

PART 1.

NHC GROUNDSKEEPING STANDARD

Section 1.1

CONTRACTOR'S OBLIGATIONS

1.1.1. Description of Agreement

The Maintenance Management Contract shall include the year-round landscape, civil maintenance, snow and ice control and site waste operations as described in the Section.

1.1.2. Scope

The Contractor shall furnish all components, labor, vehicles, plant material, products, equipment, tools, sub-contracts and all other goods and services to provide the services listed in the is section which are to be performed in accordance with the terms and conditions of this Contract on the Canadian Museum of Nature's Natural Heritage Campus Land within the boundaries of this contract.

Landscape Maintenance

Includes the following year round activities for all woody and non-woody plants:

- Turf Maintenance
- Tree/Shrub/Hedge Maintenance
- Ground Covers and Climbing Vines
- Flower/Bulb/Perennial Maintenance
- Non Desirable Vegetation

Civil Maintenance (Hard surfaces)

Roadways, Parking Lots, Walkways, Pathways, Sidewalks, Building Perimeter Maintenance Strip and Steps

Fixtures and Furniture Maintenance

Includes planters, benches, and waste baskets, bicycle racks located within the boundaries of this Contract and under the ownership of the Museum.

Snow and Ice Control

The Contractor shall provide seasonal snow and ice control services on and around all roadways and parking lots, sidewalks, walkways and building access points (entrance, exits, doorways, steps, stairs, staircases, ramps, bus shelter, loading docks, lanes, Roof Terraces, etc.) buildings (roofs, fire lanes, access to and around, hydrants, supply pipes, venting intake/exhaust, garbage receptacles, electrical panels, miscellaneous panels, etc.) trails, lanes, fire lanes, open spaces, from and in front of benches, etc. located on the Canadian Museum of Nature's Natural Heritage Campus land within the boundaries of this contract.

This includes, but is not limited to, snow and ice removal by hand clearing, sweeping, mechanical snow blowing, plowing, transporting, shoveling, removing, de-icing and removal and stacking of pre-cast concrete curbing.

Snow and Ice Control shall be performed effective the first snowfall to the end of the spring season to a maximum of 225cm. Snow removal beyond the 225cm shall be payable by the Museum at the agreed to rate.

Snowfall in excess of 225cm annually					
eriod	Year 1	Year 2	Option Year 1	Option Year 2	Option Year 3
Rate per cm					

November	5% of the Snow and Ice Contract Lot Price
December	20% of the Snow and Ice Contract Lot Price
January	25% of the Snow and Ice Contract Lot Price
February	25% of the Snow and Ice Contract Lot Price
March	20% of the Snow and Ice Contract Lot Price
April	5% of the Snow and Ice Contract Lot Price

Site Waste Operations

The contractor shall provide all Waste Operations year round on all roadways, parkways and parking lots, pathways and sidewalks, lanes, entrance ways, window wells, around buildings,

hard surfaces, parks, turf areas, floral and shrub beds, open spaces, naturalized lands, South roof Terraces, etc.

- Including, but is not limited to, the pick-up, clean-up and disposal of all organic and inorganic waste (solid and/or liquids) within the boundaries of this contract.

1.1.3. Hours of Work

All applicable municipal by-laws with respect to hours of work and concerning issues such as “noise” must be followed except in emergency situations.

The site is operational and used by Museum principally from 7h00 to 18h00, 7 days a week.

1.1.4. Contractor Service Call Centre

Contractor Representative

- The Contractor must identify a supervisor and or foreman who shall be available to take all services calls from the Museum 24 hours a day seven days a week for the duration of the contract.

Emergency Intervention

- The Contractor shall provide a 24 hour/7day a week Emergency Intervention Service.
- The Emergency Intervention Service shall include a dedicated telephone line to respond to any and all emergency situations. The telephone number for the Emergency Intervention Service shall remain the same for the duration of the Term of this Contract and shall be given to the Museum Call Centre and the Museum 24 hour emergency service centre.
- The Contractor shall be available at all times to respond in both official languages to all emergency telephone calls and promptly provide the required emergency services (e.g. accident clean-up, electrical and system repairs).

1.1.5. Security Requirements

The contractor shall implant and maintain throughout the term, security measures to safeguard Museum and federal assets and information as may be under the contractor’s control from damage, destruction, loss, theft, or authorized use.

The Contractor’s employees requiring access to controlled areas inside the building, must each hold a valid reliability status as per the Museum’s requirements.

1.1.6. Contractor Employees

General

- Any employee hired by the contractor shall act in a fashion that does not constitute a security risk and will not adversely effect the reputation of the Subject Matter and/or the Museum, and knowledgeable about the National Capital Region and the Museum’s mandate,

Uniforms

- All field employees of the Contractor shall be dressed, at the Contractor’s expense, in a neat presentable fashion and wear approved safety equipment when required. All field employees shall wear an appropriate standard uniform adapted to their area of activity with the company name prominently displayed.

Experience and Competency

- The contractor shall demonstrate that:
 - Any person in a supervisory capacity has:
 - At least three (3) years experience in the following fields: landscape and civil maintenance, snow and ice control, waste operations, and logistical/technical support to special events;

- Either a college diploma, a university degree or a certification in horticulture, arboriculture, landscape architecture or civil technology obtained from a government recognized institute of training.
- Field employees either have at least one (1) season of experience in summer and/or winter maintenance or be new seasonal workers (such workers to be supervised at all times by experienced employees).
- The Contractor shall respect all trade certification when required by law.
- The Contractor shall ensure the he/she is able to demonstrate at any time to the Museum that he/she is in compliance with the experience and competence requirements by providing any and all proof of certification or work experience for all of his/her employees. Any and all work to be performed by the Contractor or by a subcontractor working on behalf of the Contractor must be done in accordance with the art of the trade and must follow any and all guidelines, requirements and specifications as set out by such trade.

1.1.7. Contractor Vehicles

General

- The Contractor shall provide all vehicles required to fulfill all contractual obligations of this Contract. This includes any vehicles required for transportation purposes and/or for accomplishing any Maintenance management services as requested in this Contract. The Contractor shall assume all risks inherent to the use of general or specialized vehicles. All vehicles used by the Contractor shall be kept in a clean and presentable condition, exempt of rust, and shall meet all provincial and federal safety standards. The company name shall be prominently displayed on all roadways and off road vehicles (including personal vehicles used on Contract related business).

Parking on Site

- The contractor vehicles are permitted to park within the controlled parking lots by paying the posted parking rates.
- No vehicle is permitted to park on site, other than when the vehicle is required for the performance of the work. The contractor is only allowed to stop for loading and unloading purposes.

1.1.8. Materials

Storage

- No material may be stored on Museum owned or managed property without prior approval.

Standards

- All materials required for the Contract are the responsibility of the Contractor and must respect all material standards and guidelines of this Contract. All materials and parts supplied by the Contractor must be new and conform to applicable standards of Canada Government Standards Board, Standards Council of Canada, Underwriters Laboratory of Canada and National Building Code. The material standard guideline detailed in appendix 3-A is provided to ensure that the Replacement of any material standards and guidelines. The Contractor shall not use an alternate type or lower qualities of material on any site (e.g. same type and quality of mulch to be used by the Contractor on a given site).

Substitution

- When the Material to be used is in question and/or if the Contractor is unable to find materials and equipment identical to those specified or being replaced, the Contractor shall present samples to the Museum for prior approval.

1.1.9. Damage Caused by Contractor

The Contractor shall be responsible for any damages that he/she causes to Museum property and/or federal government property included in this Contract. Any damage is to be reported immediately to the Museum on an occurrence report. The scalping of turf, tearing of bark, broken signs, etc, shall be considered damage.

1.1.10. Vandalism/Accidents

The Contractor shall repair minor acts of vandalism and/or accidents such as a small spill, graffiti, damage to furniture and fittings, signage occurring on Museum land. All vandalism/accidents shall be recorded on an occurrence report.

1.1.11. Health and Safety

The contractor shall provide the Museum with a site specific health and safety program prior to the commencement of the work. The approved plan by the Museum shall be implemented, enforced and maintained by the contractor for the duration of the contract. The contractor shall take immediate action on any corrective measure identified by the Museum or the contractors' employee.

It shall include no less than:

- A site specific hazard assessment,
- Health and safety plan responding to the site specific hazards,
- A list of personal protective equipment,
- A list of applicable legislation and requirements,
- Procedures to be implemented in the event of an emergency or injury.

1.1.12. Pesticides/Herbicides

Types

- Only cultural or biological pesticides and ehrcicides are permitted for use on this site. Chemical pesticides/herbicides shall only be used to treat infestations once recommended by the contractor's recognized soils specialist, and only when approved for use by the Museum.
- The use of pesticides/herbicides on a larger scale may be used at the Contractor's own expense for infestations that have been declared as such by Agriculture Canada. Cultural and biological methods shall be used initially to treat problems.

Regulations

- The Contractor must follow all municipal, provincial and federal regulations including obtaining all appropriate licenses and liability insurance for the application of pesticides, herbicides, and fungicides
- The Contractor is to provide proof of liability insurance and license before April 30th of each Year of the Contract).
- In the event that the Contractor calls upon the services of specialized company (ies), the Contractor shall provide the name of the company (ies) offering the services and its qualifications.

Pesticide/Herbicides Application Record

- The Pesticide/Herbicides application record is to be filled out by the Contractor any time pesticides or herbicides are sprayed on the Land included in this Contract. The Contractor shall deliver the completed form no later than 24 hours after the said spraying occurred. The Contractor is to obtain prior approval from the Museum for any spraying activity.

1.1.13. Plan of Operations

The Contractor shall submit in writing an operation plan indicating:

- Methods and materials on how the site will be brought up to meet the desired standard during the first year of the Contract as listed in:

- 1.4.2 - TURF - Maintenance Standard
- 1.5.2 - TREES/SHRUBS/DECIDUOUS/CONIFEROUS -Maintenance Standard
- 1.6.2 - GROUND COVERS AND CLIMBING VINES - Maintenance Standard
- 1.7.2 - HARD SURFACES - Maintenance Standard
- 1.8.2 - SITE FURNITURE AND FIXTURES - Maintenance Standard
- Section 1.9 - NON-DESIRABLE VEGETATION
- 1.10.2 - SNOW AND ICE CONTROL - Maintenance Standard
- 1.11.2 - SITE WASTE OPERATIONS - Maintenance Standard.

- Routine maintenance tasks scheduling, including time of day.

1.1.14. Quality Assurance

Museum Representative

- The Museum may, at all times during the term to all parts of the contract, conduct inspections to ensure that all maintenance duties are being performed in accordance with the terms of the contract.
- The Museum shall inform the contractor of its observations and if required record the results of his findings on a monitoring grid. Any information entered on the monitoring grid may be used for formal evaluation purposes.
- A formal evaluation shall be conducted twice yearly. The purpose of the evaluation is to identify areas for improvement.

Contractor

- The contractor shall ensure that the Maintenance Schedule and Contractor Inspection Reports, as listed in 1.1.15 - Maintenance Schedules and Contractor Inspections are maintained at all times.
- This log must be kept up to date in order for invoices to be processed.

1.1.15. Maintenance Schedules and Contractor Inspections

The snow clearing daily maintenance schedule and Landscape daily maintenance schedules shall be kept at the Museum security reception so that the contractor's employees records its inspections and work completed.

In addition to the Employees signature required above, the Contractor's supervisor shall verify and sign all relevant activities on a daily basis from November 1, to April 15, and on a weekly basis from April 16 to October 31.

1.3.1. Protected Zones

The Museum site is considered to be a protected wetland habitat and needs to be treated accordingly. Special attention must be made when working close to those areas to protect the natural surroundings.

Refer to the site plans for their locations.

1.3.2. Building Vents

There are ground level air exchange vents at certain locations. Any work such as sweeping, flushing, spraying, etc. must be scheduled with the on site property manager.

1.4.1. General

Includes all turf areas located within the boundaries of this Contract. The Contractor shall perform the following tasks:

- the supply of all plant material and products,
- machine and manual cutting,
- trimming,
- seeding,
- raking,
- edging,
- disease/weed/pest/small animal control,
- over seeding,
- sodding,
- aerating,
- de-thatching,
- top dressing,
- watering,
- grading,
- noxious weed control,
- fertilizing,
- soil testing,
- winter damage repair and spring clean-up.

1.4.2. Maintenance Standard

Well maintained lawn (turf with some other type of ground cover).

- Nicely edged turf area is at medium to maximum density, uniform in cut, color and general appearance,
- Healthy and vigorous grass, generally free of weeds, with no significant infestations, free of waste and with no visible bare spots,
- All maintenance sub-activities are close to maximum frequency,
- Areas are safe for public use.

1.4.3. Cutting and Trimming

Cutting and trimming to 7.5 cm shall be performed no less than once a week and as required before plant material reaches 11 cm.

No grass clippings shall be present on areas other than the turf areas.

Clipping in turf areas shall be finely mulched or removed after cutting.

1.4.4. Fertilizing

The contractor shall recommend the type, rate of application, and nutrients of fertilizer based on an accredited soil testing laboratory, to be used for Museum approval prior to application.

Fertilize to maintain healthy and vigorous grass, generally free of weeds.

To be performed 2 times annually: in spring (mid May) and fall (mid Aug).

1.4.5. Disease/Weed/Pest/Small Animal Control

Inspect/Control monthly for spot treatment or removal in spring/summer and fall.

1.4.6. Spring Raking

Grass shall be raked in spring by no later than May 1st to allow for ease of air and water penetration, and to remove ice control agents, snow mould and other waste.

1.4.7. Watering

Weekly, 4.5 cm per watering in spring, summer, and fall for site by means of tank truck where no automatic irrigation system is available.

Newly planted materials shall be watered to sustain the plant material and to maintain adequate soil moisture to a depth of no less than 10cm during root development.

1.4.8. Edging

Turf edges shall be clearly defined to maintain design layout and to ensure overgrowth in non turfed areas.

Shall be performed weekly.

1.4.9. Aeration

Once in spring (mid-May) and once in fall (late Sept.) or as specified by the Museum (additional aeration required for site with special events). Additional aerating shall be payable in addition to the base contract.

1.4.10. Top Dressing

In early spring and early fall. Noticeable bare spots dead or yellowed turf which exceeds 20cm in diameter or accumulates to 10% of any m² is corrected.

1.4.11. Sodding

Annually (as required) for any damaged areas, including winter damage or vandalism.

1.4.12. Dethatching

Once in early spring and, once in early fall on bare spots, weak, dead, thin and yellow turf (2m along recreational pathways, 1m along sidewalks and 3m along roadways) both sides.

1.4.13. Ditches

Mow vegetation in as indicated on site plan twice a year, at times directed by the Museum.

Includes all trees/shrubs located within the boundaries of the Contract.

The Contractor shall perform the following tasks:

- the supply of all plant material and products,
- watering,
- disease/weed/pest/small animal control,
- fertilizing,
- cultivating,
- edging,
- pruning,
- thinning,
- brushing,
- trimming,
- guying and staking,
- mulch placement and removal,
- tree/shrub removal (including stumping and removal from site),
- planting to replace dead or stolen plants, installation and removal of winter protection (see) for designated plant material.

The Contractor shall not fell, cut, log, damage, destroy or remove any tree/shrub, without prior consent from the Museum.

1.5.2. Definitions

A specimen tree/shrub consists of a single or a clump of mature trees. Shrubs within a grassed and or built up area.

Non specimen trees/shrubs consist of trees/shrubs within a forested area.

1.5.3. Maintenance Standard

A mix of healthy specimens and non specimen trees/shrubs

- Adequately pruned and trimmed, to promote their health and growth,
- Safe for the building users,
- Minimal amounts of dead or broken branches. Sucker growth below crown and weeds around trunk are removed (for Specimen tree/shrubs only).
- All maintenance sub-activities are close to maximum frequency,
- Appropriately protected, with no insects or disease.

1.5.4. Pruning/Trimming

General:

All pruning and trimming are subject to 1 week notice to Museum prior to commencement of work.

- Prune dead, diseased or broken branches.
- Prune shrubs by removing up to 25% of older branches at ground level to force new shoots. Shearing is not acceptable. Maintain the natural shape of the species.
- Remove dead or dangerous trees and its stumps. Sod or replace trees as per the Museum's instructions. The replacement trees and their installation, when required, will be paid separately by the Museum.
- Minimum branch clearances are:
 - 5m over roadways

- 2.5m over pathways/sidewalks/furniture and fittings and 2m over turf area except where natural form of tree/shrub is affected.
- 1.0m from the face of any building, structure or the building perimeter maintenance strip
- Remove all trimming after the operation is complete.
- Special consideration is to be made in all public parks and open spaces so that all branches to be trimmed well back to avoid eye injury.
- Clean up and remove all debris from site after each work day.

Trees:

- Annually in July and before 5% of branches from entire branches require pruning/trimming.

Shrubs:

- Annually in early spring or after the blooming period: all plants

Hedge:

- 2 to 4 times annually when new growth exceeds 8cm.

1.5.5. Disease/Weed/Pest/Small Animal Control

Inspect/control monthly for any pests.

Weeding:

- Twice monthly in spring, summer and fall.

1.5.6. Watering

Test, monitor and report on a weekly basis using tools recognized by landscape trades and water accordingly.

Based on the results of the moisture test, water as required by means of tank truck where no automatic irrigation system is available.

Newly planted materials shall be watered to sustain the plant material and to maintain adequate soil moisture to a depth of no less than 10cm during root development.

1.5.7. Fertilizing

Once every 2 years in early spring or late fall for all trees/shrubs/coniferous, based on the written recommendation to the Museum by a specialist.

1.5.8. Tree Protection

Provide, install and readjust every year wire mesh around vulnerable trees (beaver).

1.5.9. Tree Bed/Saucer

Cultivate, edge and mulch (20cm radius min.).

- twice monthly in spring, summer and fall.

Saucers and tree beds are to be free of weeds and edged.

1.5.10. Mulching

Cut/rake/weed monthly (add mulch when less than 5cm in thickness), cultivate monthly.

1.5.11. Guying and Staking

At time of planting and/or as required. Inspect twice annually and adjust guy wires.

1.5.12. Planting

Seasonally, replacement of dead and/or missing plants. Planting to occur in vicinity of removed trees.

1.5.13. Removal

Annually in July or as required for safety.

1.5.14. Stumping

Annually in August or as required for safety.

1.5.15. Winter Protection

Install winter protection in order to protect the plants from winter injuries.

Type of winter protection material to be approved by the Museum.

Remove as early as weather permits in spring and store at Contractor's facility.

Install late fall, remove early spring.

1.6.1. General

Includes all ground covers (except turf) and climbing vines located within the boundaries of the Contract. The Contractor shall perform the following tasks:

- The supply of all plant material and products,
- fertilization,
- watering,
- disease/weed/pest/small animal control,
- cultivating,
- edging,
- pruning,
- thinning,
- brushing,
- mulch placement and removal,
- planting to replace dead or stolen plants,
- installation and removal of winter protection (see 3.18) for designated plant Material.

1.6.2. Maintenance Standard

- Well maintained, pruned and trimmed ground covers and climbing vines,
- Beds are free of weeds and edged,
- Most ground covers and most climbing vines at medium to maximum density,
- Uniform in appearance (minimal bare spots, some amount weeds), and bed borders are kept neat and tidy,
- Vines are trimmed to below eaves of buildings,
- Vines covering vents, wires and windows are removed,
- Removal and replacement of all dead, diseased or missing plants once exceeding 5% of any area,
- Disease/insect infestations controlled as required,
- All maintenance sub-activities are close to maximum frequency,
- Areas are safe for public use.

1.6.3. Pruning

Seasonal in spring, summer and fall. All plants.

1.6.4. Fertilizing

Every 2 years in spring or 50% of all plants annually.

1.6.5. Disease/Pest/Small Animal Control

Monthly inspection: treat for pests when required.

1.6.6. Watering

Twice monthly for plants under water stress.

1.6.7. Cultivating and Edging

Monthly in formal beds only.

1.6.8. Weed Removal

Twice monthly, remove all weeds and undesirable plants.

1.6.9. Planting

Seasonally, replace missing or dead plants

1.6.10. Mulching

Add mulch to 5cm when less than 3cm in thickness. Cultivate monthly.

1.6.11. Winter Protection

Install winter protection in order to protect the plants from winter injuries.

- Type of winter protection material to be approved by the Museum.
- Remove as early as weather permits in spring and store at Contractor's facility.
- Installation in late fall, removal in early spring.

1.7.1. Scope

Hard surfaced civil assets include the following:

- Roadways,
- Parking lots,
- Sidewalks, walkways and pathways, steps and trails,
- Building perimeter maintenance strip,
- Fire lanes including the gravel road around the building,
- Naturalized lands and wooded areas,
- Fence and boundary lines,
- Systems (lighting and electrical)
- Drainage,
- Plumbing, (irrigation and water, when applicable)
- Structures (buildings, walls, ponds)

1.7.2. Maintenance Standard

A highly maintained appearance and clean hard surfaces:

- Generally free of debris and waste,
- Well defined edges,
- Vegetation and weed free,
- No potholes, hazards or other unsafe conditions,
- Free of weeds, pests and non-desirable vegetation.

1.7.3. Asphalt and Concrete/Masonry Surfaces

Concrete Masonry surfaces include:

- curbs,
- gutter,
- concrete steps,
- exposed aggregate,
- granite sets,
- pavers,
- interlocks,
- flag stones,
- cobblestones,
- patio stones,

1.7.4. Waste

- Surfaces are to be free of any debris including leaves, sand, grit, etc.

1.7.5. Potholes and Uneven Surfaces

- No potholes or unsafe conditions.
- Repair all potholes in granular surfaces
- Patch asphalt potholes of less than 1 m²,

1.7.6. Vegetation and Weeds

At all times:

- Remove any encroaching vegetation (including vegetation on curb and/or between curb and asphalt surface);
- Provide accident clean-up;
- Remove any hazards including fallen trees/shrubs or branches;
- Remove/prune vegetation up to 2m on each side of walkways, pathways, sidewalks, steps and trails;
- Provide leaves blowing as required, a minimum of once a week in September, October and November;
- Remove all debris from the site after each work day.
- Sweep the entire parking area in April or May and again in late August.

1.7.7. Building Perimeter Maintenance Strip

At all times:

- Remove all vegetation within the building perimeter maintenance strip by manual method of pulling by hand.

1.7.8. Gravel/Granular/Stone Dust/Natural/Decorative Surfaces

The Contractor shall inspect (spring, summer, and fall) and report any deficiencies to the Museum;

At all times:

- Remove any hazards including fallen trees/shrubs or branches,
- Remove all overgrown vegetation.
- Remove and control all weeds;
- Remove and control undesirable vegetation (minimum acceptable height clearance over treed surface is 3m);
- Remove/prune vegetation up to 2m on each side of walkways, pathways, sidewalks, steps and trails;

In early April or May, and in October:

- ensure uniformity and smoothness by grading and re-grading,
- apply new material as required for a uniform finish,
- compact and correct any soft spots, depressions, etc.

During the spring , summer and fall seasons:

- remove/compact loose surface,
- repair ruts,
- repair water ponding and washouts,
- control dust,
- remove encroaching vegetative growth,
- remove any hazard including trees/shrubs,
- clean/repair ditches and culverts,
- repair drainage and erosion deficiencies,
- define edges,
- repair vandalism,
- maintain and repair all walks,

1.7.9. Designated Wooded Area

At all times:

- Provide leaves blowing as required, a minimum of once a week in September, October and November;
- Remove any hazards including fallen trees/shrubs and branches;
- Remove and control undesirable vegetation (minimum acceptable height clearance is 3m);
- Remove/prune vegetation up to 2m on each side of walkways, pathways, sidewalks, steps and trails.

1.8.1. Scope

Includes:

- all concrete and iron pipe railings,
- wrought iron/masonry fences,
- chain/post fences,
- page wire fences,
- snow fences,
- wood log and concrete post fences,
- guardrails and bridge railing,
- handrails,
- display information boards,
- BBQ's and ash receptacles,
- gates,
- barricades,
- bollards,
- bicycle racks,
- bumpers,
- window boxes/awnings,
- watercraft/watercraft furniture,
- decorative edging,
- flag poles,
- flags,
- fountains (drinking and decorative),
- benches,
- garbage receptacles,
- flower planters,
- light standards,
- signs.

1.8.2. Maintenance Standard

- Broken, missing or disassembled Components are repaired or replaced,
- Disfigurement, markings or surface stains are removed / repaired,
- All furniture is to be leveled and adjusted for height,
- Blistering, cracking or flaking paint or other protective finishes on any component is refinished,
- Loose, missing or broken hardware or connections are repaired or replaced,
- All Components to be repainted annually in July (and /or as noted in special requirements),
- All reflective surfaces to be inspected, cleaned, repaired or replaced annually before July,
- All maintenance sub-activities are close to maximum frequency,
- All posts and railings are reset if not straight.

1.8.3. Tasks

The Contractor shall perform the following tasks:

- Inspect, report weekly and repair, maintain and replace Components as required,
- Repair any wood surface and replace any Component (with same grade and dimensions) to ensure a smooth, safe surface, relatively free of defect,
- Repair any wood surface and replace any Component (with same grade and dimensions) to ensure a smooth, safe surface, relatively free of defect,
- Maintain the structural integrity of the surface and structural Components,
- Sand, paint, stain all wood surfaces as required,

- Inspect, repair, maintain and replace any furniture concrete Components, wood Components, metal Components and plastic/fiberglass/glass Components and any other type of material such as, but not limited to, fabric, canvass, etc.),
- Ensure that furniture are clean and free of hazards,
- Maintain the functionality of structures,
- Remove any graffiti on site and at exterior of building (within 5m from the ground),
- Paint and stain the entire surface of all furniture once each year before July 1st. Priorities and timing requirements to be based on events, tourist season and location; schedule to be determined by CMO and Contractor,
- Provide transportation and installation of any furniture that may be displaced (after its initial installation) on an occasional basis,
- Provide, install, maintain and replace all lost, stolen, vandalized or missing locks when requested by the Museum and as per its specifications (locks provided at Contractor's own expense; Master locks #2035),
- Provide, install (for all maintenance needs) and takedown new or unused snow fences,
- Ensure that all gates are capable of opening 180 degrees at all times (especially in winter),
- Replace and repair all damaged fence wires, steel posts and missing or broken gate hardware, if applicable

1.9.1. Scope

Includes all sidewalks, curbs at asphalt, building perimeter maintenance strip, recreational pathways, parking lots, roads, parkways, around buildings, vacant lots, naturalized lands, wooded areas, roadway allowances, turf areas, fence and boundary lines, fire lanes, parks, walking trails, etc.

The Contractor shall perform the following tasks:

- The removal of non-desirable vegetation/nests and pests including all noxious weeds on the site within the boundaries of this Contract.
- Remove all non-desirable vegetation/nests twice monthly or as required.
- Control pests as required.

1.10.1. Scope

The Contractor shall:

- Provide all snow and ice removal equipment (vehicles, machinery, shovels, salt boxes, etc.) and all supplies, as pre-approved by the Museum, required to deliver all Snow and Ice Control services;
- Provide all Snow and Ice Control services by hand clearing, sweeping, mechanical snow blowing, piling, transporting, shoveling, removing and de-icing, etc.:

 - 7 day/week, every day of the year
 - As per the site plan provided by the Museum and including:
 - On and around all roadways and parking lots,
 - On sidewalks,
 - On walkways and building access points (entrances, exits, doorways, steps, stairs, staircases, ramps, bus shelters, loading docks, lanes, etc.),
 - Buildings (fire lanes, access to and around: hydrants, supply pipes, venting intake/exhausts, garbage receptacles, electrical panels, miscellaneous panels, etc.),
 - Trails, lanes, fire lanes, open spaces, from and in front of benches, around flags, located on the Land within the boundaries of this Contract.

1.10.2. Maintenance Standard

A snow cleared, ice free walking and driving surfaces:

- Ready for use every day,
- Safe for the users,
- Providing access to all parking spaces,
- Providing easy access to the shipping and receiving zone,
- Providing safe access to building and equipment and services on site,
- Performed in a manner that does not endanger users,
- Performed in a manner that does not cause damage to buildings and grounds,
- Providing a clear path for fire trucks to access our site in the event of an emergency.

1.10.3. Snow and Ice Removal

Snow and Ice Control must be performed the full area of any surface (roadways, parking lots, pathways sidewalks, lanes, open spaces, etc.) is to be cleared of any snow and ice.

The maximum allowable accumulation before Snow and Ice Control is to be performed, at any given time, from beginning to end of storm is 5.0cm.

The Contractor shall:

- Remove all snow and ice from all assets to ensure continuous, safe use and passage on the site.
- Ensure that all parking spaces remain clean of any snow or ice at all times,
- Remove all snow banks in front of any pedestrian access to buildings, in front of any roadway access points, in front of any roadway intersections, in front of any parking lot entrances and/or bus shelters,
- Clear all roadways, walkways, courts, terraces with drainage systems (surfaces, drains, culverts, grates, manhole covers, etc.) of any snow and ice,
- Provide continuous accessibility for fire and police emergencies,
- Stockpile or blow snow only at designated areas determined each year by the Museum (snow and ice disposal fees and damages due to stockpiling are to be assumed by the Contractor).

- Delineate with a snow fence areas where stockpiling is permitted and assets are close by (stockpiling areas requiring snow fence to be determined by the Museum),
- When required, dispose all snow and ice according to applicable federal, provincial and municipal regulations,
- Clean up the site in spring and repair any damages caused by the Snow and Ice Control operations,
- Ensure that sites are safe for use,
- Clear roadways and parking lots curb to curb. No encroachment or obstacle whatsoever on any roadways, intersections, parking lots and/or parking spaces is allowed.
Clear all sidewalks, stairs and staircases full width using plastic shovel and/or walk-behind snow thrower.

1.10.4. Work Hours & Scheduling

All Snow and Ice Control is:

- To be completed by 7h00,
- To be maintained after 7h00 if snow accumulation persists beyond that time. Snow and ice operation to terminate only after all snow and ice is completely cleared.
- To be performed within 36 hours of a storm. on or around non-emergency items such as garbage receptacles

Ice Control:

- Ice control agents material is to be applied on all continuous basis during slippery conditions and until surfaces are clear (and remain clear) of any snow and ice.
- Remove any excessive ice control agent material on a daily basis.
- Replenish de-icer containers on a daily basis;

Drift, Wind Rows and Snow Banks:

- Wind rows to be removed immediately.
- Drifting snow to be removed twice daily (before 7h00 and before 4h00).
- Snow banks greater than 1.5m in height are to be removed within 24 hours.

Hazards:

- Snow and ice hazards on roads to be removed within 1 hour of identification and service call.

Fire Protection

- Emergency access lanes to entrances and exits from building complexes and accesses to fire hydrants to be free of snow, ice and other obstructions at all times.

1.10.5. Ice Control Agent (De-Icer)

The Museum shall provide an adequate quantity of boxes to the Contractor. The Contractor shall be responsible to place and remove the boxes when required. The locations shall be pre-approved by FMS Management Services.

The contractor is responsible to provide and maintain adequate quantities of ice control agent (de-icing) material in the provided boxes.

- de-icing agent as described in item 2.20 is to be used on all Museum entrances (covering the full width of the entrance and for a distance of 15m of doorways), steps and stairs;

Acceptable ice control agent:

- Ice control agent mixture
- 50% stone dust, 40% sand and 10% de-icer.
- De-icer:
 - Non chloride based, environmentally safe de-icer.

- The de-icer shall be supplied by the Contractor and its selection shall respect and not to deteriorate building structural elements and construction materials. De-icing agent to minimize/eliminate possible damage to exterior stonework, marble and other interior finishes on and around building entrances.

1.10.6. Flood Control

All preventative flood control measures to be completed (and repeated if required) at least 30 days before spring thaw.

All potential flooding is to be controlled within 8 hours of occurrence.

1.10.7. Buildings (roofs, access to and around supply pipes, venting, electrical panels, receptacles, eaves, etc.)

Accumulation of heavy snow and/or ice on Museum building structures or roofs to be removed as required, at the request of the Museum, and shall be charged to the Museum at an acceptable hourly rate.

1.11.1. Scope

Includes the pick-up, clean-up and disposal of all organic and inorganic waste (solid and/or liquids) present within the boundaries of this Contract.

The Contractor shall be responsible for year round litter pick-up at all areas within the boundaries of this contract (including, but not limited to,

- ground,
- window wells,
- open spaces,
- naturalized lands,
- hard surfaces,
- parks,
- turf areas,
- decorative water fountains,
- tree wells,
- planters,
- floral/shrub beds,
- roadways and parking lots,
- walkways,
- pathways,
- sidewalks,
- steps,
- trails,
- terraces,
- litter removal (including, but not limited to, baskets, barrels),
- spring clean-up,
- graffiti removal/clean-up,
- poster removal,
- odor removal,
- foreign object removal,
- leaf raking,
- blowing and clean-up,
- removal of illegal dumping,
- storm clean-up,
- vandalism clean-up,
- contaminant removal,
- accident clean-up,
- clean-up of illegal dump sites and unauthorized fire pits.

1.11.2. Maintenance Standard

The site is clean and free of debris:

- Fallen leaf accumulation, which exceeds 20% of any m² of surface, is removed.
- Surface and assets are free of any noticeable stains larger than 5cm in diameter.
- Debris or litter on any surface is removed year round.
- Hazardous obstacles on any surface asset are removed immediately.
- Waste receptacles are emptied a minimum of twice daily before noon or when they are no more than 85% full which ever occurs first.
- Debris or undesirable plant growth or algae in fountains or reflecting pool basins is removed.

1.11.3. Waste Disposal

The Contractor shall be responsible for all fees related to the disposal of all waste, leaves, debris and snow required to be removed from the Land included in the Contract.

All waste is to be disposed of according to applicable federal, provincial and municipal regulations.

The contractor shall:

- Pick up litter (including, but not limited to, ground, window wells, open spaces , naturalized lands, hard surfaces, parks, turf areas, decorative water fountains, tree wells and planters, etc.), remove litter (including, but not limited to, baskets, barrels), clean up after storm, clean up vandalism, clean up in spring, remove/clean up graffiti, remove poster, remove odor, remove foreign object, rake/blow/pick up/ remove leaves, clean up and remove illegal dumping and dump sites, clean up after accident, clean up unauthorized fire pits, remove cigarette butts and remove contaminant;
- Clean all Museum assets and ensure that they are free of any safety hazards;
- Call upon an approved waste management company at the Contractor's own expense to transport waste to an approved sanitary land fill site;
- Ensure maximum public enjoyment and safe use of all facilities;
- Ensure that sites are safe for public use;

1.11.4. Litter and Debris

Collect daily on weekdays, including weekends and holidays, between 6h00 and 9h00 and as required year round.

1.11.5. Waste Receptacles

Waste Receptacles are provided by the Museum.

The Contractor is to empty a minimum of daily before noon, or when they are no more than 90% full which ever occurs first.

1.11.6. Fallen Leaves and Other Organic Debris

Includes, but is not limited to, the pick-up, clean-up and disposal of all organic and inorganic waste (solid and/or liquids).

- Pick-up twice weekly in spring and/or fall. Plant beds, turf areas and hard surfaces (roadways, parking lots, walkways, etc.) must be 80% free of leaves.

All All leaves are to be picked up by November 15th.

1.11.7. Cigarette Butts

Pick-up/clean once daily before noon.

1.11.8. Spring Clean-Up

Remove any vegetative and non-vegetative material before May 1st.

1.11.9. Spills

The contractor must remove any liquid spills immediately.

1.12.1. Scope & Tasks

Approximate Area: 1025m².

Duration: from April to October.

Apply slow-release fertilizer in spring (The type shall be pre-approved by CMN).

Remove all weeds.

Replace soils when necessary.

Inspect roof drains and remove debris.

Control pests with biological and organic control agents.

Mowing on demand, at additional charges.

Watering during dry weather, at additional charges.