



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Réception des soumissions - TPSGC / Bid  
Receiving - PWGSC  
1550 Avenue d'Estimauville  
1550 D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7

## 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

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

TPSGC - PWGSC  
601 - 1550 Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Title - Sujet</b> Entretien terrains - IML	
<b>Solicitation No. - N° de l'invitation</b> EE517-151303/B	<b>Date</b> 2016-06-23
<b>Client Reference No. - N° de référence du client</b> EE517-151303	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCW-028-16794	
<b>File No. - N° de dossier</b> QCW-5-38337 (028)	<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 2016-08-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Simoneau, Steve	<b>Buyer Id - Id de l'acheteur</b> qcw028
<b>Telephone No. - N° de téléphone</b> (418) 649-2816 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Institut Maurice Lamontagne, Mont-Joli, Qc.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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QCW-5-38193

Id de l'acheteur - Buyer ID  
qcw028  
N° CCC / CCC No./ N° VME - FMS

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### **IMPORTANT NOTICE TO BIDDERS**

#### **THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

For further instructions please consult article 6.1 Security Requirement - RESULTING CONTRACT CLAUSES

#### **Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Steve Simoneau by e-mail to [steve.simoneau@tpsgc-pwgsc.gc.ca](mailto:steve.simoneau@tpsgc-pwgsc.gc.ca).

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646(Toll free).

#### **Support the use of apprentices**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex \_\_\_\_\_. *<insert annex>*

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**TITLE: « GROUNDS MAINTENANCE – MAURICE LAMONTAGNE INSTITUTE»**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirement**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - 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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

## **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* (<http://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.

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

Delete: 60 days  
Insert: 240 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.

**Tenders can be transmitted by fax to 418-648-2209.**

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to [steve.simoneau@tpsgc-pwgsc.gc.ca](mailto:steve.simoneau@tpsgc-pwgsc.gc.ca), the Contracting Authority no later than ten (5) 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.

### **2.4 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.

## **2.5 Applicable Laws**

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

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 Optional site visit**

There will be a site visit on **July 13, 2016 at 10h00**. Interested bidders are to meet at the main building of the Maurice Lamontagne Institute, at 850 route de la Mer, Mont-Joli, Québec. Please confirm your attendance by email at least 24 hours prior by contacting Steve Simoneau, the contract authority.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Section I: Financial Bid (1 hard copy)  
Section II: Certifications

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

#### **Section I: Financial Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.



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## **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.

#### **4.1.1 Mandatory Criterias at Bid closing:**

Bidders must complete the Annex B: "Basis of Payment" .

#### **4.1.2 Financial Evaluation**

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price of - Basis of Payment will be recommended for award of a contract.

### **4.3 Security**

In order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Therefore, please allow a 6 to 8 months delay in order to receive the Security Clearance.

#### **4.3.1 Bidder Sponsorship**

Please note that only the lowest two bidders will be considered for the sponsorship.

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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may 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.

#### 5.1.2 Integrity Provisions – List of Names and Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

## PART 6 - RESULTING CONTRACT CLAUSES

### 6.1 Security Requirement

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 E;
  - (b) Industrial Security Manual (Latest Edition).

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Specification at Annex "A".

### 6.3 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* (<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The initial period of the Contract is from May 1<sup>st</sup> 2017 to April 30<sup>th</sup>, 2018 inclusive with four (4) years in option.

#### 6.4.2 Period to Perform the Work of Grounds Maintenance

The period of Works to be performed is from **May 1 to November 30 of each year**.

#### 6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment and the conditions enumerated in the following paragraph.

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Canada may exercise this option at any time by sending a written notice to the Contractor at least **30 calendar days before the Contract expiry date**. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Steve Simoneau  
Title: Supply Officer  
Public Works and Government Services Canada  
Telephone: (418)649-2816  
Facsimile: (418)648-2209  
E-mail address: steve.simoneau@tpsgc.gc.ca

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

### **6.5.2 Project Authority (Client Contact to be specify in the Contract by PWGSC)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### **6.5.3 Contractor's Representative**

Name and telephone number of the person responsible for:

#### **(a) Contract Manager:**

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

#### **(b) Services Follow-up:**

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

## 6.6 Payment

### 6.6.1 Basis of Payment - Firm Prices for Mandatory scope of work

1. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid monthly firm prices of \$\_\_\_\_\_ (**will be completed at contract award**) as indicated in the following section. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into work.

### Basis of Payment - "As and When Requested" Work

1. Any costs incurred for **Extra Work** in accordance with Annex B shall be paid, on an "as and when requested" basis, in accordance with the Specification, Annex A, after completion, inspection and acceptance of the work performed.
2. Canada will not pay the Contractor for any design changes, modifications or interpretations of the work, unless these design changes, such amendments or interpretations have been approved in writing by the Department Representative.
3. **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.

### 6.6.3 Limitation of expenditure – Total

1. Canada's total liability under the "as and when requested" portion of the Contract shall not exceed \$\_\_\_\_\_ (will be completed at contract award). Applicable Taxes are extra, if applicable.
2. 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.

The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor shall notify the Contracting Authority in writing as to the adequacy of this sum when:

- (a) it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority.

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\*whichever comes first.

3. In the event that the notification refers to inadequate funds, the Contractor shall 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.

#### **6.6.4 Limitation of price**

C6000C (16/05/11), Limitation of price

#### **6.6.5 SACC Manual Clauses**

A9117C (30/11/07), T1204 - Direct Request by Customer Department  
C6000C (16/05/11), Limitation of price  
H1001C (12/05/08), Multiple Payments  
H1008C (12/05/08), Monthly Payments  
C0711C (12/05/08), Time Verification

#### **6.7 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. The Contractor must distribute the invoices and reports as follows:

Asset and Facilities Management  
Public Works and Government Services Canada (PWGSC)  
1550 D'Estimauville Avenue  
Quebec City, Quebec G1J 0C7

**OR**

Email: [quegii.quepfm@tpsgc.gc.ca](mailto:quegii.quepfm@tpsgc.gc.ca)

#### **6.8 Certifications**

##### **6.8.1 Compliance**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

#### **6.9 Applicable Laws**

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

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#### **6.10 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) 2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract
- c) Annex A, Specifications and Plan ref. R.004269.099;
- d) Annex B, Basis of payment
- e) Annex D: Security Requirements Check List
- f) the Contractor's bid dated \_\_\_\_\_

#### **6.11 SACC Manual clause**

A9068C (2010/01/11) Government Site Regulations  
G1005C (2016/01/28) Insurance

## **ANNEX A:**

### **GROUNDS MAINTENANCE SPECIFICATIONS**

#### **PART 1: GENERAL**

- 1.1 Document interpretation
- 1.2 Description
- 1.3 Scope of work
- 1.4 Site and building access
- 1.5 Contractor's responsibilities
- 1.6 Protection and prevention
- 1.7 Estimates
- 1.8 Availability and timeframes
- 1.9 Inspection and control
- 1.10 Clean-up - Disposal
- 1.11 First meeting
- 1.12 Default by the contractor
- 1.13 Smoking policy

#### **PART 2: PRODUCTS**

- 2.1 General
- 2.2 Material Safety Data Sheets (WHMIS)
- 2.3 Data sheets
- 2.4 Products and material

#### **PART 3: PERFORMANCE**

- 3.1 Qualifications of the company
- 3.2 Worker qualifications
- 3.3 Equipment
- 3.4 Site preparation
- 3.5 By-laws and permits
- 3.6 Quality of workmanship
- 3.7 Environment

#### **PART 4: HEALTH AND SAFETY**

- 4.0 Special health and safety conditions
- 4.1 Legislation and standards
- 4.2 Transmission of documents
- 4.3 Identification of hazards, work methods, equipment and facilities
- 4.4 Responsibility
- 4.5 Contingencies



## 1.1 DOCUMENT INTERPRETATION

- .1 Public Works and Government Services Canada (PWGSC) documentation shall be interpreted in accordance with these specifications and shall govern all work.
- .2 The term "Departmental Representative" refers to the PWGSC Departmental Representative or the Departmental Representative's officially delegated authorized representative.
- .3 The contract documents include the standing offer or the contract issued by PWGSC and the plans and specifications attached to the Request for Proposal. To be valid, any amendments to these documents must be made in writing by the person who awarded the contract and must be approved by both the Contractor and the person who awarded the contract.
- .4 Order forms are also contract documents; however, they shall not, under any circumstances, contradict the documents referred to in the previous paragraph. Work descriptions or plans may be appended to these forms. The Departmental Representative shall be notified of any error on the forms or appended documents.

## 1.2 DESCRIPTION

- .1 The specifications herein describe the work needed for the grounds maintenance.  
  
Civic address: 850 Route de la Mer  
Mont Joli, Quebec  
G1K 4H9  
  
Targeted locations:
  - All grassed areas
  - Planted areas
  - The areas covered with hay on the site as well as the shoulder of the road 132 side
  - The gravelled areas
  - Trees, shrubs, conifers shrubs, plants etc.
- .2 The Contractor shall provide, as and labor, tools, equipment and protection needed to carry out the quote.

## 1.3 SCOPE OF WORK

- .1 Maintenance work should receive three (3) types of grassed areas demonstrated to the plan and include all steps, without limitation.

### A) - Spring Cleaning

- .1 The contractor must clear the ground to remove debris accumulated during the winter and facilitate the resumption of growth of vegetation.
- .2 The work should include the following:  
Rake all mechanically turf and manually cleaned under shrub borders and flower beds and pick up debris accumulated during the winter (yellow grass, dead leaves, mildew, sand, etc.)

- If necessary, aerate the lawn and apply lime; the contractor will be discussed with the departmental representative.
- The spring cleaning should not be done on frozen or waterlogged ground.

#### **B) - Summer Maintenance**

- .1 The contractor must use maintenance practices and gardening that promote vegetation growth and give a beautiful look to the landscaped surfaces.
- .2 The work should include the following, without limitation:
  - repair and seeding lawns,
  - mowing the lawn,
  - removal of refuse.
- 2.1 If necessary, repair and seed all turf damaged during the winter. A mixture of grasses and white clover could be used for this purpose.
- 2.2 Apply a fertilizer on the lawn "prestige" two (2) times a year, in early spring and late fall. The contractor will indicate the type of fertilizer he intends to use and the quantity. Moreover, it should submit a data sheet fertilizer for the lawn. All products used in the maintenance of the land must be organic composition and free of danger for the environment.
- 2.3 Unless otherwise specified by the Departmental Representative, grasscycling should be used. This method involves leaving grass clippings on the lawn.
- 2.4 Land Management differentiated according to their vocation (grass, hay field or fallow areas); the frequency and mowing height will be added depending on the area.
  - 1 For the "A" areas, lawn and prestige lawn "mowing the lawn to lower its height between 3 and 4 inches (8-10 cm). Only the first and last mowing should be shorter, or 2 inches (5 cm).
  - .2 For the "B" areas, hay field, these areas will be cut 1-2 times a year using a tractor to control the regeneration of trees and shrubs; hay residues will be left behind.
  - .3 In the end, the "C" area, riparian areas and uncultivated ", they will be left fallow and grass will not be cut; 2 meter wide trails are mowed at 4 locations along the shoreline to facilitate access to the beach and a carrossable trail will be maintained until the shed located next to "northwest". The grass will be cut to a width of 1-2 meters around the shed.
- .3 Fight against insects and diseases
  - .1 Immediately inform the Departmental Representative to the occurrence of pests or fungal diseases.

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Id de l'acheteur - Buyer ID  
qcw028  
N° CCC / CCC No./ N° VME - FMS

- 
- .2 Obtain approval of Departmental Representative before applying any insecticide.
- .3 Apply any insecticide in strict accordance with the manufacturer's instructions and the environment.

#### **C) - Winter Preparation**

- .1 Rake, lawns and flowerbeds, to remove all the leaves after they have stopped falling, put them in bags and dispose of properly.
- .2 Collection of other rubbish that could have been transported by wind and dispose of properly.

#### **1.4 SITE AND BUILDING ACCESS**

1. The terms and conditions for access to the site shall be prescribed by the Departmental Representative.
  - For security clearances, see Appendix D (SRCL).
2. The Contractor shall restrict to a minimum the number of vehicles to be parked on site, and the vehicles must be identified.
  - All vehicles must be identified with the Contractor's name.
3. Building access will be governed by the regulations in effect and by building. ID cards must be worn.
  - The Contractor is not authorized to enter buildings or garages.
4. All employees must wear clothing bearing the company name or logo.

#### **1.5 CONTRACTOR'S RESPONSIBILITIES**

- 1) The Contractor shall assume liability for any accident or damage, caused by the Contractor's personnel, to government property or to any person on the site. The Contractor shall repair any damage, at its own expense, in a timely manner and to the satisfaction of the Departmental Representative.
- 2) The Contractor shall assume liability for any accident or damage, caused by the Contractor's equipment, to government property or any person on the site if such equipment is defective or left unattended. The Contractor shall repair any damage at its own expense and to the satisfaction of the Departmental Representative.
- 3) The Contractor shall assume liability for the safety of its personnel, and assume occupational health and safety liability for the work to be performed by the Contractor.
- 4) The Contractor shall assume full responsibility for the security of its equipment and materials during and after work hours. PWGSC shall not be responsible for vandalism, theft or loss.

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**1.6 PROTECTION AND PREVENTION**

- 1) Maintenance work shall be performed according to a schedule that causes the least possible disruption to building occupants and users and in a manner that does not hinder the normal activities of building users. When establishing the maintenance and repair schedule, the Contractor shall confer with the managers of the building to ensure that any arrangements made are acceptable to them.

**1.7 ESTIMATES**

- 1) At the request of the Departmental Representative, provide, at no charge, an estimate of the quantitative cost of work to be performed at an hourly rate or on a lump-sum basis. Estimates shall not constitute a commitment on the part of PWGSC.
- 2) The estimate shall include
  - the projected number of hours;
  - a description and the cost of parts and materials likely to be used;
  - the delivery timeframes imposed by suppliers; and
  - the work schedule.

**1.8 AVAILABILITY AND TIMEFRAMES**

Communication

- 1) Must be able to be reached immediately by telephone and fax during normal business hours (7:00 am to 5:00 pm, Monday to Friday, except on statutory holidays).
- 2) Must be able to be reached by telephone outside of normal business hours in the evenings and on weekends and statutory holidays.

Response time

- 3) Unless an implementation schedule to be established by the Departmental Representative, start work later than one business day after the request.
- 4) Notify the departmental representative in writing deadlines imposed by suppliers.
- 5) Service call: Be on-site three hours after receiving a call from the Departmental Representative.

Continuity and speed of work

- .6 Unless otherwise indicated by the Departmental Representative, carry out all work without interruption.

Service calls

- .7 EMERGENCY situations: In the event of a health and safety issue, or at the request of municipal services, the Contractor shall provide, at no additional cost, full emergency service. The Contractor shall respond to service calls during regular business hours, as well as in the evening, on weekends and on statutory holidays, and it must not take more than three hour after the call for the Contractor's personnel to arrive at the site.

- .9 "As-needed" service call: In the case of service calls not covered by the description of duties, the Contractor must first provide a quantitative estimate of the work to be done, at an hourly or lump-sum rate as per the basis of payment (Appendix B), and must receive an order number from the Departmental Representative.

Miscellaneous

10. The Contractor shall not be granted the exclusive right to perform work in the disciplines (construction trade) set out in these specifications. The Department reserves the right to have work done by others.

**1.9 INSPECTION AND CONTROL**

NB: Inspection and control will take place following

- the work carried out at the beginning of the season;
- the work carried out at the end of the season;
- as-needed work; and
- at the request of the Departmental Representative.

On-site communication

- .1 Be available to accompany the Departmental Representative on work inspections.
- .2 Submit all work for inspection and acceptance by the Departmental Representative.
- .3 Report any on-site issues.
- .4 Once the work has been completed, immediately submit a work ticket by fax (418-649-2898) for verification by the Departmental Representative, indicating
- .1 the location and date of the work performed;
  - .2 a description of the work done;
  - .3 the names of all persons employed;
  - .4 the exact time of each arrival and departure as indicated in the log book, as well as the exact time of each break and when work resumed, if the contract provides for hourly rates;
  - .5 the quantities and descriptions of billable goods, if payment for such goods is provided for in the contract; and
  - .6 the signature of the employee who drafted the work ticket.
  - .7 The Contractor must be available to accompany the Departmental Representative on work inspections.
  - .8 All work shall be submitted for inspection and acceptance by the Departmental Representative.

**1.10 CLEAN-UP – DISPOSAL**

- .1 The Contractor shall dispose waste material outside federal government property in accordance with federal, provincial and municipal environmental protection regulations.
- .2 All charges related to the dumping (including dumping permits) shall be assumed by the Contractor.

**1.11 FIRST MEETING**

- .1 The first meeting will be held as soon as possible after contract award at a location to be determined by the Departmental Representative. The authorized representatives of the Departmental Representative and the Contractor shall attend the meeting to establish the

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terms, schedules and detailed operating procedures that will be in effect during the course of the standing offer.

- .2 The following information shall be provided at the meeting:
- .1 Name and phone number of the person in charge of administration.
  - .2 Names and phone numbers of the persons in charge or authorized supervisors at the work site.
  - .3 A list of the names of employees who will be working on federal government property.
  - .4 **A list of emergency numbers.**
  - .5 During the contract period, inform the Departmental Representative in writing of any change to the information provided.
  - .6 At the meeting, PWGSC shall provide, in writing, the names, addresses and phone numbers of the Engineer and the Engineer's authorized representatives
  - .7 The tender locations, as well as the addresses and phone numbers where the Contractor or the Contractor's superintendent or manager can be reached at any time of the day or night shall be indicated on a list prepared and updated as necessary by the Contractor and given to the building operations and maintenance manager.

#### 1.12 DEFAULT BY THE CONTRACTOR

- .1 If the Contractor is unable to ensure satisfactory work progress, fails to follow instructions or forgets or refuses to remove certain materials or redo defective work, the PWGSC representative may cancel the contract after having notified the Contractor in writing.

#### 1.13 SMOKING POLICY

- .1 Smoking is prohibited inside federal government buildings.
- .2 It is strictly prohibited for the Contractor, its employees or anyone else associated with the contract to smoke on federal property.

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## **PART 2: PRODUCTS**

### **2.1 GENERAL**

- 1) The Contractor shall, upon request, provide a list of all products.
- 2) The Contractor shall have at its disposal the parts and material required for the work described in these specifications.

### **2.2. MATERIAL SAFETY DATA SHEETS (WHMIS)**

- 1) Hazardous materials must be transported to the work site in their original containers. Each container shall include a label that complies with WHMIS requirements.
- 2) All chemical products, including cleaning products, varnishes, paints, solvents, coatings, gases and any other toxic products, shall be considered as hazardous products.
- 3) Before starting work, submit for the Engineer's approval all hazardous product material safety data sheets. The sheets must meet the requirements of the Workplace Hazardous Materials Information System (WHMIS) and include the following information:
  - .1 Product identification
  - .2 Ingredients
  - .3 Physical data
  - .4 Flammability and explodability
  - .5 Reactivity
  - .6 Toxicological properties
  - .7 Preventive measures
  - .8 First-aid measures
  - .9 Preparation information

### **2.3. DATA SHEETS**

- 1) At the request of the Departmental Representative, be able to supply data sheets for all products used.

### **2.4 PRODUCTS AND MATERIAL**

- .1 All replacement parts must come from the equipment manufacturers. If it is impossible to obtain replacement parts or material, the Contractor shall use parts or material that are of equivalent or better quality than the original parts or equipment, and which have been approved by the PWGSC Representative.
- .2 As concerns the optional flat-rate portion, all products must be biodegradable and must not damage concrete.

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## **PART 3: PERFORMANCE**

### **3.1 QUALIFICATIONS OF THE COMPANY**

1. Unless authorized to do so in writing by the Departmental Representative, the company shall carry out the work without using subcontractors. However, should the Contractor make use of subcontractors, subject to PWGSC's agreement, this does not in any way lessen the Contractor's responsibility.
2. The Contractor shall carry out the work in a manner that causes the least possible disruption to building occupants and the public and the normal use of the building and its operations.

### **3.2 WORKER QUALIFICATIONS**

1. All employees who will be working on this contract must have prior authorization from the Departmental Representative in accordance with the criteria below.
2. The work in these specifications shall be performed by direct permanent employees of the company who are qualified, as indicated in the following paragraph.
3. All persons performing construction trade work, whether said work is included in these specifications or is related work, must hold a competency card in good standing issued by the *Commission de la construction du Québec* (CCQ) for the trade in question. The individuals must also have the experience required to carry out the requested work.
4. Any authorized person who ceases to be available or whose qualifications change during the term of the standing offer shall be replaced by a person who meets the requirements set out in the contract documents under the same conditions and to the satisfaction of the Departmental Representative.
5. Every person who is required to handle hazardous materials shall be aware of the WHMIS requirements relating to the products used (see Part 2 of the specifications).
6. The Contractor shall assume all expenses relating to training, qualification, certification and exemption.

### **3.3 EQUIPMENT**

1. The Contractor shall use one or more service trucks to carry out the work provided for in these specifications. The trucks shall be owned by the Contractor. All trucks shall be equipped with service tools and materials.
2. The Contractor must have all the necessary equipment, products and material to successfully carry out its mandate.
3. At no time shall the Contractor use federal government material, equipment, products or tools. .
4. The Contractor shall perform the work without the assistance of PWGSC employees or clients (DFO or other federal departments).



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### **3.4 SITE PREPARATION**

- .1 If a roadway needs to be closed, make sure it is re-opened to traffic as quickly as possible.
- .2 Supply and install the necessary guardrails and signage to ensure public safety and the protection of structures.
- .3 Supply the necessary ladders and scaffolding. Install scaffolding in a safe, sturdy manner, independent of walls and in accordance with standard CSA S269.2-M87.
- .4 Take all necessary precautions to prevent the spread of odours in the building.
- .5 On the date the work is scheduled to start, be present at the work site with all the tools, equipment, material and parts needed to start and pursue the work without interruption.

### **3.5 BY-LAWS AND PERMITS**

- .1 The Contractor shall execute this contract in accordance with the federal, provincial and municipal regulations and codes that govern the various stages of the work.
- .2 The Contractor shall possess the licences and permits in the various specialties that are required to be qualified to carry out the contract.
- .3 All charges relating to permit applications and the issuing and administration of permits shall be assumed by the Contractor.
- .4 All charges related to the dumping of waste or garbage (including permits) shall be assumed by the Contractor.

### **3.6 QUALITY OF WORKMANSHIP**

- .1 The work shall be performed in accordance with recognized best practices. If the Departmental Representative observes any non-compliance during an inspection, the work must be redone at the Contractor's expense.
- .2 The Contractor shall have all the specialized equipment and qualified staff needed to fully carry out the work. The Departmental Representative reserves the right to charge the Contractor the cost of materials and labour incurred by PWGSC to help the Contractor perform the work.
- .3 The use of subcontractors, subject to prior authorization by PWGSC, does not in any way lessen the Contractor's responsibility with respect to quality and speed of execution.

### **3.7 ENVIRONMENT**

- .1 All ground maintenance contracts are subject to Quebec environmental regulations banning the disposing of waste into waters near facilities or at any other location not in compliance with the regulations in effect, copies of which can be obtained from the department noted above. Failure to comply with these regulations will entail penalties, as provided for by law.

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## PART 4: HEALTH AND SAFETY

### 4.0 SPECIAL HEALTH AND SAFETY CONDITIONS

#### SECTION 1: GENERAL CLAUSES

- .1 By accepting this contract, the Contractor agrees to assume all responsibilities normally incumbent on a principal contractor and employer under the *Act respecting occupational health and safety*, and to act as supervisor of the work.
- .2 The Contractor shall manage its activities in a manner that ensures that the health and safety of its employees, the occupants of the building or facility and the public, and the protection of the environment, always take precedence over cost and scheduling concerns.

### 4.1 LEGISLATION AND STANDARDS

- .1 The Contractor shall comply at all times with the provisions of the *Act respecting occupational health and safety*, the *Safety Code for the construction industry* and the *Regulation respecting occupational health and safety*, when applicable.

### 4.2 TRANSMISSION OF DOCUMENTS

- .1 At least 10 days prior to the start of work, the Contractor shall submit to the Departmental Representative a prevention program specific to the planned work to be done in the building. The Contractor must subsequently update its prevention program if the work proceeds differently from the original plan. The Departmental Representative may, after receiving the program and at any time during the contract, require that the program be modified or supplemented in order to better reflect the reality of the workplace. The Contractor shall then make the necessary changes prior to the start of work.

The prevention program must be based on the identification of risks and must take into account the information and requirements set out in these specifications. The program shall be applied for the entire term of the contract and shall meet the following requirements:

- identifies the person responsible for implementing preventive measures;
  - identifies risks specific to each category of tasks that will be performed under the contract and the corresponding preventive measures based on regulatory requirements;
  - takes into account risks that could affect the health and safety of workers, building/facility occupants and the public;
  - includes an accident response procedure; includes a workplace inspection sheet based on the identification of risks;
  - includes possible repair jobs that could be assigned to the Contractor under this contract; and
  - includes a written undertaking from all stakeholders to comply with the prevention program.
- .2 Submit to the Departmental Representative copies of certificates for the training that is required to apply these specifications and the prevention program (e.g., training relating to general health and safety at construction sites, asbestos, lockouts, first aid, etc.).
  - .3 Submit to the Departmental Representative a copy of the safety data sheet for every controlled product used on the work site at least three days before the product is used on-site.

- .4 In the event of an accident that results in an injury, or an incident that highlights a potential hazard, submit an investigation report to the Departmental Representative within 24 hours and immediately inform the PWGSC Departmental Representative by phone.

#### **4.3 IDENTIFICATION OF HAZARDS, WORK METHODS, EQUIPMENT AND FACILITIES**

- .1 The Contractor shall identify the hazards associated with each task carried out on the work site and come up with a prevention program.
- Subsequently, according to the tasks to be performed, the Contractor shall note the special conditions in the "Contractor" section of the award fax and date and sign the document.
- .2 The Contractor shall plan and organize work in a way that removes hazards at the source or ensures group protection, thus minimizing the need for personal protective equipment. If personal fall protection is required, workers shall wear a safety harness conforming to standard CAN-CSA-Z-259.10-M90. A safety belt must not be used for fall protection.
- .3 All mechanical equipment shall be inspected prior to delivery to the site. Before using any mechanical equipment, the Contractor shall submit to the Departmental Representative a certificate of compliance signed by a qualified mechanic. If the Departmental Representative suspects that there is a defect or accident risk, he or she may, at any time, order the immediate shutdown of the equipment and require a second inspection by an expert of his or her choice.

#### **4.4 RESPONSIBILITY**

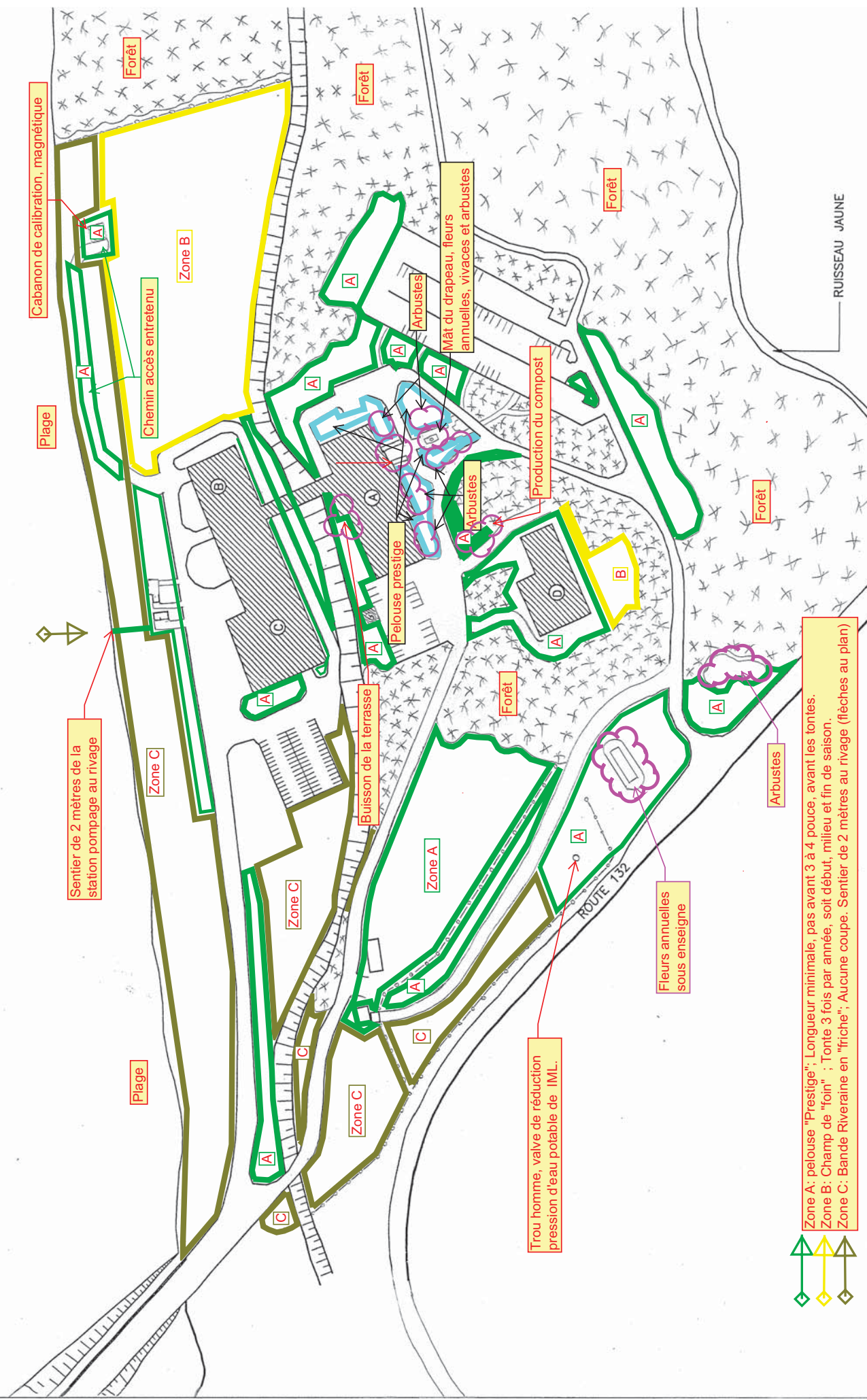
- .1 Take all necessary measures to ensure the health and safety of persons and the security of property, on and around the work site, which could be affected by the work.
- .2 Ensure that all equipment and tools used for the work are properly maintained and in good condition. The Departmental Representative reserves the right to prohibit the use of any materials or equipment deemed hazardous, defective or inappropriate.
- .3 Inspect the work site and send the Departmental Representative a duly completed site inspection checklist
- at the request of the Departmental Representative;
  - if the work involves a high level of risk; or
  - in the case of work that takes more than three days to complete,
- .4 Regardless of the number of workers assigned to the work, designate a person to be responsible for health and safety at the work site and give that person the authority needed to order the cessation and resumption of work as he or she sees fit for reasons of health and safety.
- .5 Comply with emergency response and first-aid standards in accordance with applicable policies and regulations and any other provisions in these specifications.
- .6 Ensure that workers have the requisite training and information to carry out the work safely and that all tools and protective gear are available and used and that they comply with standards, legislation and regulations.
- .7 Familiarize yourself with the building or facility evacuation procedure, and train and inform your workers about the procedure so that they can follow it. Follow the steps on the list that is given to you.

- 
- .8 Advise your workers of their right to refuse work that could endanger their health or safety.
  - .9 The Contractor shall mark off and control access to the work area and install barricades as needed.
  - .10 Take all necessary steps to keep the work site clean and tidy during the course of the work and, at the end of each day, check that the site is free of hazards.
  - .11 If a worker could be required to work alone in an isolated location where it is impossible to ask for assistance, the Contractor shall identify the risks related to the situation and provide the Departmental Representative with a procedure for preventing those risks and quickly seeking help in an emergency.
  - .12 Take all necessary measures to apply and ensure compliance with the health and safety requirements set out in contract documents, federal and provincial regulations, applicable standards and the prevention program specific to the work area, and comply promptly with any order or correction notice issued by the CSST (*Commission de la santé et de la sécurité du travail*).
  - .13 Subcontracting is authorized; however, the Contractor must obtain the prior approval of the Departmental Representative. The Departmental Representative will confirm his or her approval by email. The use of subcontractors does not in any way limit the Contractor's responsibility towards PWGSC.

#### 4.5 CONTINGENCIES

Where a potential hazard that was not mentioned in the specifications and could not be identified during the preliminary inspection of the construction site comes to light during or as a result of the work, the Contractor shall stop work immediately, put in place temporary measures to protect employees and the public, and shall notify the Departmental Representative verbally and in writing. The Contractor shall then make the necessary changes to the prevention program to ensure that work can resume safely.

**NB:** The work outlined in this contract will be carried out near water. The Contractor shall contact the CSST or any another organization specializing in occupational health and safety to obtain written validation of the safety measures it intends to take in order to prevent its employees from falling into the water while using mechanical equipment for ground maintenance along the access ramp, or in situations where the employee assigned to snow clearing is required to exit his or her vehicle and come within three metres of the water's edge. A copy of the organization's response shall be submitted to the Departmental Representative.



Zone A: pelouse "Prestige"; Longueur minimale, pas avant 3 à 4 pouce, avant les tontes.  
Zone B: Champ de "foin" ; Tonte 3 fois par année, soit début, milieu et fin de saison.  
Zone C: Bande Riveraine en "friche"; Aucune coupe. Sentier de 2 mètres au rivage (flèches au plan)

## ANNEX B: BASIS OF PAYMENT

### Part 1 : Flat rate pricing schedule

All-inclusive flat rate and price that takes into account overhead, margin, permits and licenses, as well as any other related expenses associated with the activities described in Annex A – Specifications.

Articles 1.1	SCOPE OF WORK (See Annex A - Specifications)	Spring cleaning	Summer maintenance			Winter Preparation	Firm rate all included (applicable taxes extra)
			Area A*	Area B	Area C		
1.1.1	Initial period  From 2017-05-01 to 2018-04-30	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
1.1.2	First option year  From 2018-05-01 to 2019-04-30	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
1.1.3	Second option year  From 2019-05-01 to 2020-04-30	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
1.1.4	Third option year  From 2020-05-01 to 2021-04-30	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
1.1.5	Fourth option year  From 2021-05-01 to 2022-04-30	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$	_____ \$
SUB TOTAL PART 1.1							_____ \$

\*Area A = Prestige area and blue area on plan

### Part 2 – As-needed services

**You must submit a fixed hourly rate.**

- The rate must include
  - Direct or productive labour devoted solely to the work, including the service call.
  - Time is calculated from the moment the Contractor arrives on-site.
  - Hourly rates do not apply to meal times or off-site travel time.
  - Hourly rates must be a fixed all-inclusive price and rate that takes into account overhead, margin, permits and licenses, as well as the machinery, training, certification, fuel and labour required to perform the work.
  - The rates must also reflect the fact that the work may be performed on an on-call or emergency basis, during the day or in the evening and on weekends, according to requirements and on an as-needed basis.



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\*\*\*\*NOTE: The rate will be the same for the duration of the contract

\*\*\* For evaluation purpose only, we will estimate 10 hours per year for normal business hours and 10 hours per year for outside normal business hours \*\*\*\*

2.1	From May 1 <sup>st</sup> 2017 to April 30, 2022.	FIRM HOURLY RATE	Estimated time (for evaluation purpose only)	TOTAL = (rate X nb/hours) (applicable taxes excluded)
2.1.1	<b>Horticulture technician</b> Hedges and trees, (during regular hours)	_____ \$ /hre	X 10h	_____ \$
2.1.2	<b>Horticulture Technician</b> flowerbeds and shrubs , plants bins, (during regular hours)	_____ \$ /hre	X 10h	_____ \$
2.1.3	<b>Technician Laws and Other</b> Landscaped lawns and other surfaces, (during regular hours)	_____ \$ /hre	X 10h	_____ \$
2.1.4	<b>Horticulture Technician</b> Hedges and trees, (outside regular hours)	_____ \$ /hre	X 10h	_____ \$
2.1.5	<b>Horticulture Technician</b> flowerbeds and shrubs, plants bins,(outside regular hours)	_____ \$ /hre	X 10h	_____ \$
2.1.6	<b>Technician Laws and Other</b> Landscaped lawns and other surfaces, (outside regular hours)	_____ \$ /hre	X 10h	_____ \$
SUB TOTAL PART 2				_____ \$

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qcw028  
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**PART 3: MATERIALS AND OTHER SUB-CONTRACTING COSTS :**

*Note: For evaluation purpose only, we will estimate at 10 000 \$ for materials and at 10 000 \$ for sub-contracting costs. Example: If your mark-up is 10 %, you must write down :*

*Example :*

A	B	C	
10 000.00 \$	10 %	1000\$	11 000.00 \$

3.	From May 1 <sup>st</sup> 2017 to April 30, 2022.	A <i>Estimated amount for evaluation purposes only</i>	B FIRM MARK-UP RATE	C MAJORATION SUR MONTANT ESTIMATIF (AXB)	SOMME MONTANT ESTIMATIF + MAJORATION SUR MONTANT ESTIMATIF (A+C)
<b>3.1</b>	<b>MATERIALS AS NEEDED :</b>  Charge each item at cost plus a mark-up percentage to cover costs and profits. Provide supporting documents for the cost price. Submit a mark-up percentage.  Materials according to the estimate prepared by the Contractor and approved by the Departmental Representative.	10 000 \$	_____ %	_____ \$	_____ \$
<b>3.2</b>	<b>SUB CONTRACTING COSTS: (IF APPLICABLE)</b>  Other costs according to the detailed estimate prepared by the Contractor and approved by the Departmental Representative.  Invoice at cost, plus a mark-up percentage to cover costs and profit, work excluded from the specifications which will be performed by a sub-contractor. Provide supporting documents for the cost price. Submit a mark-up percentage.	10 000 \$	_____ %	_____ \$	_____ \$
<b>SUB TOTAL PART 3) (applicable taxes excluded)</b>					_____ \$



N° de l'invitation - Solicitation No.  
EE517-151303/B  
N° de réf. du client - Client Ref. No.  
EE517-15-1303

N° de la modif - Amd. No.  
File No. - N° du dossier  
QCW-5-38193

Id de l'acheteur - Buyer ID  
qcw028  
N° CCC / CCC No./ N° VME - FMS

<b>TOTAL EVALUATED PRICE (applicable taxes excluded) (PART 1 + PART 2 + PART 3)</b>	_____ \$
---	----------

- 1- All of the amounts in the bid will be used solely for evaluation purposes. The Department is not bound to grant or pay any of the amounts in this basis of payment.
- 2- Only those amounts in Part 1 (lump-sum) that have been activated can be included in this contract. The Department, therefore, only agrees to pay the amounts for the parts it decides to activate, subject to approval of the work and other conditions in the specifications and contract.
- 3- As concerns ALL as-needed work, including work, labour, products and materials, and any subcontracting:

The establishment's administration must place a separate order every time as-needed work is required. No as-needed work shall be performed without the Department's prior authorization. The Department shall not authorize any additional work without having first obtained a written submission (by fax, mail or email) from the Contractor. Such work shall be invoiced as per the rates indicated. The quantities indicated for as-needed work are approximate, and only work ordered and performed shall be payable by the Crown.

- 4- For work under the as-needed section, markup on the cost price is valid for the duration of the contract.
- 5- Payment for materials and parts at cost, plus a markup percentage to cover costs and profit. At the request of PWGSC, the supplier shall provide original documentation justifying the cost price. Products, material and parts are to be purchased at the best price possible. PWGSC reserves the right to verify cost prices with the supplier.

N° de l'invitation - Solicitation No.

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

EE517-15-1303

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N° CCC / CCC No./ N° VME - FMS

N° de l'invitation - Solicitation No.  
EE517-151303/B  
N° de réf. du client - Client Ref. No.  
EE517-15-1303

N° de la modif - Amd. No.  
File No. - N° du dossier  
QCW-5-38193

Id de l'acheteur - Buyer ID  
qcw028  
N° CCC / CCC No./ N° VME - FMS

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## **Annex D - Security Requirements Check List**

**See the Security Requirement Check List at the following pages**

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EE517-151303

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SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Travaux Publics et Services Gouvernementaux Canada		2. Branch or Directorate / Direction générale ou Direction Biens immobiliers
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 Description: Entretien du terrain Lieu: Institut Maurice-Lamontagne - 850 route de la Mer, Mont-Joli, Qc, G5H 3Z4		
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"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
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"/>

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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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:

☒ No ☐ Yes  
Non Oui

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

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

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**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 Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret	
											A	B	C				
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  
Non

☐ Yes  
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.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

*D. Cole Rueland  
23/1/04*

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