephone No. - N° de téléphone</b> (873) 469-9488 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CONNAUGHT RANGE AND PRIMARY TRAINING CENTRE 31 SHIRLEY OTTAWA, ONTARIO	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include:

- Annex A Statement of Work
- Annex B Financial Bid – Pricing Basis
- Annex C Security Requirements Check List (SRCL)
- Annex D Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule
- Annex E Camp Site Plan – Fire Hydrants
- Annex F Latrine Location Site Plan (2 pages)
- Annex G Grass Cutting Site Plan L-C270-9301-8-101B and L-C70-9301-8-102B
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- Annex I Special Operations Site Plan – L-C270-9301-8-103B
- Annex J Pesticide Records Keeping System
- Annex K Sample Extra Work Quote
- Annex L Green Roof Maintenance
- Annex M Hazard Assessment Form
- Annex N Complete List of names of all individuals who are currently Directors of the Bidder

### **1.2 Summary**

#### **1.2.1 Requirement**

To provide Snow Removal Service and Landscape Maintenance Services including all labour, material, equipment, supervision and transportation for Public Works and Government Services Canada (PWGSC) at the Connaught Range and Primary Training Centre (CRPTC), 31 Shirley, Ottawa, Ontario, Canada. Work is to be performed in accordance with the Statement of Work attached at Annex A.

#### **1.2.2 Period of contract**

The period of any resulting Contract will be from date of award to April 30, 2017 with Canada retaining an option to extend the contract for a period of **two (2)** consecutive twelve (12) month periods.

#### **1.2.3 Security Requirement**

“There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security Requirements and Part 7 - Resulting Contract Clauses. For more

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information on personnel and organization security screening or security clauses, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website”.

- 1.2.4.** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).
- 1.2.5** In accordance with General Conditions 2035, clause 6 (2013-06-27) Subcontracts:  
Subcontracting will be permitted at this site.
- 1.2.6** There is a mandatory Site Visit and Bidders Conference associated with this requirement.
- 1.3 Debriefings**  
Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

The 2003 **(2016-04-04)** Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: one hundred 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.

**Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted. Bids must be delivered by hand to the Bid Receiving Unit.**

### **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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

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

## 2.6 Mandatory Site Visit and Bidders Conference

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the Site Visit and Bidders Conference to be held at the Connaught Range and Primary Training Centre on **June 3, 2016 at 9:00 am**. The site visit will begin at the Connaught Range and Primary Training Centre, at 23 Shirley, Ottawa, Ontario.

Immediately following the Mandatory Site Visit a Mandatory Bidders Conference will be held. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered.

It is mandatory that bidders who intend to submit a bid attend. Bidders should provide, in writing, to the Contracting Authority, the names of the persons who will be attending and a list of questions they wish to table no later than **May 30, 2016**.

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

Any clarifications or changes to the bid solicitation resulting from the Site Visit and Bidders Conference will be included as an amendment to the bid solicitation. **A maximum of two (2) representatives per bidder will be permitted to examine the site.**



## **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 (Annex B – Financial Bid – Pricing Basis- One (1) copy)**

Section III: Certifications

Section IV: Additional Information

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

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

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

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

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

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

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 capacity 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**

**3.2.1** Bidders must submit their financial bid in accordance with Annex B, Financial Bid. The total amount of applicable taxes must be shown separately.

### **3.2.2 Electronic Payment Instruments**

The Bidder accepts to be paid by:

( ) Direct Deposit

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

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

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

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

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

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

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

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

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

## **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**

#### **4.1.1.1 MANDATORY REQUIREMENTS – Technical and Financial Criteria at bid closing.**

<b>1.</b>	Attendance at the Mandatory Site Visit and Bidders Conference;
<b>2.</b>	Security clearance of <b><u>RELIABILITY</u></b> , <b><u>at bid closing</u></b> , in accordance with Part 6, Security Requirements;
<b>3.</b>	<p><b><u>Part Time Gardener Qualification</u></b></p> <p>The bidder <b>MUST</b> have one (1) part-time gardener available May 1 to October 31 and who has <u>one</u> (1) of the following diplomas or degrees. <b>A copy of the Diploma or Degree must be included with the bid. :</b></p> <ol style="list-style-type: none"> <li>i) a master gardener designation; OR</li> <li>ii) a red seal trade horticulturist designation; OR</li> <li>iii) a two year College diploma in Horticulture from a recognized college; OR</li> <li>iv) a four year degree in Horticulture from a recognized university. OR</li> <li>v) Other educational college diploma or university degree in which the majority of courses taken were horticulture related in the areas such as soils, plant science, plant and weed identification, landscape maintenance, landscape construction, greenhouse production and operation, crop production, silviculture, arboriculture, agroforestry, turf management and integrated pest management. <b>Transcripts in either official language must be included with the bid.</b></li> </ol>
<b>4.</b>	<p>Submission of licensing and certification for proposed employees. Valid copies of the following certificates and licensing documentation <b><u>must be submitted with the bid</u></b> for the proposed resource personnel. All certificates are to be recognized by the Employment and Social Development Canada (ESDC) - Labour Program and /or Workplace Safety and Insurance Board (WSIB) and /or Construction Safety Association of Ontario (CSAO) and /or any other recognized legislative or regulatory body in the Province or territory where the work is being performed.</p> <ol style="list-style-type: none"> <li>i. WSIB Certificate</li> <li>ii. Arborists Certification</li> <li>iii. Pesticide Operators License</li> <li>iv. Pesticide Applicators License</li> </ol>
<b>5.</b>	Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section II – Financial Bid – found at Annex 'B' Pricing Schedule.

#### 4.1.1.2 POINT RATED TECHNICAL CRITERIA

##### **EQUIPMENT - (Max 30 points / min 18 points)**

Provide proof that the Contractor will supply and have readily available all equipment required to carry out the Services as outlined in the Statement of Work for the site. This would include owned equipment or equipment that would need to be leased by the Contractor. The contractor will confirm that they are able to be on-site within one (1) hour of notification with the required equipment.

The Contractor must provide but not be limited to:

- a) An equipment list for the landscape season and the winter season. **(15 points)**
- b) A contingency plan for equipment breakdowns. **(15 points)**

A list of mechanical equipment including specifications the Contractor will have available to carry out the services (i.e. make and model number).

##### **ORGANIZATION AND MANAGEMENT- (Max 40 points / min 24 points)**

Provide proof that the Contractor is able to provide all the staff necessary to perform all services as required in accordance with the Statement of Work and resulting Contract, 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, for each of the seasons.

The contractor must provide but not be limited to:

- a) Overall Contractors Organization **(15 points)**
  - i. An organization chart for the Contractor.
  - ii. Resumes of key personnel, position and title as they relate to assigned roles and responsibilities.
- b) Contractor's Staff **(15 points)**
  - i. A detailed description of the contractor's intended methods to monitor staff to ensure the work performance adheres to the Quality Standards in the Request for Proposal (RFP). This should include the number of hours working on-site versus off-site for the working supervisor(s).
  - ii. Proposed number of Full time employees and the utilization of seasonal workers to meet requirements of the Statement of Work and resulting Contract. This should include office staff as it relates to invoicing, quotes, submission of log book sheets, company security officer and training coordinator, training of employees, etc.
  - iii. Personnel Replacement Plan to minimize staff turnover.
- c) Communication **(10points)**
  - i. How the Contractor will provide information to the Technical Authority regarding staff changes or changes in duties of staff members as they relate to the requirement.

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### **HEALTH AND SAFETY - (Max 35 points /Minimum 21 points)**

Provide proof that the Contractor will adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by Federal 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 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 Company 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 Federal 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 names of supervisors and employees and type of training they have completed. Training records are to be dated and signed by the employee to confirm they have received the training when performed in-house. Provide proof for any external training i.e.: Certificate.

c) **Accident Response (Max 10 points)**

A detailed plan for the response to accidents (ex: personal and property accidents)

### **QUALITY ASSURANCE - (Max 35 points / min. 21 points)**

Provide proof that quality standards described herein will 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.

Implementation of staff changes or changes in duties of staff members as they relate to the requirement.

The Contractor must provide but not be limited to:

a) **Quality Assurance (QA) Program (Max 20 points)**

- i. A detailed description of the Quality Assurance Program currently employed by the Contractor, including the employee involvement.
- ii. A detailed description of the Quality Assurance training and any other courses attended outside the organization given to employees to ensure quality service delivery.

b) **Resolution of Problems (Max 15 points)**

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

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## **CONTRACTOR'S EXPERIENCE AND PAST PERFORMANCE**

### **(Max 40 points/ Min 24 points)**

Provide proof that the Contractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work and resulting Contract as it relates to evidence that the Contractor has experience in grounds maintenance services, and has proven past performance in this field of work.

- a) One (1) Landscape Reference **(Max 20 points) AND**
- b) One (1) Snow Removal Reference **(Max 20 points)**

**OR**

- c) One (1) reference where both Landscape and Snow Removal services are performed.  
**(Max 40 points)**

Proof of the Contractor's experience and past performance will be assessed on a submission of the above reference (as) or project(s) rendered for a minimum of three (3) consecutive years within the past ten (10) years, wherein the range of grounds maintenance services provided are comparable to those described in the Statement of Work and resulting Contract. Reference(s) may be a combination of PWGSC contracts and/or other industry contracts. The reference(s) must be verifiable.

For each reference provided the Bidder should address the following:

- Name of client organization or company.
- Name, title, telephone number and or email address of the contact
- Provide a detailed description of the Project or Contract.
- Location of the project or contract.
- Performance period of the project or contract. (month/year)

## **SUPERVISOR EXPERTISE AND EXPERIENCE (Max 50 points/Min 30 points)**

Provide proof that the Contractor has in its employ, or access to, a Supervisor(s) with the expertise to effectively supervise the work outlined in the Statement of Work and resulting Contract. The Supervisor(s) must have a minimum of three (3) years of continuous supervisory experience pertaining to year round grounds supervision within the last ten (10) years. Additionally, provide 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) Describe the Supervisor's Experience **(Max 25 points)**  
Identify the Supervisor(s) who will be assigned to this Contract, including name(s) and number of years of experience as Supervisor(s) in grounds maintenance, how many employees report to him, how many sites responsible for at the same time, frequency in speaking to staff.
- b) Methods to Supervise **(Max 10 points)**  
A detailed description of the supervisor's intended methods to supervise and monitor the staff to ensure the work performance is in accordance with the Statement of Work and resulting Contract.
- c) Supervisors Performance **(Max 15 points)**  
A detailed narrative of how your firm would identify the factors that would indicate that the Supervisor is not performing his/her duties adequately and what your firm would do to remedy the situation.

## **PART-TIME GARDENER EXPERTISE AND EXPERIENCE (Max 25 points/Min 15 points)**

Provide proof of the Part-Time Gardener's expertise and past performance will be assessed on the submission of one (1) reference or project rendered for a minimum of three (3) consecutive years within the past ten (10) years, wherein the range of grounds maintenance services provided are comparable to those described in the Statement of Work and resulting Contract. References may be a combination of PWGSC contracts and/or other industry contracts. The reference must be verifiable.

For each reference provided the Bidder should address the following:

- Name of client organization or company.
- Name, title, telephone number and or email address of the contact.
- Provide a detailed description of the Project or Contract
- Location of the project or contract.
- Performance period of the gardening services.(month/year)

### **4.2 Basis of selection**

1. To be declared responsive, a bid must:

- a) Comply with all the requirements of the bid solicitation; and
- b) Meet all mandatory criteria; and
- c) Obtain the required minimum points specified for **each** criterion for the technical evaluation.

2. Bids not meeting a), b), and c) above will be declared non-responsive.

3. The selection will be based on the highest responsive combined rating of technical merit and total bid price. The ratio will be 60% for the technical merit and 40% for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained /maximum number of points available multiplied by the ratio of 60%.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated total bid price and the ratio of 40%.

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

Example of Basis of Selection – Highest Combined Rating Technical Merit (60%) and Price (40%)

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000	\$50,000	\$45,000
<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1 <sup>st</sup>	3rd	2nd

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## **PART 5 - CERTIFICATIONS**

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. Unless specified otherwise, 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 Integrity Provisions – Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process. **List of Names Annex N.**

##### **5.2.2 Additional Certifications Precedent to Contract Award**

###### **5.2.2.1 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 available at the bottom of the page of the *Employment and Social Development Canada (ESDC) - Labour's* website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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.

###### **5.2.2.2 Certificates**

WSIB/CSST Certificate.

###### **5.2.2.3 Status & Availability of Resources (A3005T- 2010-08-16)**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's



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representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive

#### **5.2.2.4 Education and Experience (A3010T-2010-08-16)**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## **PART 6 – SECURITY REQUIREMENT**

### **6.1 Security Requirement**

1. **At the date of bid closing**, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website

### **6.2 Employee Information for Security**

The Bidder **must** specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services on-site against any resulting contract:

<b>Legal Name (First &amp; Last) (Please Print Clearly)</b>	<b>DATE OF BIRTH Day/Month/Year</b>

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Requirement**

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

#### **7.1.1 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### **7.1.2 Names of qualified employees**

The contractor must provide the names of the qualified Employees who will be assigned to work on this Contract. The names provided below must be the same personnel listed in Part 4 of the proposal.

<b>EMPLOYEES</b>	
<b>Employees</b>	<b>Legal Name (First &amp; Last) (Please Print Clearly)</b>
Full Time Supervisor - Landscape Maintenance	
Full Time Supervisor - Snow Maintenance	
Back-up Supervisor	
Back-up Supervisor	
Gardener	
Full time Employee – Year round	
Full Time Employee – Year round	
Full Time Employee - Winter	
Full Time Employee - Winter	
Office Staff	
Security Officer	
Training Coordinator	

## **7.2 Standard Clauses and Conditions**

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

### **7.2.1 General Conditions**

2035 (2016-04-04), General Conditions - Services, apply to and form part of the Contract.

## **7.3 Security Requirement**

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

### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
  - (b) Industrial Security Manual (Latest Edition).

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

## **7.4 Term of Contract**

### **7.4.1 Period of Contract**

The period of the Contract is from date of award to April 30, 2017, inclusive.

### **7.4.2 Option to Extend Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional consecutive twelve (12) month periods each 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 60 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.

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## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Joanne Ladouceur  
Supply Specialist  
Public Works and Government Services Canada  
Acquisition Branch  
Direction: Real Property Contracting Directorate  
3C2, 11 Laurier St, Place du Portage, Phase III  
Gatineau, QC K1A 0S5  
Telephone: 873-469-4889  
Facsimile: 819-956-3600  
E-mail address: Joanne.Ladouceur@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.

### **7.5.2 Technical Authority “**

The Technical Authority for the Contract is: **TO BE INCLUDED AT CONTRACT AWARD**

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

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

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

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### **7.5.4 Specific Person(s) – Gardener**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Gardener's Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cellular Number: \_\_\_\_\_  
Facsimile Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### 7.5.5 Specific Person(s) – Landscape Supervisor

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

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

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

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

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

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

### 7.5.6 Specific Person(s) – Snow Removal Supervisor

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

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

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

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

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

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

### 7.6 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.

### 7.7 Payment

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

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

#### Snow Seasons

November = 5% of the Firm Lot Price  
December = 20% of the Firm Lot Price  
January = 25% of the Firm Lot Price  
February = 25% of the Firm Lot Price  
March = 20% of the Firm Lot Price  
April = 5% of the Firm Lot Price

**(c) ``As and When Requested`` Work**

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

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

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

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

In the event that the notification refers to inadequate funds, the Contractor must provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing by the Contracting Authority, prior to their incorporation into the work.

**7.7.2 Basis of Pricing**

**(At contract award - insert appropriate pricing table(s) here)**

**7.7.3 Limitation of Expenditure**

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

**7.7.4 Determination of Cost - Addition or deletion of work**

The Department may from time to time, require changes to the areas to be maintained due to operational requirements, on-site projects, or construction of new areas to be maintained or deletion of areas to be maintained; the Firm Price will be adjusted accordingly based on 80% of the Firm Price shown in Pricing Schedule 1 and/or 2 (adjust accordingly), as follows:

Firm Price break down for the calculation of additional or deletion of m<sup>2</sup>:

- 20% of the original firm price remains unchanged. **Operating Cost**
- 80% of the original firm price for the calculation of addition or deletion:

The increase or decrease in the monthly firm price for the areas added or deleted is based on 80% of the firm price and will be calculated by dividing the firm price for landscape or snow removal by the number of square meters listed in the Basis of Payment and then multiplied by the square meter area to be added or deleted.

**Example:**

A Contract in Year 1 (firm price of \$65,000.00) with a total area of **2,805m2**, from which a reduction of **358m2** must be applied effective January 1<sup>st</sup>:

PERIOD OF CONTRACT November 1 <sup>st</sup> to April 30 <sup>th</sup>	ANNUAL FIRM PRICE
Year 1	\$ 65,000.00
Option Year 1	\$ 74,000.00
Option Year 2	\$ 78,000.00

Price breakdown for the calculation of deletion:

	Year 1	Option Year 1	Option Year 2
20% of Firm Price	\$13,000.00	\$14,800.00	\$15,600.00
80% of Firm Price	<b>\$52,000.00</b>	\$59,200.00	\$62,400.00

Formula: **\$52,000.00** (80% of the \$65,000.00) / 2,805m2 = \$18.54 x 358m2 = \$6,637.32 (total reduction based on the total firm price.)

Price breakdown reduction (Snow Only) effective January 1<sup>st</sup>:

- January = \$6,637.32 @ 25% = \$1,659.33
- February = \$6,637.32 @ 25% = \$1,659.33
- March = \$6,637.32 @ 20% = \$1,327.46
- April = \$6,637.32 @ 5% = \$331.87
- Total Reduction = \$4,977.99**

Verification of the price breakdown: \$6,637.32 x 75% (remaining period to apply the reduction, beginning January 1<sup>st</sup>) = \$4,977.99

## 7.8. Invoicing

### 7.8.1 Inspection and Acceptance (D5328C - 2014-06-26)

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### 7.8.2 Monthly Payment (H1008C - 2008-05-12)

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### 7.8.3 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the Daily Maintenance Schedules described in the Statement of Work of the Contract.



2. Invoices cannot be submitted until all work identified in the invoice has been completed and that all Daily Maintenance Schedules relating to the Work identified in the invoice have been received by the Technical Authority.
3. The Contractor must distribute the invoices and reports as follows:  
The original invoices and all required Daily Maintenance Schedules must be forwarded to the following address for certification and payment.

Invoices are to be made out and mailed to:

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

**or by email as a PDF to:** \_\_\_\_\_@tpsgc-pwgsc.gc.ca *(Identify TA at Contract Award)*

4. All invoices are to be mailed or emailed to the Technical Authority and must include the following:
  - a) Company name and address;
  - b) Contract Number;
  - c) Description of work which has been completed and for which payment is being claimed;
  - d) Location of work and the person who requested the service;
  - e) All reports identified in the Statement of Work.
  - f) All taxes are to be listed as separate items.
5. The invoices for "Landscaping" shall be submitted at the end of each calendar month from May to October for each year, in accordance with the Basis of Payment Clause.
6. Any costs incurred for "Special Operations", "Snowfall up to 254 cm", "Snowfall in excess of 254 cm", "Snowfall outside the Snow Season", "Special Operations" and for "Extra Work" must be invoiced after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted in accordance with Basis of Payment clause hereafter. These costs are to be denoted as separate items on the monthly invoice.
7. **Payment will only be made on receipt of satisfactory invoices duly supported by any specified documents called for under this contract. Failure to submit the correct information may result in the rejection of the invoice for processing.**

#### **7.8.4 Electronic Payment Instruments**

The Bidder accepts to be paid by:

- Direct Deposit

#### **7.8.5 SACC Manual Clauses**

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)  
A9117C (2007-11-30) T1204 - Direct Request by Customer Department  
C0710C (2007-11-30) Time and Contract Price Verification

#### **7.9 Certifications and Additional Information**

##### **7.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 7.9.2 Smart About Salt™ Certification

The contractor is to provide Smart About Salt™ Certification within 30 days of contract award.

## 7.10 Applicable Laws

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

## 7.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2016-04-04)
- c) Annex A - Statement of Work
- d) Annex B - Financial Bid – Pricing Basis
- e) Annex C - Security Requirements Check List (SRCL)
- f) Annex D - Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule
- g) Annex E - Camp Site Plan – Fire Hydrants
- h) Annex F - Latrine Location Site Plan (2 pages)
- i) Annex G - Grass Cutting Site Plan L-C270-9301-8-101B and L-C270-9301-8-102B
- j) Annex H - Snow Removal Site Plan L-C270-9301-7-101B and L-C270-9301-7-102B
- k) Annex I - Special Operations Site Plan – L-C270-9301-8-103B
- l) Annex J - Pesticide Records Keeping System
- m) Annex K - Sample Extra Work Quote
- n) Annex L - Green Roof Maintenance
- o) Annex M – Hazard Assessment Form
- p) The Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*)

## 7.12 Foreign Nationals (Canadian Contractor)

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

## 7.13 Insurance Requirements

### 7.13.1 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damages 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.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (o) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

**For other provinces and territories, send to:**

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**7.14 Financial Security (E0007C 2011-05-16)**

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

- (a) performance bond form PWGSC-TPSGC 505 in the amount of **20 percent** of Pricing Schedule 1 and 2 of the firm Contract Price; or
  - (b) a security deposit as defined in clause E0008C in the amount of **20 percent** of Pricing Schedule 1 and 2 of the firm Contract Price.
  - (c) an irrevocable standby Letter of Credit as defined in clause E0008C in the amount of **20 percent** of Pricing Schedule 1 and 2 of the firm contract price.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL>).

**7.14.1 Security Deposit Definition (E0008C 2014-09-25)**

1. "security deposit" means

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

2. "approved financial institution" means

- 
- a. any corporation or institution that is a member of the Canadian Payments Association;
  - b. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
  - c. a credit union as defined in paragraph 137(6) of the Income Tax Act;
  - d. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
  - e. the Canada Post Corporation.
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
- a. payable to bearer;
  - b. accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
  - c. registered in the name of the Receiver General for Canada.
4. "irrevocable standby letter of credit"
- a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
    - i. will make a payment to or to the order of Canada, as the beneficiary;
    - ii. will accept and pay bills of exchange drawn by Canada;
    - iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
    - iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
  - b. must state the face amount which may be drawn against it;
  - c. must state its expiry date;
  - d. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
  - e. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
  - f. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
  - g. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

#### **7.15 Cellular Phones and/or Pagers**

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

#### **7.16 Language**

All personnel and employees assigned to this/any resulting contract must have sufficient knowledge to speak, read and comprehend one of Canada's official languages.

#### **7.17 Canadian Forces Site Regulations**

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

#### **7.18 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its Site Specific Health and Safety Plan as required by the applicable Provincial Occupational Safety and Health Regulations.

It is a requirement of this contract that the contractor representative, supervisor(s), part-time gardener and the individual(s) that will be performing invoicing, preparing reports, quotations, and any other documentation associated with this Contract attend the pre-commencement meeting.

Solicitation No. - N° de l'invitation  
EJ196-162421/A  
Client Ref. No. - N° de réf. du client  
20162421

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-162421

Buyer ID - Id de l'acheteur  
fk279  
CCC No./N° CCC - FMS No/ N° VME

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**ANNEX A**  
**STATEMENT OF WORK**  
**EJ196-162421**

Solicitation No. - N° de l'invitation  
EJ196-162421/A  
Client Ref. No. - N° de réf. du client  
20162421

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-162421

Buyer ID - Id de l'acheteur  
fk279  
CCC No./N° CCC - FMS No/ N° VME

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**ANNEX B**  
**FINANCIAL BID**



## Section II: Financial Bid

### Basis of Pricing

The following requirement MUST be strictly adhered to: failure to do so will render the bidder's proposal as non-responsive.

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. The total amount of applicable taxes must be shown separately.

It is MANDATORY that the Bidders submit firm prices/rates for the three (3) years for all items listed hereunder (Pricing Schedule 1 and Pricing Schedule 2.)

### PRICING SCHEUDLE 1: Landscape Maintenance Pricing

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

1.1 Year 1 – Date of award to October 31, 2016					
Period	DND Firm Monthly Rate  Regular mowing 958,698 m2  flail mowing 1,683 m2	RCMP CQB Firm Monthly Rate  Regular mowing 866 m2	RCMP IFR Firm Monthly Rate  Regular mowing 1,881 m2	RCMP NTTC Firm Monthly Rate  Regular mowing 3,170 m2	RCMP SBT Firm Monthly Rate  Regular mowing 645 m2
June	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
July	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
August	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
September	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
October	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1.1 SUB-TOTAL: \$ _____					

<b>1.2 Option Year 1 – May 1, 2017 to October 31, 2017</b>					
<b>Period</b>	<b>DND Firm Monthly Rate</b>  Regular mowing <b>958,698 m2</b>  flail mowing <b>1,683 m2</b>	<b>RCMP CQB Firm Monthly Rate</b>  Regular mowing <b>866 m2</b>	<b>RCMP IFR Firm Monthly Rate</b>  Regular mowing <b>1,881 m2</b>	<b>RCMP NTTC Firm Monthly Rate</b>  Regular mowing <b>3,170 m2</b>	<b>RCMP SBT Firm Monthly Rate</b>  Regular mowing <b>645 m2</b>
May	\$_____	\$_____	\$_____	\$_____	\$_____
June	\$_____	\$_____	\$_____	\$_____	\$_____
July	\$_____	\$_____	\$_____	\$_____	\$_____
August	\$_____	\$_____	\$_____	\$_____	\$_____
September	\$_____	\$_____	\$_____	\$_____	\$_____
October	\$_____	\$_____	\$_____	\$_____	\$_____
<b>Extended Price</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>1.2 SUB-TOTAL: \$_____</b>					

<b>1.3 Option Year 2 – May 1, 2018 to October 31, 2018</b>					
<b>Period</b>	<b>DND Firm Monthly Rate</b>  Regular mowing <b>958,698 m2</b>  flail mowing <b>1,683 m2</b>	<b>RCMP CQB Firm Monthly Rate</b>  Regular mowing <b>866 m2</b>	<b>RCMP IFR Firm Monthly Rate</b>  Regular mowing <b>1,881 m2</b>	<b>RCMP NTTC Firm Monthly Rate</b>  Regular mowing <b>3,170 m2</b>	<b>RCMP SBT Firm Monthly Rate</b>  Regular mowing <b>645 m2</b>
May	\$_____	\$_____	\$_____	\$_____	\$_____
June	\$_____	\$_____	\$_____	\$_____	\$_____
July	\$_____	\$_____	\$_____	\$_____	\$_____
August	\$_____	\$_____	\$_____	\$_____	\$_____
September	\$_____	\$_____	\$_____	\$_____	\$_____
October	\$_____	\$_____	\$_____	\$_____	\$_____
<b>Extended Price</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>1.3 SUB-TOTAL: \$_____</b>					

All locations, All years – Grand Total for Pricing Schedule 1 (1.1 +1.2 + 1.3) \$\_\_\_\_\_

## PRICING SCHEDULE 2: Snow Removal Services up to 254 cm

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

Location >>>>>> ----- Period	DND Regular removal 214,027 m2	RCMP CQB Regular removal 2,540 m2	RCMP IFR Regular removal 3,025 m2	RCMP NTTC Regular removal 2,879 m2	RCMP SBT Regular removal 2,116 m2
Year 1 2016 / 2017	\$_____	\$_____	\$_____	\$_____	\$_____
Option Year 1 2017 / 2018	\$_____	\$_____	\$_____	\$_____	\$_____
Option Year 2 2018 / 2019	\$_____	\$_____	\$_____	\$_____	\$_____
Extended Price	\$_____	\$_____	\$_____	\$_____	\$_____
SUB-TOTAL \$_____					

All locations, All years – Grand Total for Pricing Schedule 2 \$\_\_\_\_\_

## PRICING SCHEDULE 3:

### 3.1 Snowfall in excess of 254 cm

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

LOCATION: DND SNOW SEASON – NOVEMBER 1 – APRIL 30 SNOWFALL IN EXCESS OF 254 CM			
Period	Year 1 2016 / 2017	Option Year 1 2017 / 2018	Option Year 2 2018 / 2019
Rate per cm	\$_____	\$_____	\$_____
Estimated centimeters	50cm	50cm	50cm
Extended Price	\$_____	\$_____	\$_____
3.1.1 Sub-Total			\$_____

LOCATION: NTTC SNOW SEASON – NOVEMBER 1 – APRIL 30 SNOWFALL IN EXCESS OF 254 CM			
Period	Year 1 2016 / 2017	Option Year 1 2017 / 2018	Option Year 2 2018 / 2019
Rate per cm	\$ _____	\$ _____	\$ _____
Estimated centimeters	50cm	50cm	50cm
Extended Price	\$ _____	\$ _____	\$ _____
3.1.2 Sub-Total			\$ _____

LOCATION: RCMP IFR SNOW SEASON – NOVEMBER 1 – APRIL 30 SNOWFALL IN EXCESS OF 254 CM			
Period	Year 1 2016 / 2017	Option Year 1 2017 / 2018	Option Year 2 2018 / 2019
Rate per cm	\$ _____	\$ _____	\$ _____
Estimated centimeters	50cm	50cm	50cm
Extended Price	\$ _____	\$ _____	\$ _____
3.1.3 Sub-Total			\$ _____

LOCATION: RCMP CQB SNOW SEASON – NOVEMBER 1 – APRIL 30 SNOWFALL IN EXCESS OF 254 CM			
Period	Year 1 2016 / 2017	Option Year 1 2017 / 2018	Option Year 2 2018 / 2019
Rate per cm	\$ _____	\$ _____	\$ _____
Estimated centimeters	50cm	50cm	50cm
Extended Price	\$ _____	\$ _____	\$ _____
3.1.4 Sub-Total			\$ _____

LOCATION: RCMP SBT SNOW SEASON – NOVEMBER 1 – APRIL 30 SNOWFALL IN EXCESS OF 254 CM			
Period	Year 1 2016 / 2017	Option Year 1 2017 / 2018	Option Year 2 2018 / 2019
Rate per cm	\$ _____	\$ _____	\$ _____
Estimated centimeters	50cm	50cm	50cm
Extended Price	\$ _____	\$ _____	\$ _____
3.1.5 Sub-Total			\$ _____

### 3.2 SNOWFALL OUTSIDE THE SNOW SEASON

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

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

LOCATION: DND SNOWFALL OUTSIDE THE SNOW SEASON			
Period	Year 1 2016 / 2017	Option Year 1 2017 / 2018	Option Year 2 2018 / 2019
Rate per cm	\$ _____	\$ _____	\$ _____
**Estimated centimeters	10cm	10cm	10cm
Extended Price	\$ _____	\$ _____	\$ _____
3.2.1 Sub-Total			\$ _____

LOCATION: NTTC SNOWFALL OUTSIDE THE SNOW SEASON			
Period	Year 1 2016 / 2017	Option Year 1 2017 / 2018	Option Year 2 2018 / 2019
Rate per cm	\$ _____	\$ _____	\$ _____
Estimated centimeters	10cm	10cm	10cm
Extended Price	\$ _____	\$ _____	\$ _____
3.2.2 Sub-Total			\$ _____

LOCATION: RCMP IFR SNOWFALL OUTSIDE THE SNOW SEASON			
Period	Year 1 2016 / 2017	Option Year 1 2017 / 2018	Option Year 2 2018 / 2019
Rate per cm	\$ _____	\$ _____	\$ _____
Estimated centimeters	10cm	10cm	10cm
Extended Price	\$ _____	\$ _____	\$ _____
3.2.3 Sub-Total			\$ _____

LOCATION: RCMP CQB SNOWFALL OUTSIDE THE SNOW SEASON			
Period	Year 1 2016 / 2017	Option Year 1 2017 / 2018	Option Year 2 2018 / 2019
Rate per cm	\$ _____	\$ _____	\$ _____
Estimated centimeters	10cm	10cm	10cm
Extended Price	\$ _____	\$ _____	\$ _____
3.2.4 Sub-Total			\$ _____

LOCATION: RCMP SBT SNOWFALL OUTSIDE THE SNOW SEASON			
Period	Year 1 2016 / 2017	Option Year 1 2017 / 2018	Option Year 2 2018 / 2019
Rate per cm	\$ _____	\$ _____	\$ _____
Estimated centimeters	10cm	10cm	10cm
Extended Price	\$ _____	\$ _____	\$ _____
3.2.5 Sub-Total			\$ _____

All locations, All years – Grand Total for Pricing Schedule 3 (3.1 + 3.2) \$ \_\_\_\_\_

#### PRICING SCHEDULE 4: Special Operations

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

4.1 Period One (1) – Date of award to April 30, 2017			
DND Special Operations Pricing			
Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Cut Alpha 1 and Alpha 2 Safety Berms	\$ _____	x 1	\$ _____
Cut Bravo Safety Berms	\$ _____		\$ _____
Cut Charlie Right Safety Berms	\$ _____	x 1	\$ _____
Cut Delta Safety Berms	\$ _____	x 1	\$ _____
Cut Pistol Range Safety Berms	\$ _____	x 1	\$ _____
Cut Cadet Area Berms	\$ _____	x 1	\$ _____
Cut OBUA Area	\$ _____	x 1	\$ _____
Remove snow from Lagoon Road	\$ _____	x 1	\$ _____
Remove snow from Cadet Compound	\$ _____	x 1	\$ _____
Fence clearing: Perimeter fence, DND ammo compound, DND supply compound, Range Control compound, PWGSC compound, Cadet compound.	\$ _____	x 1	\$ _____
DND Sweep Parade Square	\$ _____	x 1	\$ _____
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	\$ _____

RCMP CQB Special Operations Pricing			
Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Sweep Parking Lot	\$ _____	x 1	\$ _____
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	\$ _____

RCMP IFR Special Operations Pricing			
Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Fence clearing Pistol Range	\$ _____	x 1	
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	

RCMP NTTC Special Operations			
Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Sweep Parking Lot	\$ _____	x 1	\$ _____
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	\$ _____

RCMP SBT Special Operations			
Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	\$ _____



## 4.2 Option Period One (1) – May 1, 2017 to April 30, 2018

### DND Special Operations Pricing

Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Cut Alpha 1 and Alpha 2 Safety Berms	\$ _____	x 1	\$ _____
Cut Bravo Safety Berms	\$ _____		\$ _____
Cut Charlie Right Safety Berms	\$ _____	x 1	\$ _____
Cut Delta Safety Berms	\$ _____	x 1	\$ _____
Cut Pistol Range Safety Berms	\$ _____	x 1	\$ _____
Cut Cadet Area Berms	\$ _____	x 1	\$ _____
Cut OBUA Area	\$ _____	x 1	\$ _____
Remove snow from Lagoon Road	\$ _____	x 1	\$ _____
Remove snow from Cadet Compound	\$ _____	x 1	\$ _____
Fence clearing: Perimeter fence, DND ammo compound, DND supply compound, Range Control compound, PWGSC compound, Cadet compound.	\$ _____	x 1	\$ _____
DND Sweep Parade Square	\$ _____	x 1	\$ _____
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	\$ _____

### RCMP CQB Special Operations Pricing

Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Sweep Parking Lot	\$ _____	x 1	\$ _____
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	\$ _____

### RCMP IFR Special Operations Pricing

Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Fence clearing Pistol Range	\$ _____	x 1	
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	

### RCMP NTTC Special Operations

Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Sweep Parking Lot	\$ _____	x 1	\$ _____
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	\$ _____

### RCMP SBT Special Operations

Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	\$ _____

### 4.3 Option Period Two (2) – May 1, 2018 to April 30, 2019

#### DND Special Operations Pricing

Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Cut Alpha 1 and Alpha 2 Safety Berms	\$ _____	x 1	\$ _____
Cut Bravo Safety Berms	\$ _____		\$ _____
Cut Charlie Right Safety Berms	\$ _____	x 1	\$ _____
Cut Delta Safety Berms	\$ _____	x 1	\$ _____
Cut Pistol Range Safety Berms	\$ _____	x 1	\$ _____
Cut Cadet Area Berms	\$ _____	x 1	\$ _____
Cut OBUA Area	\$ _____	x 1	\$ _____
Remove snow from Lagoon Road	\$ _____	x 1	\$ _____
Remove snow from Cadet Compound	\$ _____	x 1	\$ _____
Fence clearing: Perimeter fence, DND ammo compound, DND supply compound, Range Control compound, PWGSC compound, Cadet compound.	\$ _____	x 1	\$ _____
DND Sweep Parade Square	\$ _____	x 1	\$ _____
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	\$ _____

#### RCMP CQB Special Operations Pricing

Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Sweep Parking Lot	\$ _____	x 1	\$ _____
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	\$ _____

#### RCMP IFR Special Operations Pricing

Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Fence clearing Pistol Range	\$ _____	x 1	
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	

#### RCMP NTTC Special Operations

Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Sweep Parking Lot	\$ _____	x 1	\$ _____
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	\$ _____

#### RCMP SBT Special Operations

Operation	Unit Price per operation	x *Estimated Frequency =	Extended Price
Additional Mowing outside season.	\$ _____/m <sup>2</sup>	x 1	\$ _____

All locations, All years – Grand Total for Pricing Schedule 4 (4.1+4.2+4.3) \$ \_\_\_\_\_

### **Pricing Schedule 5: Extra Work**

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

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

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

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

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

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

LOCATION: ALL SITES			
	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
<b>Equipment &amp; Operator</b>	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	1	1	1
<b>** Extended Price:</b>	\$ _____	\$ _____	\$ _____

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

LOCATION: ALL SITES			
	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
<b>Equipment &amp; Operator</b>	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	1	1	1
<b>**Extended Price:</b>	\$ _____	\$ _____	\$ _____

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

LOCATION: ALL SITES			
	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
<b>Equipment &amp; Operator</b>	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	1	1	1
<b>**Extended Price:</b>	\$ _____	\$ _____	\$ _____

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

LOCATION: ALL SITES			
Equipment & Operator	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1
<b>**Extended Price:</b>	\$_____	\$_____	\$_____

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

LOCATION: ALL SITES			
Equipment & Operator	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1
<b>**Extended Price:</b>	\$_____	\$_____	\$_____

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

LOCATION: ALL SITES			
Equipment & Operator	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1
<b>**Extended Price:</b>	\$_____	\$_____	\$_____

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

LOCATION: ALL SITES			
Equipment & Operator	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1
<b>**Extended Price:</b>	\$_____	\$_____	\$_____

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

LOCATION: ALL SITES			
Equipment & Operator	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1
<b>**Extended Price:</b>	\$_____	\$_____	\$_____

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

LOCATION: ALL SITES			
Equipment & Operator	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated hours	1	1	1
<b>**Extended Price:</b>	\$_____	\$_____	\$_____

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

LOCATION: ALL SITES			
Equipment & Operator	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated hours	1	1	1
<b>**Extended Price:</b>	\$_____	\$_____	\$_____

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

LOCATION: ALL SITES			
Equipment & Operator	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated hours	1	1	1
<b>**Extended Price:</b>	\$_____	\$_____	\$_____

**5.2.1 Arborist: Our firm hourly rate for an arborist with tools and equipment.**

LOCATION: ALL SITES			
Arborist with tools and equipment	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr
*Estimated hours	1	1	1
<b>**Extended Price:</b>	\$_____	\$_____	\$_____

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

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

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

LOCATION: ALL SITES			
5.2.2 (i) Regular Hours 08:00 to 17:00 Monday to Friday	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1
<b>**Extended Price:</b>	\$_____	\$_____	\$_____

5.2.2 (ii) Outside Regular Hours Saturday, Sunday & Statutory Holidays	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr
* Estimated hours	1	1	1
<b>**Extended Price:</b>	\$_____	\$_____	\$_____

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

Mark-up	YEAR 1 2016 / 2017 RATE	OPTION YEAR 1 2017 /2018 RATE	OPTION YEAR 2 2018 /2019 RATE
	_____%	_____%	_____%
*Estimated expenditure:	\$15,000.00	\$15,000.00	\$15,000.00
<b>** Extended Price:</b>	\$_____	\$_____	\$_____

**All Locations, All Years - GRAND TOTAL for Price Schedule 5. (5.1 + 5.2 + 5.3):** \$\_\_\_\_\_

#### For Evaluation Purposes

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

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

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

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

#### AUTHORIZATION FOR DELIVERY:

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

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

#### **Sum of Pricing Schedules**

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

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

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

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

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

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

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

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

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE PER OPERATION OR PER HOUR, WHICHEVER APPLIES, WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**

Solicitation No. - N° de l'invitation  
EJ196-162421/A  
Client Ref. No. - N° de réf. du client  
20162421

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-162421

Buyer ID - Id de l'acheteur  
fk279  
CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX C**

### **SECURITY REQUIREMENT CHECKLIST (SRCL)**



Solicitation No. - N° de l'invitation  
EJ196-162421/A  
Client Ref. No. - N° de réf. du client  
20162421

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EJ196-162421

Buyer ID - Id de l'acheteur  
fk279  
CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX N**

### **INTEGRITY PROVISIONS - LIST OF NAMES**

#### **INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER:**

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## **GROUPS MAINTENANCE SPECIFICATIONS**

### **SECTION 1 - SCOPE**

#### **1.1 Purpose**

The purpose of this Statement of Work (SOW) is to provide the Connaught Range and Primary Training Centre (CRPTC) with year round grounds maintenance services.

#### **1.2 Background**

Connaught Range and Primary Training Centre is a large complex with numerous training zones, federal buildings and occupants. The primary work conducted on-site relates to military and police training. There are up to one thousand (1000) cadets living on-site during the summer months. The site is very busy with numerous people walking around at all times.

Operational requirements require flexibility with working on-site. Depending on the type of training on the ranges, the safety template will determine what zones to the side and back of the ranges are available to work in. The base zone, including the obstacle course, is also used for training exercises and work in these zones also needs to be scheduled to ensure work under this contract does not interfere with operational requirements.

#### **1.3 Safety**

The site is an active live fire training facility. The Contractor must demonstrate safe working practices and ensure that all employees are briefed and trained on ammunition related safety procedures. Safety procedures to be provided by the Department of National Defence (DND).

### **SECTION 2 - REQUIREMENTS**

#### **2.1 Pesticides**

1.1 The Contractor will comply with the Treasury Board Personnel Policy Manual, Chapter 2-15 Pesticide Directive, [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_119/chap2\\_15\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_119/chap2_15_e.asp) and the Federal and Provincial Regulations. No pesticides shall be used or stored on-site unless prior written approval from the Technical Authority is received. The Contractor must provide advance notice to the Technical Authority when the spraying will occur so that follow up inspections can be scheduled.

#### **1.2 Documentation**

The Contractor must be licensed to work in the Province of Ontario. The Contractor shall provide a valid copy of company's Pesticide Operator license for the Province of Ontario. The Contractor's technicians must be in possession of a valid Pesticide Landscape Applicators license for the Province of Ontario.

The Contractor must complete, in its entirety, the Pesticide Records Keeping Form (PestRec) and any/all other required documentation immediately following the implementation of any pest control measures. Pesticide Records Keeping System Forms must be submitted within one (1) working day following any pesticide applications (aquacide, horticultural vinegar, etc.) Copies of the required documents will be available in the PWGSC office located at 400 Cooper Street, 6<sup>th</sup> Floor, Ottawa.

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

#### **2.2 Response time**

The Contractor will advise the Technical Authority of the telephone numbers, including cellular, where their Supervisors can be reached twenty four (24) hours per day seven (7) days per week in the event of an emergency.

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The Contractor must take corrective actions for any deficiencies in the services of this Contract within one (1) hour of notification.

The Contractor will not refuse any call or service requested by the Technical Authority or his/her authorized representatives such as, the National Service Call Centre (NSCC), the Royal Canadian Mounted Police (RCMP) National Tactical Training Centre (NTTC) Fleet Manager and the 7 Vickers Gun Fleet Manager, relating to snow and ice removal.

### **2.3 Site access**

ONLY SECURITY CLEARED STAFF WITH THE NECESSARY RANGE SAFETY TRAINING WILL BE ALLOWED TO WORK ON-SITE.

The Contractor's personnel must sign in and out daily at Public Works and Government Services (PWGSC) Connaught Rifle Range and Primary Training Centre (CRPTC), 31 Shirley, immediately upon arrival on-site and at the completion of all work. The employees signing in daily will be verified by PWGSC Connaught and a copy of the sheet will be sent weekly to the Technical Authority.

Access to the Ranges for regular maintenance must be coordinated directly with Range Control and the Contractor's delegated authority. Site access to the Range and related military zones for extra work issued under Call-Ups must be coordinated with Range Control by the Technical Authority in association with the Property Facility Manager or his/her representative.

Range Control is the DND Site Authority and as such all operational requirements supersede all maintenance program timing. **Flexibility in scheduling is required.** All movements on the site are controlled by DND due to troop movements, live shooting range activities and a grenade and small explosives zone. Some activities are classified and/or restricted, further affecting access.

### **2.4 Sustainable landscaping**

In order to meet the design intent of this site with LEED designation, the Contractor will follow a sustainable approach to materials and methodologies used in the landscape maintenance so as to reduce greenhouse gas emissions, protect public health through safe management of potentially hazardous substances and to protect soils and groundwater.

In order to reduce carbon emissions and noise pollution, equipment will only be used as required. The Contractor will select equipment and fuel to limit air-pollutant emissions and ensure that all equipment used on-site is properly maintained. The Contractor will clean equipment prior to bringing it on-site to prevent transportation of invasive species.

The Contractor will make all efforts to minimize disturbance and protect the storm water management system and the sensitive wildlife zones located on the property.

The Contractor will follow best salt management practices. The Contractor must maintain the Smart About Salt certification for the life of this Contract which will be verified periodically by the Technical Authority.

### **2.5 Working hours**

The site is operational twenty four (24) hours per day, seven (7) days per week. During the summer months noise restrictions are in effect in the zones around the Cadets camp, Officers camp and Alpha 1 Range. No heavy equipment is to be used prior to 0600 hours or after 2200 hours in and around these zones without prior clearance from Range Control.

### **2.6 Addition or deletion of work**

The Department may from time to time, require changes to the zones to be maintained due to operational requirements, on-site projects, or construction of new zones to be maintained or deletion of zones to be maintained.

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## **2.7 Garbage receptacles**

All garbage receptacles; from April 1 to November 30, will never be more than 90% full and emptied at least once a day; from December 1 to March 30, will never be more than 90% full and emptied at least once a week. Garbage bags must fit snugly around the perimeter of the wire liner of the receptacle.

The Department has the right at any time to add or remove garbage cans to any location(s) on-site, accordingly to the needs of the users or the client at no additional cost to the Department. If however, garbage cans are added for limited time special events on the site and the Contractor is required to maintain them during the special events, a Call-Up will be issued for that additional work.

## **2.8 Pick up litter**

The entrances and grounds must be free of litter year round. Litter includes cigarette butts, weeds, sand as well as organic and inorganic debris. After the spring thaw, all hard surfaces and grass zones must be free of ice-control agents by May 15. Suspicious objects will not be tampered with and must be left in place and reported to Range Control immediately.

## **2.9 Disposal costs**

The Contractor is responsible for all disposal costs related to the removal of snow, leaves, litter and garbage from this site within the terms of the Contract.

## **2.10 Damages**

The Contractor must tour the site with the Technical Authority at the beginning of the season. The Contractor is to request pictures of all damages on-site from the Technical Authority. At the end of the season, another joint inspection will be carried out.

The Contractor must immediately report to the Technical Authority all damages on-site whether caused by the Contractor's personnel, equipment or by a third party. Any damages caused by the Contractor will be repaired at the Contractor's cost and within a mutually agreed timeframe. All repairs will be completed to the satisfaction of the PWGSC Site Authority. The Contractor must receive confirmation from the Technical Authority that repairs have been approved.

## **2.11 Maintenance schedules and contractor inspections**

The Snow Clearing Daily Maintenance Schedule and Landscape Daily Maintenance Schedule must be kept in the PWGSC Connaught building, 31 Shirley, to record the Contractor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's Supervisor on a daily basis with the required copies sent via fax or email to the Technical Authority each following Monday.

## **2.12 Identification**

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

## **2.13 Vehicles**

All vehicles used on the site must be licensed by the Provincial Department of Transportation (DOT), be clean and meet provincial safety standards. Parking and driving on turf is to be avoided. All motorized vehicles must have the required safety features and be in good working order. The Contractor must supply a list of all vehicles and all equipment required for site operations complete with the make, model, Vehicle Identification Number (VIN) and licence numbers.

## **2.14 Plan of Operation**

The Plan of Operation will be reviewed by the Technical Authority and PWGSC Site Authority. A revised plan must be submitted within one (1) week of contract award. The Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work.

Stipulate the exact working hours for the full time employees required on-site. A minimum of two (2) year round day-time and two (2) winter night-time is required. Full time employment in the terms of this contract means that the full time employees will work in accordance with the rules and codes of the Provincial Ministry of Labour.

Contractor agrees the levels of staff and equipment agreed to in the approved Plan of Operation will be maintained and available throughout the life of the maintenance Contract. The Technical Authority must be notified of any changes to the equipment list.

Contractor must advise the Technical Authority in writing if there is any change made to the site, within one (1) business day after the change has been made, which may affect the maintenance as per the terms of the Contract.

## 2.15 Additional work

The Contractor must have written approval from the Technical Authority, in the form of a Call-Up, in advance of performance of any special operations, extra work, removal of snow in excess of 254 cm or work outside of the regular season.

## 2.16 Health and safety

**1. The chosen contractor will have to submit a site-specific Health and Safety Plan within three (3) days of Contract award.** A sample list of potential items to be included in the site specific Health and Safety plan has been included as a reference guide but is not limited to:

- A site-specific safety hazard assessment  
*e.g. H&S plans to include a traffic control plan where work is conducted in or next to a road. Safety measures for mowing on steep slopes. Procedures for: working in zones with poisonous plants such as poison ivy and wild parsnip; working on the ranges or within the range safety template; **dealing with live ammunition if found on the ranges; dealing with lead contaminated soils; using pesticides; working around the storm water management pond, creeks, steep ditches, and in environmentally sensitive zones; protection from dust and noise; for working in zones with wildlife which may include but is not limited to bears, deer, wolves, coyotes, wild turkeys, etcetera; working around cadets and operational zones; working on the green roof.***
- Safety and health risk or hazard analysis for site tasks and operations
- The use of personal protective equipment including those required for working around poisonous plants
- Procedures to be implemented during emergency situations
- **All necessary staff certifications must be attached to the plan including but not limited to working from heights certificates, chain saw certifications, first aid, WHMIS, Health and Safety Awareness Training for Supervisors and Employees, Pesticide Operators License, Pesticide Applicators License.**
- **All necessary MSDS/SDS sheets for all products used on-site must be included. Insure that the MSDS/SDS sheets are current.**
- **A binder will be kept on-site at 31 Shirley with up to date copies of all licenses, WSIB certifications, liability insurance, MSDS sheets, labels and a copy of all staff training certificates, service records, pest records and PestRec Forms.**

2. All employees must undergo site specific health and safety training and a Range Control safety briefing for the rules and regulations governing operations on the ranges and the base. The Technical Authority must co-ordinate arrangements for the Contractor to be briefed by the Health and Safety Officer and the Range Control Officer. The Site Authority will arrange a mandatory health and safety meeting to be held on-site prior to the commencement of the summer and winter. All Contractor's staff assigned to the site will be required to be in attendance. The Contractor will be responsible to notify the Technical Authority of all staffing changes so Range Control site specific health and safety training can be arranged for new employees.

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3. Annually submit an updated copy of the Contractor's Health and Safety Plan and site specific Health and Safety Plan. Ensure that the Health and Safety Policy and Violence and Harassment Policy are both dated and signed to confirm that they have been reviewed annually as required.

4. General Conditions

- .1 Continue to implement, maintain, and enforce plan until final demobilization from the site.
- .2 Relief from or substitution for any portion or provision of reviewed site-specific health and safety plan must be submitted to the Technical Authority in writing, either accepting or requesting improvements.
- .3 Update health and safety plan as required.

5. Responsibility

- .1 Contractor must be responsible for safety of persons and property on-site and for protection of persons off-site and environment off-site to the extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific health and safety plan.
- .3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, immediately stop work and advise the Technical Authority verbally and in writing.

6. Correction

- .1 Immediately address health and safety noncompliance issues identified by the Technical Authority.
- .2 Provide the Technical Authority with written report of action taken to correct noncompliance of health and safety issues identified.
- .3 The Technical Authority may stop work if noncompliance of health and safety regulations is not corrected.

7. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

8. The Contractor will provide a training report with supporting documented proof to demonstrate staff have received training to operate and maintain equipment they utilize on-site. Staff must have received training on Best Salt Management practices and winter maintenance training must include, but is not limited to: anti-icing and de-icing products and technologies, salt management plans, proper plowing techniques, equipment maintenance and calibration, material selection to mitigate environmental impacts, mitigating blowing snow, and winter maintenance management. Staff must date and sign the documentation that they have received the training. The Contractor will provide the Technical Authority with updated training records for all staff training during the life of this Contract.

## **2.17 Fire safety requirements**

The Contractor and its employees must understand and adhere to the following requirements:

Fires and the burning of rubbish are not permitted anywhere on this site. No smoking is allowed in hazardous zones. Precautions must be taken when smoking in non-restrictive zones.

Throughout this Contract the term "Chief Fire Inspector" must refer to the Unit Chief Fire Inspector or their delegated representative, as he/she may designate.

The handling, storage and use of flammable materials must be governed by the *National Fire Code of Canada*. If the work entails the use of any toxic or hazardous materials, chemicals and or explosive materials they must be directed to and cleared by the Technical Authority who will verify with the Chief Fire Inspector.

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Any questions or clarifications on Fire Safety in addition to the above must be directed, in writing, to the Technical Authority who will verify with the Chief Fire Inspector. The Chief Fire Inspector must be granted unrestricted access to the work site. The Contractor must cooperate with the Chief Fire Inspector during routine inspections of the work site. The Contractor must immediately remedy all unsafe fire situations observed by the Chief Fire Inspector.

## **2.18 Supervisors and Full time Employees**

### **Full time Supervisors duties**

The full time Supervisors must inspect the site daily, or more frequently as required, for the Section 3 requirements and weekly, or more frequently as required, for the Section 4 requirements to ensure all Contractual obligations are being met.

The full time Supervisors are responsible for ensuring that the full time employees are on-site during the mandatory hours stipulated in the approved Plan of Operation. If for some reason the full time employees are not on-site for any period of time during the mandatory hours stipulated in the Plan of Operation, the Supervisors must immediately notify the Technical Authority, verbally and in writing, and advise what measures are in place, to ensure that the work continues.

### **Daytime full time employees' duties**

A minimum of two daytime year round full time employees are required on the site to ensure that ongoing maintenance can be conducted around the operational requirements. Litter, including cigarette butts, is to be picked up on a continuous basis. The full time employees are required to implement snow removal operations, as per the Statement of Work, to ensure that the zone remains safe for pedestrian and vehicle traffic at all times. The full time employees, along with other staff the Contractor assigns to the site, are required to work towards completing all other tasks in the Statement of Work.

Employees are required to be working on-site in accordance to the hours stipulated in the **approved** Contractors Plan of Operation. If they leave the site for any reason they must sign out at 31 Shirley log book and sign back in when they have returned.

### **Winter nighttime full time employees**

A minimum of two winter nighttime full time employees are required on the site to ensure that ongoing maintenance can be conducted as per the operational requirements. The full time employees are required to implement snow removal operations, as per the Statement of Work, to ensure that the zone remains safe for pedestrian and vehicle traffic at all time. The full time employees, along with other staff the Contractor assigns to the site, are required to work towards completing all other tasks in the Statement of Work.

Employees are required to be working on-site in accordance with the hours stipulated in the **approved** Contractors Plan of Operation. If they leave the site for any reason they must sign out at 31 Shirley log book and sign back in when they have returned.

### **Part time Gardener duties**

If the Contractor wishes to change the part time Gardener named in the Contract, proof of their training must be provided to the Contract Authority in order to obtain acceptance.

The Part time gardener must be working on-site as stipulated in the **approved** Plan of Operation from May 1 to October 31. The gardener is required to provide horticultural technical expertise: to maintain the LEED designated RCMP NTTC landscape and green roof; to maintain all trees, shrubs and flowering plants; to provide pest identification and pest management in turf, trees, shrubs and flowering plants; and to ensure all the horticultural standards are being adhered to by all other Contractor employees as per the Statement of Work.

If Call-Ups are issued relating to trees, turf, shrubs and flowering plants the part time Gardener will provide technical expertise.

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## **SECTION 3 - SNOW REMOVAL**

### **3.1 Stock piling**

Snow removed from the RCMP NTTC and the RCMP Ammo depot must be dumped in the RCMP snow dump as per the Site Plan.

Snow removal for DND will be initiated by the Technical Authority in the form of a Call-Up and must be stock piled in the DND snow dump as per the Site Plan drawing.

The Contractor is responsible for all costs associated with moving and stock piling snow in the snow dump zones as indicated in the Site Plan drawing or designated stock piling zones as indicated by the Technical Authority. The Contractor is responsible for managing the snow dump zones to ensure the zones are utilized to their maximum capacity. The Contractor may be required to blow or pile the snow higher in the snow dump zones to maximize the use of these spaces, at their cost, if required by the Technical Authority.

All other snow may be pushed to the side of the roads and parking lots excluding the ammo dumps and along the range roads. Piled snow must not encroach on any parking spaces or obscure visibility for vehicular or pedestrian traffic. No snow may be stock piled on the Ranges at any time.

### **3.2 Safety**

The Contractor is responsible to treat all main roads, parking lots and walks as illustrated in the attached Site Plan drawing to ensure that they are safe for vehicle and pedestrian traffic. The Contractor must also ensure that vehicle access, to and from the property and municipal roads, is free of hazards that may interfere with safe flow of traffic. The Contractor is obliged to monitor the site according to the weather in the vicinity and apply ice melting or abrasive products as appropriate. In determining whether or not to apply these products in any particular circumstance, the Contractor must act reasonably, and apply the standards custom to the snow and ice maintenance industry.

### **3.3 Daily inspections**

The Contractor must inspect daily:

1. All exterior exit doors to ensure that no ice or snow accumulation prevents the doors from opening.
2. All entrances and emergency exits to ensure that they are cleared of snow and ice the width of the stairs and sidewalks and that no snow or ice obstructs access to ashtrays or waste receptacles.
3. All sidewalks, pathways around buildings and stairs to ensure all are clear of ice and snow to their full width.
4. The remainder of the site to ensure that all work has been completed according to the conditions of the Contract.

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

Building entrances, emergency exits, sidewalks, steps, doorways, ramps and parking for disabled persons must be free of snow and ice to bare pavement to their full width by the times stated below, seven (7) days a week. If snow accumulation occurs after this time, clearing of these zones will commence once there is an accumulation of four (4) cm. During ice forming conditions, ice-control agents will be applied to these zones as needed. Exterior heaters, gas shut off valves and vents located on all buildings and portables must be maintained clear of snow for access. All sea containers and storage bins must be accessible.

Roads, gates, ramps, loading dock zones, parking lots, access to main roads, and emergency vehicle routes will be clear of snow and ice to bare pavement to their full width by the times stated below, seven (7) days a week. If snow accumulation occurs after this time, clearing will commence once there is an accumulation of five (5) cm. During ice forming conditions, ice-control agents will be applied as required.

Priority of clearance - unless otherwise directed by the Technical Authority:



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Level 1 - 1 Lewis Gun, 7 Vickers Gun, 1 Lee Enfield, 4 Snider, 7 Bisley, 5 Shirley, 35 Shirley, Shirley Boulevard parking lots and all roads, except Perimeter Rd., are to be completed by **0600 hour**.

Level 2 – 1 Shirley, 3 Shirley, 5 Shirley, 7 Shirley, 9 Bisley, Pistol Ranges, Training Centres and Sprung Shelters are to be completed by **0700 hour**.

Level 3 – All other buildings, sea containers and parking lots, as identified on the Site Plan drawing, are to be completed by **0900 hour**.

Operational Level – Range Roads, Perimeter Rd, Rappel Tower, Grenade Range, Bivouac Sites, Gas Hut, Field Latrines, shooting structures and the OBIUA zones to be completed by **1000 hour, unless operational requirements dictate otherwise**. Weekly operational requirements will be issued on Fridays and updated daily as required, by Range Control.

Malibar Road must have the snow removed to bare pavement at all times. This is a health and safety issue due to the deep ditches on either side of the road. Contractor must provide detail in the salt management plan what procedures will be followed and what products will be utilized to meet this requirement *e.g.: anti-icing and pre-wetting for de-icing*. The section of Malibar Road at the Watts Creek culvert must have the guard rails cleared of snow to allow for drainage during melting conditions.

Gravel roads and gravel parking lots will be cleared as necessary to ensure the roads and parking lots are not damaged and to ensure vehicular and pedestrian safety. Hard packed snow will not exceed five (5) cm and then be maintained with a sand/grit/salt mixture for ice-control.

Alpha 2 training zone snow must be removed in a manner that allows for maximum frost penetration into the stone dust to freeze the zone thoroughly. The first few snow falls must be back dragged or plowed in a manner that leaves two (2) cm of snow cover. It is imperative that no stone dust is mixed into this two (2) cm of snow pack as it presents a ricochet hazard.

The grass zone of Alpha 2 must be cleared. A two (2) centimetre cover of snow must be left to prevent winter kill from exposure.

All snow, from the removal operations on Alpha 2, must be relocated to the west side of the range as per the Site Plan. When required, a Call-Up will be issued to relocate the snow from the west side of the range to the designated snow dump, as per the Site Plan.

All target facade clearing and debris cleanup will be performed with written approval from the Technical Authority in the form of a Call-Up. All target facades need to be cleared by hand to allow access. Facades may change as operational requirements dictate. Any wood debris from the facades must be cleaned up and removed as part of the Call-Up. Suspicious objects will not be tampered with, must be left in place and reported to Range Control immediately. Visible bullets, bullet fragments or bullet casings are not debris and must not be removed from site but must be reported to and removed by Range Control prior to continuing snow removal operations.

No platforms or raised shooting zones need to be cleared. Ice control agents for the stone dust and grass zones will be sand and stone dust. During ice forming conditions, ice control agents will be applied to these zones as needed.

The snowbanks on all range roads must be blown back once they reach forty-five (45) cm high. No snow may be blown onto the firing points or the bullet catchers on the ranges at any time. Snow windrows cannot impede Range access. A two vehicle parking zone and a turnaround zone must be plowed at the end of each of the range roads as designated in the Site Plan. Snow may be blown along the Range Parking lots as per the designated zones on the Site Plan. Snow cannot be blown onto the range safety berms. No snow may be piled south of the range fences or near the hydro poles as per the Site Plan.

Snowbanks, at all intersections, are to be winged back to enable clear visibility. Snow banks along roads, intersections and parking lots must not exceed one (1) metre in height at any time. A Call-Up will be issued if snow needs to be winged back on Perimeter Road, to provide clear visibility down the road.

Maintain a safe distance from all equipment, materials, gas pipes, sheds and sprung shelters within all compounds. The 7 Vickers Gun compound cannot have any snow piled within three (3) metres of the fence, inside or outside of the compound.

Ammunition compounds are high security zones and all work will be monitored in these zones.

The DND ammo compound is to have the snow blown over the fence away from operational zones as directed by the Technical Authority. Contractor must obtain the key from Range Control, 1 Lee Enfield, for the DND Ammo Compound. No snow piles are allowed on or around the fence of the DND ammo compound, as the zone must be visible at all times.

The RCMP ammo compound is to be cleared to the front entrance of the building and sea container. Snow can be piled temporarily inside the RCMP compound as per the Site Plan. When required, the Technical Authority will issue a Call-Up to move the piled snow to the designated snow dump zone as per the Site Plan. The Contractor must obtain the key from the RCMP NTTC, 5 Shirley Blvd., security staff from 0730 hours onwards and must be returned by 1530 hours.

Clearance of fleet vehicle parking zones at RCMP NTTC and 7 Vickers Gun must be completed with the co-operation of the Fleet Managers, who must move the vehicles to facilitate clearing the parking lots the full width. The Fleet Managers will contact the Contractor directly to coordinate snow clearing operations in these two (2) zones.

Installation of protective screening along the shrub bed at the south side of the RCMP Administration building is required to prevent salt damage to shrubs.

All gates must be maintained free of ice and snow to facilitate closing and opening of the gates.

All sea container and storage bins must be accessible.

The Biathlon ski trail zone, as per the Site Plan, must not be obstructed by plowed snow.

Proof of training and prior approval from the Technical Authority is required for any work performed using a grader on-site.

### **3.5 Clear snow and ice from target galleries**

No snow must be blown, piled or pushed into the target stanchions on any of the ranges, at any time. The walkways of the target galleries must have the snow blown over and out of the target gallery zones. The clearing of snow and ice from the target stanchions is NOT included herein.

As per the Site Plan drawing, clear snow and ice from the target galleries as follows:

1. Alpha1 Range - the stairs at the east side of the target gallery, the walkway access to the latrine, the walkway access to the shooting structures and the walkway for lanes 31 to 40.
2. The centre staircase between Charlie Left and Charlie Right.
3. Charlie Left - the stairs and walkway to access lanes 1-10.
4. Charlie Right - the stairs and walkway for lanes 31 – 41.

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5. Delta Range - the stairs at the east side of the target gallery and the stairs to the latrine and access door.

**3.6 Clear snow from fire route, fire hydrants, standpipes, fuel filler pipes, gas shut offs and air conditioners**

Keep fire routes, including routes to standpipes and access to fire hydrants clear of snow and ice at all times. Keep fire hydrants, fuel filler pipes, gas shut offs and air conditioners clear to a diameter of 250 cm.

**3.7 Clear snow from garbage and recycling dumpsters and cans**

Keep access to all garbage and recycling dumpsters and cans clear of snow and ice at all times.

**3.8 Clear snow from directional signs**

Directional signage must be free of snow obstruction.

**3.9 Ice-control agents**

The Contractor must submit a Salt management Plan. The Salt Management Plan must be submitted by ninety (90) days after contract award. This plan will be reviewed by the Site Authority and Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work. The Salt Management Plan must outline under the Best Practices section what products will be used and under what conditions.

Ice melter such as Landscaper's Choice, Geomelt or Ecosalt is to be used on steps, doorways, and entrance walkways. Products such as sand, white salt, treated salt such as Thawrox, and liquids such as Caliber M1000 and M2000 to be added to the treated salt are to be used in the parking lot and roads as per the approved Salt Management Plan. For gravel roads and gravel parking lots, ice-control agents may include grit, sand, gravel, salt. Excess ice-control agents will be removed when requested by the Technical Authority.

Storage boxes for ice-control agents will be provided by DND. Ice-control agent levels in bins are to be maintained as required. The Contractor will distribute the storage boxes prior to first snow fall as directed by the Technical Authority. The Contractor will return clean, empty storage boxes to the PWGSC compound for storage as directed by the Technical Authority, no later than May 15.

At the end of the snow removal season, the Contractor must report the amount of salt and other ice-control agents used on-site. After the spring thaw, all hard surfaces and grass zones must be free of ice-control agents by May 15.

**3.10 Snow piles**

Blown, plowed or piled snow is to be kept away from obstacles, including but not limited to, hydro and telephone poles or their guy wires, trees, shrubs, fences, memorial cairns, DND equipment displays, buildings and trailers, shrub and flower beds and planters.

Snow piled temporarily, with the written approval of the Technical Authority, will be removed within 24 hours after storm. Temporary snow piles must not obscure or impede visibility for vehicular or pedestrian traffic.

**3.11 Snow coverage on grass**

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

**3.12 Delineate walkways, approaches, catch basins, and curbs**

Walkways, approaches, catch basins and curbs must be delineated prior to first snow fall to provide guides for snow clearing. Snow markers will be removed with spring thaw.

The Contractor must advise the Technical Authority if curbs are in zones that impede snow removal operations that they would like to move at their own cost for the snow season and return upon completion

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of the snow season. The Contractor must arrange a storage zone for those curbs with the Technical Authority.

The Contractor is responsible for replacing any curbs damaged during this operation at their cost.

### **3.13 Catch basins and culverts**

Keep catch basins and culverts free of snow and debris and anything that interferes with the free flow of run-off water at all times.

### **3.14 Repairs**

Repairs to signs damaged by winter snow clearing will be completed to the satisfaction of the Technical Authority by May 15<sup>th</sup>. Repairs to curbs damaged by winter snow clearing will be completed to the satisfaction of the Technical Authority by May 15<sup>th</sup>. All curbs are to be realigned by May 15<sup>th</sup>. Repairs to buildings, walkways, turf zones, removal of ice-control agents, replacement of damaged shrubs and trees due to snow removal damage will be completed by May 15<sup>th</sup>.

### **3.15 Shrub protection**

Installation of protective screening along the shrub bed at the south side of RCMP NTTC is required to prevent salt damage to shrubs.

## **SECTION 4 - LANDSCAPE**

### **4.1 General Cleanup**

#### **1. Clear drains, catch basins**

Drains and catch basins must be free of all ice, litter, leaves, soil, or anything that will interfere with the free flow of runoff water.

#### **2. Sweeping**

All paved zones including parking lots, walkways, handicap ramps, loading dock zones, parade square and paved roads must be free of litter, dirt, sand and grit, by sweeping with a sweeper vacuum. The sweeping will be done by May 5 or as directed by the Technical Authority. All debris, grit and dust must be removed and disposed off-site.

### **4.2 Turf**

#### **1. Spring raking**

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

#### **2. Mowing grass**

**Range Maintenance will be conducted on Fridays unless otherwise instructed by the Technical Authority.** The Contractor must check in regularly throughout the day with Range Control to determine access times to mow on the ranges as operational requirements change frequently throughout the day. **The first 100 metres of all the ranges, the butt stops and around all the bullet traps must be completed by 07:30 hours.** After 07:30 hours, mowing can continue on the ranges as directed from Range Control. Range Control may advise that mowing may continue behind the line of fire until operational requirements dictate otherwise. Follow range safety rules and regulations as per the safety briefing received from Range Control.

If range mowing is restricted by operational requirements, the base and training zones will be available to crews mowing until the ranges are available again.

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**No mowing is permitted in the cadet and officers tent zones prior to 0600 hour due to the noise impact on the base residents.** Mowing in the Cadets camp and Officers camp zones and ranges will be subject to operational requirements.

Grass on the base and ranges must be maintained at a uniform height between seven (7) cm and ten (10) cm with no grass trimmings present on flower beds, walkways, paved or crushed stone zones. Mowing and trimming must be completed as a single operation. Mowers and line trimmers must not be used around the base of trees and shrubs. No scalping of the turf will be tolerated.

Grass on the butt stops and around the bullet traps, as per the Site Plan, must be maintained at a height of ten (10) to fifteen (15) cm to ensure that there is never thick undergrowth or tall grass impeding visibility or presenting a fire hazard.

Grass clippings may be left on the mowed zones provided that they are evenly distributed. If the Technical Authority determines, in association with the Fire Chief, that the quantity of clippings is excessive and pose a fire threat, the Contractor will be directed to rake and dispose of all clippings off-site.

The Regular Cutting Flail Mowing zone located at the cadet firing range is rough ground with visible stumps and rocks. A flail or hammer type mower is recommended for use in this zone.

### **3. Trim grass edges of beds and other turf edges**

Turf edges must be clearly defined by June 30 to maintain design layout and to ensure no overgrowth of the beds, walkways and curbs.

#### **4.3 Garden Beds**

The six (6) shrub beds located around the DND base and all the RCMP shrub beds are included in the Contract. The four (4) shrub beds located in the cadet camp are not included in this Contract.

##### **1. Shrub beds**

Shrub beds must be free of weeds and cultivated to allow for moisture and other nutrient penetration. In beds where there is mulch, the Contractor is responsible to supply and install mulch to maintain it to a depth of eighty (80) mm. Only shredded natural white cedar mulch, approved by the Technical Authority, is to be used on-site.

##### **2. Deadwood from shrubs**

There must be no dead, diseased or broken branches or dead flower heads in shrubs.

##### **3. Pruning shrubs**

Prune deciduous shrubs once a year. Remove up to 25% of older branches at ground level to force new shoots. Shearing is not acceptable. Maintain natural shape of species.

##### **4. Replacing shrubs and perennials**

Replace shrubs and perennials that, in the opinion of the Technical Authority, are no longer acceptable due to maintenance practices during the term of this Contract. Replace with the same species and the same size as the plants next to the replacements as directed in writing by the Technical Authority.

##### **5. Cultivate garden beds**

Garden beds and planters must be cultivated to ensure removal of weeds and debris. Nutrient materials must be added to ensure optimum flower display and plant vigour.

##### **6. Maintain garden beds**

Garden beds must be maintained to ensure faded blooms and weeds are removed. Dead, damaged, diseased or missing plants must be replaced. Ensure that the soil is kept moist and friable.

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**4.4 Trees:**

The Work, as per the Statement of Work, applies to trees in maintained zones only. If other trees require work outside of the maintained zones on-site then a Call-Up will be issued for this work.

**1. Prune suckers, dead, diseased or broken branches**

Written approval from the Technical Authority must be received before proceeding with any tree pruning work. Trees must be pruned to remove suckers, dead, diseased, or broken branches, and crossed or rubbing branches. Pruning work will be restricted to a maximum height of four (4) metres unless a certified arborist is undertaking the work.

**All work over the height of four (4) metres must be conducted by a certified arborist.** A Call-Up will be issued for all work over four (4) metres. All tree work conducted by the arborist must follow the *Arborist Industry Safe Work Practices*.

**2. Dead or dangerous trees**

All dead or dangerous trees up to 200 mm Diameter at Breast Height (DBH) must be removed to ground level as directed in writing by the Technical Authority.

**3. Branch clearance**

There is to be a minimum clearance of tree branches; four (4) metres over roadways and two (2) metres over walkways.

**4. Mulched tree rings**

Supply and install mulch to maintain existing mulch rings around tree bases to a depth of 8 cm. Mulch should not be in contact with tree trunk. Remove grass or vegetation within a 20 cm diameter around the trunk of all other trees. Only shredded natural white cedar mulch, approved by the Technical Authority, is to be used on-site.

**5. Hazardous conditions**

Report any conditions detrimental to plant health or public safety.

**6. Replace tree**

Replace all trees that according to the Technical Authority, have lost their aesthetic value due to improper maintenance during the term of this Contract. The Contractor must remove the unacceptable tree at the request of the Technical Authority, and replace it with one of the same species and size up to a maximum of 90 mm diameter for a deciduous tree and 300 cm high for conifers.

**4.5 Watering**

**1. Watering of garden beds, shrubs, trees and grass**

All existing vegetation must be watered as required to ensure plants receive enough moisture to sustain optimum aesthetic value and maintain vigour throughout the growing season.

**4.6 Pest Control**

Monitor all vegetation for the presence of pest and disease. Notify the Technical Authority of any infestations. Use Integrated Pest Management practices such as traps, water blast, physical removal or pruning. Do not apply any registered chemical control unless approved in writing by the Technical Authority. Keep records of plant condition, positive pest identification and corrective actions taken to combat pest and disease. Keep PestRec forms and all other required documentation in the binder on-site at 31 Shirley.

**4.7 Sports Zone Maintenance**

Advise the Technical Authority when the work is scheduled so an inspection can be conducted to verify the tasks have been completed.

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**1. Volley ball court maintenance June 1 – August 31**

Once a week level sand and remove all foreign objects including all vegetative growth from inside the volley ball court zone. Once a month remove sand from surrounding grass.

**2. Volley ball court maintenance May 1-31, September 1- October 31**

Once a month level sand and remove all foreign objects including all vegetative growth from inside the volley ball court zone. Once a month remove sand from surrounding grass.

**3. Sports track and ball diamonds June 1 – August 31**

Harrow the sports track and ball diamonds gravel surfaces bimonthly from June 1 to August 31 to prevent weeds. Remove and dispose of all weeds from stone dust surface.

**4. Sports track and ball diamonds May 1-31, September 1- October 31**

Harrow the sports track and ball diamonds gravel surfaces once a month in May, September and October to prevent weeds. Remove and dispose of all weeds from stone dust surface.

**4.8 Winter preparation**

Advise the Technical Authority when the work is scheduled so an inspection can be conducted to verify the tasks have been completed.

**1. Garden beds**

Garden beds must be prepared for winter by trimming perennials, weeding and raking the soil.

**2. Remove fallen leaves**

Leaves must be mulched or raked and removed from site whenever fallen leaf accumulation exceeds 40% of a square metre of any surface. All mulched leaves must be spread evenly to avoid damages to the turf. If the Technical Authority determines that the quantity of mulched leaves is excessive the Contractor will be directed to rake and dispose of all mulched leaves off-site.

**4.9 Green roof**

**1. Safety**

The Contractor must ensure all employees doing maintenance on the green roof have Fall Protection/ Working from Heights certification.

**2. Sopranature maintenance**

The SOPRANATURE system must be maintained as per the supplier's instructions, [www.soprema.ca](http://www.soprema.ca)

**3. Green roof maintenance staff**

All work undertaken on the green roof must be completed under the direct on-site supervision of the part time Gardener.

**4. Clear drains**

Drains must be free of all litter, leaves, soil, vegetation, or anything that will interfere with the free flow of runoff water.

**5. Watering**

All vegetation must be watered as required to ensure optimum aesthetic value and to maintain vigour throughout the growing season.

**6. Plant maintenance**

Provide maintenance of all vegetation, including fertilizing, mowing, weeding, pruning and other incidental maintenance deemed necessary to ensure healthy plant material.

The grass on the green roof is to be cut to a height of ten (10) to fifteen (15) cm twice a year as authorized by the Technical Authority. Approximate timing of the cuts is June and September. The grass clippings are to be removed immediately after mowing has been completed.

Provide spring cleanup and winter preparation of planted zones including cleanup of drain inspection boxes within planting zones. Fertilizing requirements will be determined by the Technical Authority. All zones not designated for vegetation such as gravel zones, pavers, and drains must be free of vegetation.

If infilling of bare spots with seed or replacing eroded substrate is required, the Technical Authority will issue a Call-Up for this work.

#### **7. Green roof inspections**

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

#### **8. Maintenance visit documentation form**

A Maintenance Visit Documentation Form will be completed after each visit to document what maintenance procedures were carried out. This form is to be submitted to the Technical Authority within one (1) business day after the visit.

The Contractor must advise the Technical Authority when the work is scheduled to be done so that the Technical Authority can verify that the work has been completed as per the Statement of Work.

### **SECTION 5 - SPECIAL OPERATIONS**

Contractor must have written approval from the Technical Authority in advance of performance of any of the following operations. The Contractor must give prior notice to the Technical Authority when the work will be undertaken so the Technical Authority can verify that the work is completed.

#### **1. Berms**

The safety berms on the ranges, identified on the Site Plan, are to be cut to a height of 7.5 cm as directed by the Technical Authority. The Alpha 1 and Delta safety berms include the back of the Butt Stop berm as indicated in the site plan.

The safety berms include the zone from the toe of the slope to the top of the berm.

The berm at the cadet camp is to be cut to a height of 7.5 cm as directed by the Technical Authority.

#### **2. OBUA structures**

The grass around the OBUA building is to be cut to a height of 7.5 cm as directed by the Technical Authority.

#### **3. Lagoon road**

The snow must be cleared to the full width of the road with a turnaround zone at the camera location.

#### **4. Cadet compound**

This compound must be cleared of snow as directed by the Technical Authority.

#### **5. Perimeter fence clearing, gates and compound fences**

The perimeter fence and gates and all the compound fences will be cleared as directed by the Technical Authority. This includes mowing the grass and removing all vines, weeds, brushwood, shrubs and tree limbs including fallen trees, to a width of two (2) metres on both sides.



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## 6. Sweeping

In addition to sweeping required in Statement of Work Section 4.1.2, the DND parade square and RCMP parking lots are to be swept as and when requested in writing by the Technical Authority. These zones are to be free of litter, dirt, sand and grit, by sweeping with a self-contained sweeper/vacuum. All debris, grit and dust must be removed and disposed off-site.

## 7. Mowing out of season

Provide rates for mowing out of season based upon a cost per square metre. Zones to be mowed will be determined by the Technical Authority and identified in the Call-Up.

## SECTION 6 - EXTRA WORKS

### 1. Extra work

The Contractor will provide services and materials for extra work on an “as and when requested” basis where charges must be made for actual materials used, actual hours of a labourer and/or actual equipment with operator costs.

Estimates or amendments to estimates for extra work are to be provided by the Contractor to the Technical Authority within two (2) working days as per the sample format. A Call-Up must be obtained from the Technical Authority prior to conducting any extra work.

Additional hours and materials must have prior approval from the Technical Authority. The Call-Up will then be amended to reflect the additional hours and materials.

Advise the Technical Authority when the Call-Up work will be completed so an inspection can be conducted to verify the tasks have been completed as per the Statement of Work on the Call-Up.

## SECTION 7 - GLOSSARY OF RANGE TERMS AND SPECIFICATIONS

**Bullet Catchers:** A sand or sand sawdust bullet catcher must be provided to prevent back splash, to limit the ejection of bullet fragments and to assist with marking the shots. The forward slope of the bullet catchers must not be less than the horizontal plane of the safety berm.

### **Bullet Catcher and Pistol Range Sizes:**

Sizes are approximate and subject to change.

Alpha 1 Range: Bullet trap is 193.6 metres x 8.0 metres = 1,548.80 metres square.

Alpha 2 Left Range: Bullet trap is 86.5 metres x 7.8 metres = 674.70 metres square.

Alpha 2 Left Range: Bullet trap is 89.1 metres x 8.2 metres = 730.62 metres square.

Bravo Range: Bullet trap is 48 metres x 8.2 metres = 393.60 metres square.

Charlie Left Range: Bullet trap is 145.1 metres x 6.1 metres = 885.11 metres square.

Charlie Right Range: Bullet trap is 222.9 metres x 6.1 metres = 1,359.69 metres square.

Delta Range: Bullet trap is 109.4 metres x 5.8 metres = 634.5 metres square.

Pistol Range 1: Bullet trap is 25 metres x 6 metres = 150 metres square.

Pistol Range 1: Butt stop bullet trap is 21.7 metres x 6.5 metres = 143 metres square.

Pistol Range 2: Bullet trap is 25 metres x 6 metres = 150 metres square.

Pistol Range 3: Butt stop bullet trap is 23.1 metres x 6.5 metres = 149.5 metres square.

Pistol Range 4: Butt stop bullet trap is 22.3 metres x 6.5 metres = 144.95 metres square.

Pistol Range 5: Bullet trap is 25 metres x 6 metres = 150 metres square.

Pistol Range 6: Bullet trap is 25 metres x 6 metres = 150 metres square.

Pistol Range 6: Butt stop bullet trap is 22.9 metres x 6.5 metres = 148.85 metres square.

**Butt:** The butt encompasses the zones between the Mantlet and the Stop Butt. It includes the target gallery, target stanchions and the butt stops.

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**Danger Zone Template:** Each specific weapon and ammunition combination has a distinct danger zone template. This template is the zone describing the danger zone of a single weapon firing that ammunition on a fixed line.

**Firing Points (Pistol Range):** The firing points are the zones where the shooters stand or lay to fire their weapons.

**Mantlet:** Has soil in the front of a concrete wall with a rearward projecting overhang that protects the personnel in the marker's gallery while they are marking targets. Soil berm in front of concrete wall protects and reduces the number of ricochets from low shots.

**Safety Berm:** Earthen mound running perpendicular to the stop butts in between the ranges to protect from ricochets.

**Stop Butt:** Earthen mound which blocks the flight of the projectile, prevents ricochets and allows the markers to see, with some exactness, where the bullet went. The butt stop ensures that the bullet is captured well short of its potential maximum ricochet range to prevent the widespread distribution of heavy metals and to ensure the safety of personnel beyond the limits of the range facility. The construction materials for butt stop will generally be sand and clay with sand or sand sawdust bullet catchers. Construction materials must be free of stone and other hard objects that pose a ricochet hazard.

**Target Galleries:** Also known as the **marker's gallery** is the concrete zone behind the mantlet where the target stanchions are located. It has a protective concrete projection overhead.

**Target Stanchions:** Are the zones where the target frames are bolted in.

**Tunnelling:** Is caused by the repeated impact of bullets in a concentrated zone resulting in the ejection of butt stop materials and the formation of deep depressions. The resultant deformation of the butt stop shape will alter the ricochet trajectories and will pose a safety hazard.



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité  
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SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
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Canada





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Gouvernement du Canada

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non ☐ Oui
- If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non ☐ Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

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

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

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

Only security screened personnel must be utilized.

Special comments:  
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non ☐ Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non ☐ Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non ☐ Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non ☐ Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non ☐ Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non ☐ Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non ☐ Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EJ198162421 Revised#1

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

**ANNEX D**

**Public Works and  
Government Services Canada**

**Exterior Site Maintenance  
General Requirements**

<b>SNOW CLEARING DAILY MAINTENANCE SCHEDULE</b>							
SITE: _____ CONTRACT NO.: EJ196-_____ WEEK OF: _____							
<b>This is to verify that the following areas are clear (c) fallen or drifting snow and ice, and/or have been salted (s) or sanded (sn) - including the use of chip stone as per Section 2 of this contract.</b>							
LOCATION	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
	<b>Note timeframe work completed - including ice control measures.</b>						
Sidewalks & Handicap Ramps							
Roadways, ramps & gates							
Parking Lots							
Fire Routes, hydrants, standpipes							
Doorways and emergency exits to buildings, sea containers and portables.							
A. C. Units or other mechanical areas							
Culverts, drains, downspouts							
Loading Docks							
Fuel Filler Pipes & Pumps							
Roof ladders							
Refuse Bins							
Litter Picked Up							
Remarks:							
Supervisor's Initials							
Time Supervision Completed							

**DATE:** \_\_\_\_\_

**NAME OF SUPERVISOR:** \_\_\_\_\_

**CONTRACTOR'S SIGNATURE:** \_\_\_\_\_

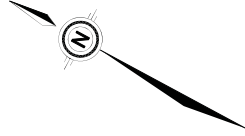
**Public Works and  
Exterior Site Maintenance  
Government Services Canada**

LANDSCAPE DAILY MAINTENANCE SCHEDULE							
SITE: _____		CONTRACT NO.: EJ196- _____		WEEK OF: _____			
This is to verify that the following operations have been performed as per specifications. Please indicate time work completed.							
TASK LIST	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
Raking							
Garbage Pickup							
Sweeping Parking Lots & Roads							
Sweeping Walkways							
Clearing Catch basins							
Cultivating Beds							
Mulching							
Pruning Trees & Shrubs							
Weeding Beds							
Trimming							
Watering							
Mowing Turf							
Pest Control							
Remarks:							
Supervisor's Initials							
Time Supervision Completed							

**CONTRACTOR'S SIGNATURE:**



Annex "E"

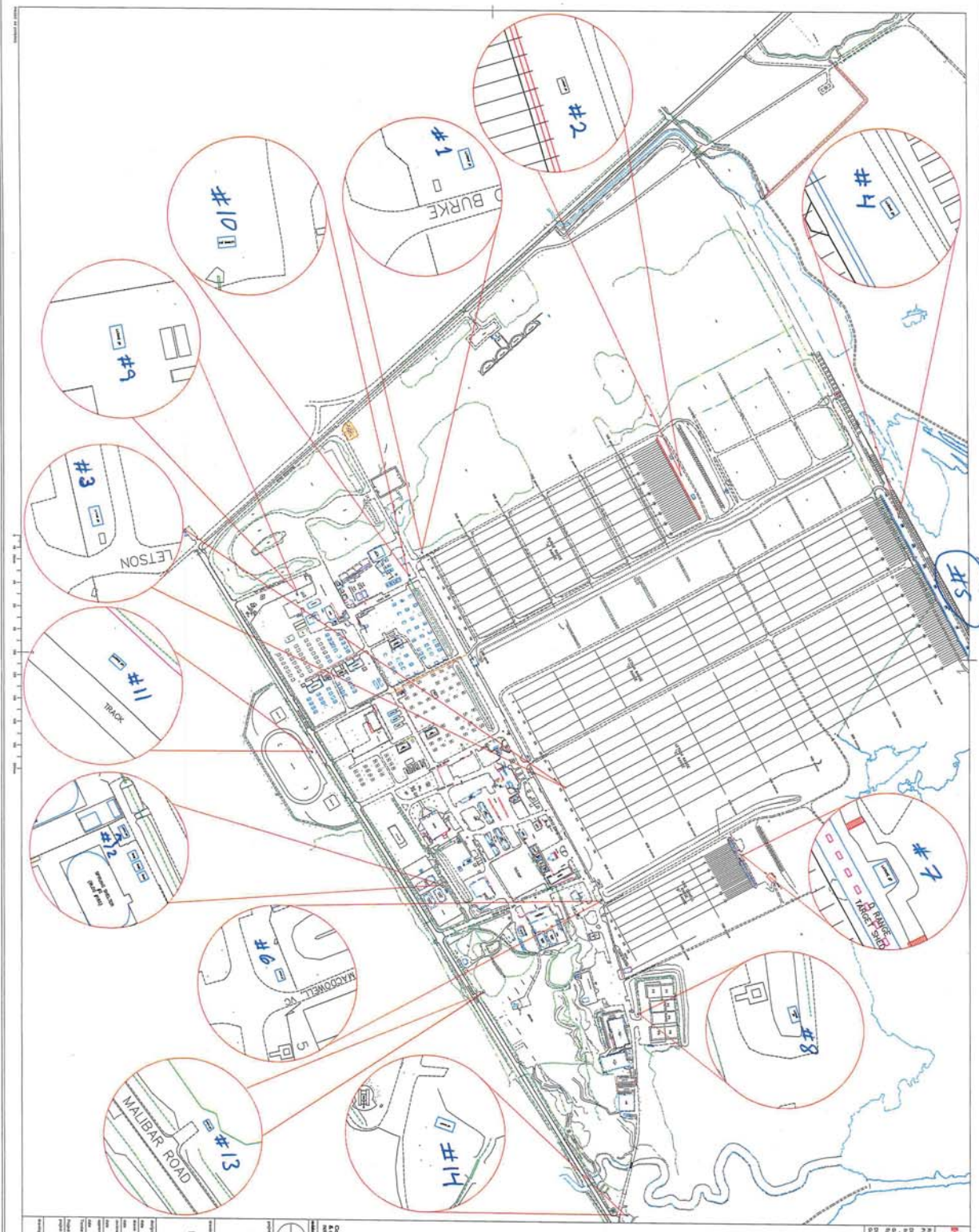


NOV. 26/2013

Canada

Public Works and  
Government Services  
Canada  
Travaux publics et  
Services gouvernementaux  
Canada





**RECEIVED**  
AUG 13 2015

CONSTRUCTION TO COMPLETION OF DISSEMINATION  
OF INFORMATION TO THE PUBLIC AND TO THE MEDIA  
AND TO THE PUBLIC AND TO THE MEDIA

CONNAUGHT RIFLE  
RANGE

OTHER, CONTINUED

LATITUDE LOCATION  
PLAN

Feature	Symbol	Notes
1. 100' SCALE		
2. 100' SCALE		
3. 100' SCALE		
4. 100' SCALE		
5. 100' SCALE		
6. 100' SCALE		
7. 100' SCALE		
8. 100' SCALE		
9. 100' SCALE		
10. 100' SCALE		
11. 100' SCALE		
12. 100' SCALE		
13. 100' SCALE		
14. 100' SCALE		
15. 100' SCALE		

22

RECEIVED  
AUG 13 2015

[illegible]

name	qualification	date
	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <div style="border-right: 1px solid black; width: 50%; text-align: center;">A</div> <div style="width: 50%; text-align: center;">C</div> </div> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <div style="border-right: 1px solid black; width: 50%; text-align: center;">A</div> <div style="width: 50%; text-align: center;">B C</div> </div> </div>	

CONNAUGHT RIFLE  
RANGETHE LOCATION  
PLAN[illegible]

1-2

Map of the Coast of the State of New York

gate 5560

#20  
TOWER  
BATTERY

#21  
#22

#23  
#24

#25  
#26

#27


#28  
#29

#30

LEGEND:

- [illegible]

Contractor to verify all dimensions & conditions on site and immediately notify the engineer of all discrepancies.

revisions	description	date
	<p>A. detail no. no. of detail</p> <p>B. location drawing no. sur. of test no.</p> <p>C. drawing no. detail no.</p>	

projet	projet
--------	--------

CONNAUGHT RIFLE  
RANGE

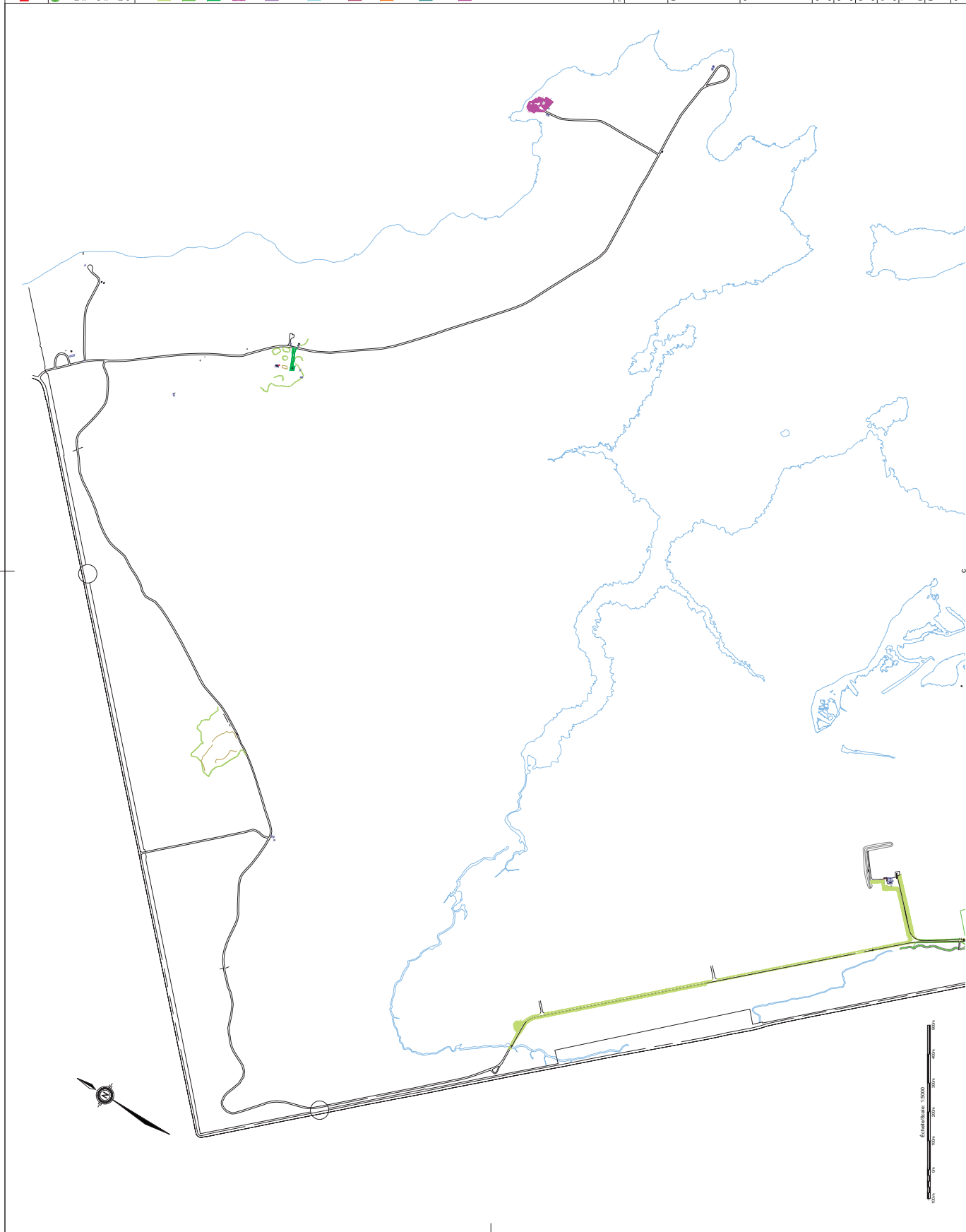
OTTAWA, ONTARIO

GRASS CUTTING PLAN/  
COUPE DE GAZON  
2016-2022

designed	-
date	-
drawn	J. De Cuthis
date	2010-01-27
revised	-
date	-
approved	-
date	-
Project Manager	K. Toole

EJ196-16-2421

drawing no. L-C270-9301-8-102B





[illegible]

Contractor to verify all dimensions & conditions on site and immediately notify the engineer of all discrepancies.

divisions	description		date
		<p>A detail no. no. du detail</p> <p>B location drawing no. sur dessin no.</p> <p>C drawing no. dessin no.</p>	

## CONNAUGHT RIFLE RANGE

OTTAWA, ONTARIO

GRASS CUTTING PLAN/  
COUPE DE GAZON  
2016-2022

[illegible]

drawing no.	no. du dessin
L-C270-9301-8-101B	



Real Property Branch  
Architectural and Engineering Services Sector  
Direction générale des biens immobilières  
General Services Directorate of the GRC  
Geomatics Directorate  
Spatial Information Management  
Division Géomatique  
Gestion de l'information spatiale

LEGEND / LEGÈNDE:

- REGULAR REMOVAL DNG/ DÈNÈGÈMÈNÈT HABITUEL 2,057 m<sup>2</sup>
- REMOVAL AS REQUIRED DNG/ DÈNÈGÈMÈNÈT AU BÈSÈN 2,058 m<sup>2</sup>
- SNOW DUMP DNG/ ENVOI DE DÈCHARGE POUR LA NÈGE MON 4,196 m<sup>2</sup>
- REGULAR REMOVAL COB/ HABITUEL BÂT DE COMBAT RAPPROCHÈ DE LA GRC 2,540 m<sup>2</sup>
- REGULAR REMOVAL HABITUEL SÂLE DE TIR INTÈRIEUR DE LA GRC 3,825 m<sup>2</sup>
- REGULAR REMOVAL NTC/SCRP/ DÈNÈGÈMÈNÈT HABITUEL, CÈNÈTÈ NÂTIONÂL 2,879 m<sup>2</sup>
- REGULAR REMOVAL SBT/FCMP/ DÈNÈGÈMÈNÈT HABITUEL, BÂT DE LA PÂRÀLÈLÈ À L'ÈNÈNÈT PAR SIMULÂTION DE LA GRC 2,116 m<sup>2</sup>
- SNOW DUMP NTC/FCMP/ ENVOI DE DÈCHARGE POUR LA NÈGE, CÈNÈTÈ NÂTIONÂL DE FORMÂTION 1,440 m<sup>2</sup>

Contractor to verify all dimensions & conditions on site and immediately notify the engineer of all discrepancies  
L'entrepreneur doit vérifier toutes les dimensions et conditions sur le terrain et aviser immédiatement l'ingénieur de tout écart.

revision	description	date
A	As issued	
B	Issued drawings	
C	Drawings	

PROJECT  
CONNAUGHT RIFLE RANGE/  
CHAMP DE TIR CONNAUGHT  
OTTAWA, ONTARIO

DRAWING  
SNOW REMOVAL PLAN/  
PLAN DE DÈNÈGÈMÈNÈT  
2016-2022

designed	checked
date	date
drawn	drawn
date	date
revised	revised
date	date
approved	approved
date	date

PROJECT NO. EJ198-16-2421  
PROJECT NO. NO. DU PROJET  
PROJECT NO. NO. DU PROJET  
PROJECT NO. NO. DU PROJET

PROJECT NO. NO. DU PROJET

PROJECT NO. NO. DU PROJET

PROJECT NO. NO. DU PROJET

PROJECT NO. NO. DU PROJET

PROJECT NO. NO. DU PROJET

PROJECT NO. NO. DU PROJET

PROJECT NO. NO. DU PROJET

PROJECT NO. NO. DU PROJET

Real Property Branch  
Architectural and Engineering Services Sector  
Direction générale des biens immobilières  
Secteur Services d'architecture et de génie

---

Economics Directorate  
Spatial Information Management  
Direction Géomatique  
Généralisation de l'information spatiale

LEGEND: / LÉGENDE:

REGULAR REVENUE DND REVENUE HABITUEL 214 027 \$	REVENUS AS REQUIRED DND REVENEMENT AU SECON MON	SNOW DUMP DND ENROIS DE DÉCHARGE POUR LA NEIGE DND 4 086 \$	REGULAR REVENUE CQB REVENUE HABITUEL BNT DE COMBAT RAPPROCHE DE LA GRC 2 560 \$	REGULAR REVENUE REVENUE HABITUEL INTERIEUR DE LA GRC.	REGULAR REVENUE REVENUE HABITUEL INTERIEUR DE LA GRC.	REGULAR REVENUE REVENUE HABITUEL NATIONAL 2 179 \$	REGULAR REVENUE REVENUE HABITUEL NATIONAL 2 179 \$	REGULAR REVENUE REVENUE HABITUEL PAR SIMULATION DE LA 2 116 \$	SNOW DUMP NTTC (CQB) ENROIS DE DÉCHARGE POUR LA NEIGE, COMBAT 1 407 \$
---	---	--	--	---	---	---	---	---	---

Contractor to verify all dimensions & conditions on site and immediately notify the engineer of all discrepancies

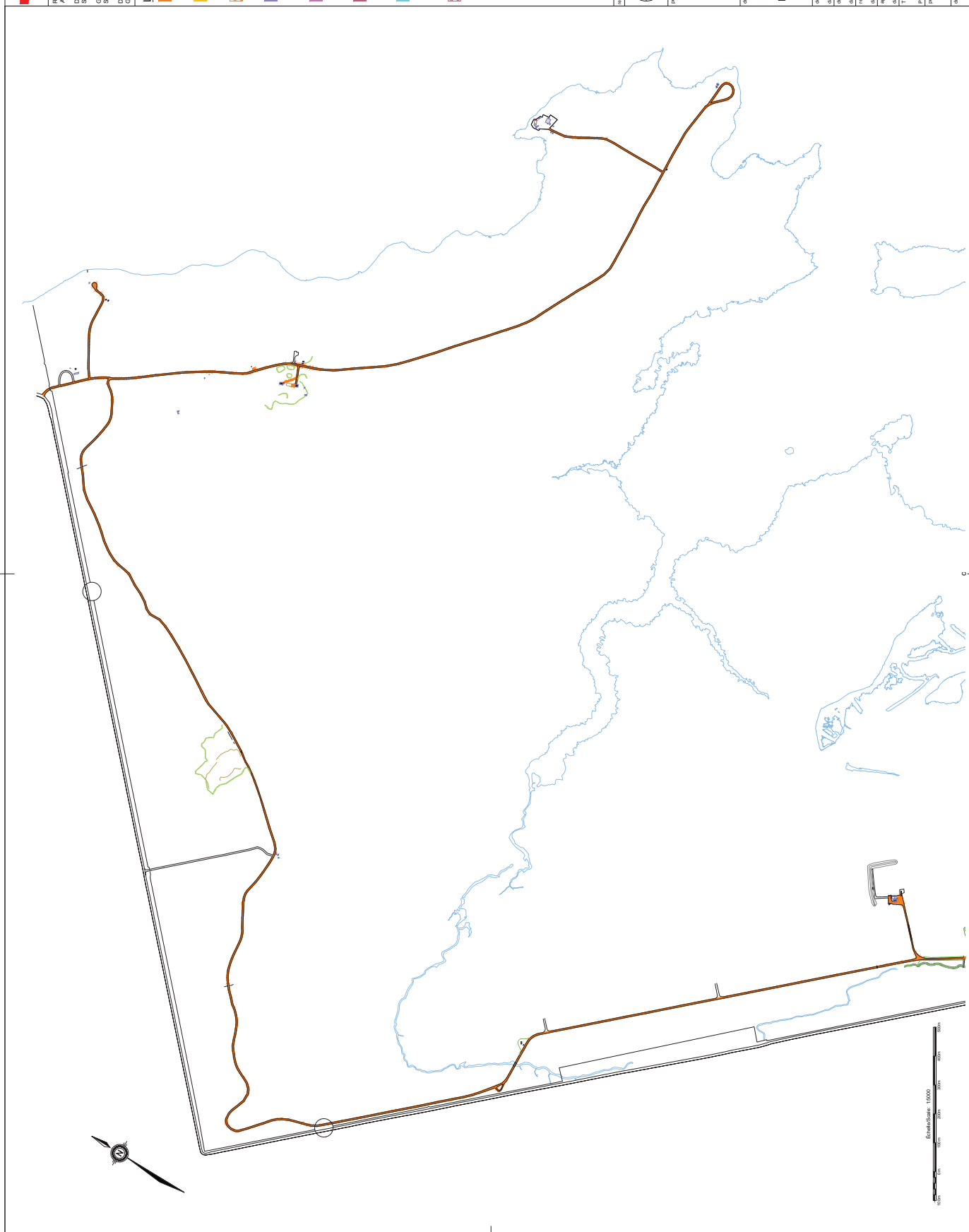
revisions	description	date
	A detail no. no. of detail B location drawing no. C detail no.	

project  
CONNAUGHT RIFLE  
RANGE/  
CHAMP DE TIR  
CONNAUGHT  
OTTAWA, ONTARIO

dessin	SNOW REMOVAL PLAN/ PLAN DE DÉNEIGEMENT 2016-2022
--------	--

assigned				conçu
drawn	zwn			dessiné
date		J. De Cuyts		
revised		2016-01-27		examiné
date				
approved				approuvé
date				
author	K. TOOLE			Soumission
project Manager				Administrateur de projets
project no.				no. du projet

EJ196-16-2421	no. du dessin
L-C270-9301-7-102B	





## Pesticides Records Keeping System

### PFO/PFM INFORMATION

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

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

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

☐ Reason for Application:

☐ Cosmetic:

☐ Operational:

### LICENSEE INFORMATION

Company Name

Province

License Class

License Number

Expiry Date

RPP Fit Tested

RPP Exp. Date

### APPLICATION INFORMATION

Date Action Occured

PCP Registration Number

Amount of Product Used

Application Rate:

Target Pest - SEE TABLE 1

Application Sites

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



Annex “J”

Purpose

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

Supervisor/Inspector

Method of Application – SEE TABLE 2

Temperature (°C)

Wind Speed (KM/Hour)

Wind Direction

General Weather Condition

Unusual Circumstances

Relative Humidity (%)

Pesticide Storage Location

Reports

Annex K : Quote form for Extra Work Category

Contract Number:

Date:

Location of work:

Description of work:

	Estimated	Hourly Rate	Total
--	-----------	-------------	-------

Services:

Labour	2	\$30.00	\$60.00
Backhoe	2	\$95.00	\$190.00

\$250.00

13 % HST on Services

\$32.50

Total Services

\$282.50

Materials:

3 - 3 gallon Spirea ' Goldflame'	3	\$10.00	\$30.00
5 yards topsoil	5	\$16.00	\$80.00
Mulch	4	\$45.00	\$180.00

Subtotal

\$290.00

10 % Mark-up on Materials

\$29.00

Subtotal

\$319.00

13% HST on Materials and mark-up:

\$41.47

Total Materials

\$360.47

Total Services and Materials

\$642.97

## Annex L

**Public Works and  
Government Services  
Canada**

### **Green Roof Maintenance Sheet**

**Page 1 of 1**

**Contract Number:** \_\_\_\_\_

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

**Photo Documentation Conducted:**

☐ Yes ☐ No

**Building Location:** \_\_\_\_\_

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

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

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

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

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

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

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

**(Date) Employee**

**Actions Taken**

**Hours or # Plants**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Species Identified:** \_\_\_\_\_

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

**Weeds Identified:** \_\_\_\_\_

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

**Further Recommendations:**

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

# HAZARD ASSESSMENT FORM FORMULAIRE D'ÉVALUATION DES DANGERS

WSMS No. - N° du SGST	Performed by - Effectué par Kevin Toole		
Project No. - N° de projet	Date	Project Description - Description de projet Connaught Grounds Maintenance	
Project Manager - Gestionnaire de projet Kevin Toole			

Hazard	Danger	Yes	No	N/A	Mitigating Safety Measures Mesures de sécurité et d'atténuation	Lifting Hazards (Material Handling) Danger lié au levage d'objets (manutention)	Hoarding Danger lié à la palissade de chantier	Environment Hazard (Asbestos / Lead / Mold) Danger lié à l'environnement (amiante, plomb, moisissure)	Dust Danger lié à la poussière	Confined Spaces Danger lié aux espaces clos	Electrical Danger lié à l'électricité	Fall Hazards Danger de chute	Chemical Hazards Danger chimique	Shoring protection Danger lié à l'étagage	Explosion Hazard Danger d'explosion	Traffic Hazards Danger lié à la circulation	Other (Specify) Autre (préciser) Exposure to DND munitions.
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand shovelling snow - use ergonomic lifting techniques, warm up, pace yourself. Main pelleter de la neige - utilisez des techniques de levage ergonomiques, réchauffer, votre rythme. Matériel handling - follow ergonomic lifting techniques. Manipulation du matériel - suivez les directives ergonomiques pour la manutention des matériaux.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lead contaminated bullet traps - avoid contact with the bullet traps. à balles.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Green roof - fall arrest training and PPE required. Recommend two employees be present on the roof at all times. Toit vert - la formation antichute est nécessaire et l'équipement de protection individuelle. Deux employés doivent être présents sur le toit, à tout moment.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follow WHMIS 2015 guidelines when handling any chemicals. Suivez SIMDUT 2015 lignes directrices lors de la manipulation des produits chimique.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have traffic plan in place when working on or near roads. Avoir plan du circulation en place lorsque vous travaillez sur ou près des routes.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Avoid all munitions and report to Range Control. Éviter toutes les munitions et faire rapport au poste de contrôle du polygone. Avoid contact with noxious weeds, wear proper PPE when working in the infested areas. Éviter le contact avec les mauvaises herbes nuisibles, porter de l'EPI approprié lorsque l'on travaille dans les zones infestées.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>