



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

**Parks Canada Agency
Bid Receiving Unit
111, Water Street East
Cornwall ON K6H 6S3**

BID FAX : 1-877-558-2349

**REQUEST FOR QUOTE
DEMANDE DE PRIX**

Proposal to: Parks Canada Agency
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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Proposition à : l'Agence Parcs 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**THIS RFP CONTAINS A
SECURITY REQUIREMENT**

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Title-Sujet Lawn and landscaped grounds care, and garbage removal (grounds and bins), Carillon Canal NHS	
Solicitation No. - N° de l'invitation 5P300-16-5517	Date December 6, 2016
GETS Reference No. - N° de référence de SEAG 5P300-16-5517	
Client Reference No. - N° de référence du client	
Solicitation Closes L'invitation prend fin - at - à 2:00 p.m. on - le January 17, 2017	Time Zone Fuseau horaire - Eastern Standard Time (EST)
Address Inquiries to: - Adresser toute demande de renseignements à : Céline Morin (celine.morin@pc.gc.ca)	
Telephone No. - No de téléphone 613-938-5940	Fax No. - N° de FAX:
Destination of Goods, Services, and Construction: Destinations des biens, services et construction : See herein	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur : Telephone No. - N° de téléphone : Facsimile No. - N° de télécopieur : Email :	
Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) Name/Nom _____ Title/Titre _____	
Signature _____	Date _____

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (b) 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 Industrial Security Program (ISP) 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 6.2 of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

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

1.5 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 210 rue du Barrage, Saint-André d'Argenteuil QC on **Tuesday, December 13, 2016**. The site visit will begin at 10:00 am EST.

Bidders are requested to communicate with the Contracting Authority no later than December 12, 2016 at 2:00 EST to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PCA (Parks Canada Agency) will be accepted. Please fax your bid to 1-877-558-2349.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defense Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes () No ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5) business 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy by fax)

Section II: Financial Bid (1 hard copy by fax)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria	Met	Not met	If met, please provide details and a reference to the relevant section of the proposal.
<p>M1 TRAINING AND EXPERIENCE – GARDENER-HORTICULTURALIST</p> <p>The person proposed as gardener-horticulturalist must have:</p> <ol style="list-style-type: none"> 1. training in horticulture or equivalent training and 2. at least three (3) years of experience in lawn and landscaping maintenance. <p><i>Note: This person's résumé must be included with the bid so that the person's skills may be verified.</i></p>			
<p>M2 TRAINING AND EXPERIENCE – SUPERVISOR</p> <p>The Bidder shall demonstrate precisely, unequivocally and in detail that it has experience with contracts of the same complexity and scope, for an overall duration of minimum five (5) years concerning minimum five (5) different projects (it cannot be the same contract renewed several times).</p> <p>The information that the Contractor <u>shall</u> provide with its bid:</p> <ul style="list-style-type: none"> - The names and contact information of organizations, companies and clients - The name, title, phone number and email address of the contact person at the client - The location of the project or contract - A detailed description of the project and contract - The approximate number of square meters covered by the contract - The dollar value of the project or contract - The duration of the project or contract as well as the period of its performance <p><i>Note: The contacts provided by the Contractor may be contacted to confirm the information provided.</i></p>			
<p>M3 – EQUIPMENT</p> <p>The Bidder shall provide a list with a detailed description of the equipment it will have to perform the work. The equipment must be in good working order and may be inspected by</p>			

<p>Parks Canada personnel. All the equipment must be at the same location during the inspection. The list of equipment to be provided by the Contractor shall include:</p> <ul style="list-style-type: none"> - Detailed description of equipment - Description of accessories - Number of identical equipment and accessories - Purchase year 			
<p>M4 – RÉSUMÉ</p> <p>The Bidder shall demonstrate that its employees have the experience required to perform the work. It shall provide the detailed résumés of the employees that will be assigned to this project, with the following information:</p> <ul style="list-style-type: none"> - Name - Position - Years of experience - Previous experience - Projects they worked on - Proof of training (gardener horticulturalist) 			

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

1. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by PCASD.
2. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCASD.
3. The Contractor/Offeror must comply with the provisions of the Industrial Security Manual (Latest Edition).

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work 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 (<https://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 period of the Contract is from April 1, 2017 to March 31, 2020 inclusive.

The work is to be performed from April 1st to November 30th 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 two (2) additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Céline Morin
Advisor
National Contracting Services
Parks Canada Agency
111 Water Street East
Cornwall ON K6H 6S3

Telephone 613-938-5940
Facsimile 866-246-6893 (info only)
celine.morin@pc.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

The Project Authority for the Contract is: *(will be provided upon award of contract)*

Name: _____
Title: _____
Organization: _____
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 (BIDDERS PLEASE FILL IN)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

Procurement Business Number (PBN): _____

Or HST Number: _____

Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website at: <https://buyandsell.gc.ca>. For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment – Firm prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices or firm lot prices as specified in the Contract, for a cost of \$ _____ (amount will be inserted at Contract award). Customs duties are included and Applicable Taxes are extra.

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 the Work.

Additional services may be requested from time-to-time. The Contractor will be paid firm prices for this as-needed work as specified in the Contract.

6.7.3 Monthly Payment

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.

6.8 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 has been completed and that all Work identified in the invoice have been received by the Project Authority.
2. The Contractor must distribute the invoices as follows - the original must be forwarded to following address for certification and payment:

Parks Canada
1899 boulevard de Périgny
Chambly QC J3L 4C3

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04) General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) the Contractor's bid dated _____ (date will be inserted upon contract award).

6.12 SACC Manual Clauses

6.12.1 Insurance

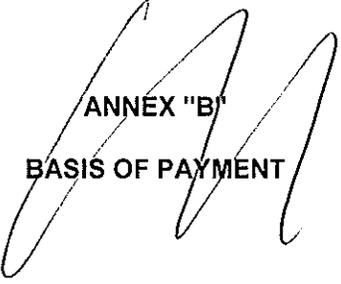
L'entrepreneur est responsable de décider s'il doit s'assurer pour remplir ses obligations en vertu du contrat et pour se conformer aux lois applicables. Toute assurance souscrite ou maintenue par l'entrepreneur est à sa charge ainsi que

pour son bénéfice et sa protection. Elle ne dégage pas l'entrepreneur de sa responsabilité en vertu du contrat, ni ne la diminue.

6.12.2 Government Site Regulations

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

ANNEX "A"
STATEMENT OF WORK



ANNEX "B"
BASIS OF PAYMENT

ANNEX A

PARKS CANADA AGENCY
Quebec Waterways

STATEMENT OF WORK NO. 17-0001

**LAWN AND LANDSCAPING MAINTENANCE
AND WASTE REMOVAL (grounds and waste containers)**

CARILLON CANAL
National Historic Site of Canada

Carillon Canal
210 Du Barrage Street
Saint-André d'Argenteuil, Quebec
J0V 1X0

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- 2.7 Leaf Waste Collection
- 2.8 Waste and Trash Pick-up
(grounds and waste containers)
- 2.9 Edge Trimming (on request)
- 2.10 Cleaning and Washing of Benches, Picnic Tables and Waste Containers (on request)

APPENDICES

- I: 0.-CAR.18-109.0B Site Plan (Carillon Canal)
- II: Waste Collection Schedules 2017 @ 2021
- III: Monthly Certificate of Completion
- IV: Observation and Deficiency Report

1.0 Terms Used

- .1 In this statement of work, "**Parks Canada**" refers to the PARKS CANADA AGENCY (Quebec Waterways).
- .2 "**Engineer**" refers to the Parks Canada Technical Services Representative or authorized delegate.
- .3 "**Contractor**" refers to the company selected to perform all of the work described herein, according to the relevant instructions provided.
- .4 "**Covered areas**" refers to the bicycle path, trails, and parking lots.
- .5 "**Supervisor**" refers to the Contractor's employee who is designated as the person in charge on the grounds during the performance of the work.
- .7 Words, expressions and abbreviations with known technical or professional significance, shall be understood in this sense in these instructions and plans.

1.1 General Description of Work

- .1 The work under this contract primarily includes, but is not limited to:
 - Lawn and landscaping maintenance at the **Carillon Canal National Historic Site of Canada** including: all sodded and fallow areas, covered areas (roads, parking lots, sidewalks and trails, etc.), flower beds, trees, shrubs and ground shrubs, as well as related work located inside the areas, as shown on the plans.
- .2 Specifically, the work includes:
 - Planned work:**
 - a) Spring clean-up
 - b) Grass cutting and trimming
 - c) Fallow land mowing
 - d) Maintenance of trails and covered areas
 - e) Maintenance and trimming of trees
 - f) Leaf waste collection
 - g) Waste and trash pick-up (grounds and waste containers)

Work on request:

- h) Edge trimming
- i) Cleaning and washing of benches, picnic tables and waste containers

.3 Generally, the contract includes all of the work described in the plans and work instructions, and as required for the proper operation and completion of the work, even when not specifically mentioned.

.4 The Contractor agrees to obtain at its expense all permits, certificates, licences, authorizations, and to pay all charges required by the laws, codes and regulations in effect.

1.2 Plans

.1 The attached plans 0.-CAR.18-109.0B and this statement of work are complementary.

.2 The lawns and landscaping indicated and shown on the plans and statement of work are considered approximations. The Contractor is responsible for verifying on premises all relevant information prior to undertaking the work.

1.3 Use of Premises

.1 The Contractor shall perform all the work specified in the contract in accordance with the provisions of the National Parks Act.

.2 The Contractor shall comply with all applicable Parks Canada regulations including, but not limited to, regulations concerning safety, environmental protection, parking and traffic control.

.3 The Contractor shall obey the posted speed limit of 10 km/h maximum, to prevent any accident involving users or employees in the Park. All of the Contractor's vehicles must have a working revolving warning light at all times on Parks Canada grounds.

.4 It is strictly forbidden to park trucks or trailers on the grounds to be maintained. None of these vehicles shall be driven on the lawns.

-
- .5 The Contractor shall not drive on the roads and structures any loaded vehicle, machinery or equipment that exceeds in weight or size the specified legal limit, without written permission and instructions from the Engineer.
 - .6 The Engineer may require a reduction in loads and may even completely or temporarily suspend driving privileges on roads or structures if it is determined that such transport could damage part of the roads or structures due to negative existing conditions.
 - .7 Parks Canada and Hydro Québec will provide the Contractor with keys for access to various locations on the site. The Contractor will be responsible for the keys that are entrusted to it, and shall not at any time produce a copy of the keys. At the end of the contract, the keys shall be returned to their respective owner.
(Parks Canada form – see Appendice VI)

1.4 Supervision and Specialized Labour

- .1 By request, **a qualified gardener-horticulturalist shall be assigned to supervise all specialized work.** This gardener-horticulturalist can be from within the organization or be sub-contracted.
- .2 A supervisor/person in charge shall be present on site during the work. To ensure consistency, the same supervisor/person in charge shall be assigned to the Carillon Canal site for the entire season. This supervisor shall be equipped with a communications system enabling the Parks Canada Representative to contact the supervisor at all times during work hours (*cell phone*). The supervisor will be authorized to receive, on behalf of the Contractor, any orders, instructions or other communications that may be given under this contract.
- .3 The work supervisor shall immediately inform Parks Canada of any accidents or incidents causing material damage to property owned by Parks Canada or a third party. The work supervisor shall also report any injuries and any other major incident affecting the employees or users of the premises. The work supervisor shall also inform Parks Canada of any observed anomaly: land subsidence, hole, vandalism, breakage, clandestine campsite, etc.
- .4 At the request of the Engineer, the Contractor shall remove any supervisor who, in the Engineer's opinion, is

incompetent or behaves improperly, and shall immediately replace the removed supervisor with another supervisor acceptable to the Engineer.

- .5 It is the responsibility of the Contractor to perform the quality control of its work and to ensure that the conditions and requirements of this statement of work are met. Any work that does not meet the conditions and requirements will not be paid. A corrective notice will be given and then, if any corrective work must be carried out by the Parks Canada maintenance crews, their worked hours will be billed to the Contractor at \$75/hour/worker (refer to section 2.0).

1.5 Employee Work Clothing

- .1 All persons employed by the Contractor shall dress suitably and appropriately and shall wear the personal protective equipment required to perform the work, such as safety boots, safety glasses, gloves, high-visibility vest, etc.
(Shirts must be worn while working).
- .2 All employees of the Contractor shall display a faultless attitude toward the public. Business cards will be provided so that the Contractor and its employees may give them to the public for any communication.

1.6 Equipment, Materials, and Labour

- .1 All materials and equipment used by the Contractor shall be of types approved by the Engineer and in working order from the beginning of the work.
- .2 The Contractor's road equipment shall be clearly identified with the Contractor's name.
- .3 Bush cutters and swath fellers are not permitted for lawn maintenance except for on fallow land on steep slopes. Under-mounted tractor mowers are not permitted.
- .4 Tractor-mowers shall have "floatation-type," low-pressure tires specially designed for use in sodded areas and shall not exceed nine hundred (900) kilograms, except as approved by the Engineer.
- .5 The Contractor shall ensure to have sufficient skilled labour to operate this various equipment and to allow for the work to be completed on time.
- .6 The Contractor shall also ensure to have sufficient equipment to compensate for any equipment

breakage and allow for the work to be completed on time.

NOTE: - *To protect the environment, we must draw your attention to the fact that the motorized equipment used for the maintenance of our lawns and landscaping must be powered by a 4-stroke engine. Any equipment currently used by the Contractor that becomes obsolete during the duration of this contract shall be replaced with equipment that meets the above requirements.*

1.7 Certificate of Completion

.1 The Contractor shall have signed at the work site a monthly certificate of completion for each item or unit on the work sheet by a Parks Canada Representative. (Parks Canada form – see Appendice III).

At the end of the month, this certificate shall be countersigned by the Contractor and by the Parks Canada foreman and enclosed with the monthly invoice.

1.8 Observation and Deficiency Report

.1 After the grass is cut, the Contractor shall complete the Observation and Deficiency Report and email it to the Parks Canada foreman within 5 working days. The Observation and Deficiency Report shall include any observations, breakages, deficiencies or other irregularities detected on the grounds during grass cutting (such as a fallen tree, a hole in the lawn, vandalism, etc.). (Parks Canada form – see Appendice IV). A report must be produced for each grass cutting (17 per year) and a copy must be enclosed with the invoice and Certificate of Completion (section 1.7).

1.9 Environmental Protection

.1 Waste (such as refuse, grass cuttings, broken glass, animal excrement, etc.) and volatile materials such as petroleum products (such as oil, gasoline, etc.) shall not be removed from the site by dumping them into water ways, storm drains, sanitary sewers or at any other location likely to harm the environment.

.2 The Contractor shall under no circumstances violate the acts and regulations of federal, provincial or municipal authorities or any other environmental protection organization.

1.10 Reference Standard

.1 BNQ0605-200/2001 – ARBOREAL AND HORTICULTURAL MAINTENANCE (or most recent

version)

- .2 In particular, this standard establishes the rules, techniques, specifications and requirements on all aspects of arboreal and horticultural maintenance.
- .3 This document is available free of charge on the following website:
<http://www.bnq.gc.ca/en/shop/documents-offered-free-of-charge.html>

2.0 Performance of the Contract

The following measures will be taken to ensure the conformity and quality of the work; measures that include the immediate dismissal of the Contractor should there be a breach in the conditions of this contract:

- .1 Any default in performing the scheduled work will be considered as a failure to fulfill contractual obligations.
- .2 Following a breach, notification will be sent to the Contractor. If the breach is not immediately remedied, the Project Authority may hire the services of another contractor to remedy it, and the related costs may be deducted from the payments made; the Project Authority may also deduct certain amounts as damages for breach of contract or failure to provide planned services.
- .3 By this notification, the Contractor will also be informed that any new breach may result in the enforcement of a contract termination procedure, in accordance with the terms of this contract.

2.1 General

- .1 This section specifies requirements concerning the maintenance of lawns and landscaping at the **Carillon Canal National Historic Site of Canada**.
- .2 The Contractor shall be prepared to modify its work schedule at locations where organized activities are held, at no additional cost. The Contractor will be notified of these changes within a reasonable delay, either verbally or in writing, as the case may be. (Example: cutting grass on a day other than when scheduled because an event is being held)
- .3 The work must be performed carefully, to keep the landscaping very clean. Each of the activities described below shall be performed continuously and completely within a reasonable timeframe.
- .4 It is understood that the clean-up of landscaping and grass cutting shall also be performed in difficult to reach locations.
- .5 The sodded and fallow areas may be permanently or temporarily reduced or increased over the duration of this contract with an adjustment in equivalent cost. (Example: an area that is inaccessible due to a construction site or leased areas)

2.2 Spring Clean-up

- .1 The Contractor shall perform spring clean-up as soon as temperatures and site conditions permit and/or 2 days following the Engineer's request, **and complete it by May 15 of each year** (depending on the weather). The Contractor shall notify the Engineer before the work begins.
- .2 Spring clean-up includes:
 - a) The removal of all waste and debris from all areas covered by the contract, including the banks of the Canal to the waterline.
 - b) **Raking, sweeping and the removal of sand, stone, paper, refuse, tree branches and leaves and other waste from roads, parking lots, sidewalks, trails, riprap, covered areas, lawns, fallow land, flower beds, overpasses, the banks of the canal, piers, lockage areas, historic remains and other various structures.**
 - c) Light cultivating and hoeing to a depth of five (5) to eight (8) centimeters in all planted and fallow areas.

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- .3 All trash and waste collected shall be discarded off site.
These materials shall never be left on site.

NOTE: Specific instructions or priorities may be given by Parks Canada for the spring clean-up to begin in certain sectors and/or areas.

2.3 Grass Cutting and Trimming

Surface area: ±59,864 square meters

- .1 The lawns and landscaping to be maintained, covered by the contract, are represented by various shaded areas on the plans.
- .2 Prior to cutting the grass, the Contractor shall notify the Parks Canada Representative at least 24h in advance.
- .3 Begin the first cut of the growing season two (2) days after a request by the Engineer. Continue performing work according to the schedule for the remainder of the growing season and according to the Engineer's instructions (*see section 2.2.4 below*) that is authorized by the Parks Canada Representative. Work shall be performed continuously and completed within the specified one (1) working day, **from Monday to Friday**, unless otherwise indicated by the Parks Canada Representative.
- .4 The Contractor shall never cut the grass on a provincial or federal holiday.
- .5 Except when otherwise specified, the grass shall be cut to a height varying between (6) and seven (7) centimeters.
- .6 The grass is scheduled to be cut an estimated seventeen (17) times as follows, as needed:
 - 3 times in MAY
 - 3 times in JUNE
 - 3 times in JULY
 - 3 times in AUGUST
 - 3 times in SEPTEMBER
 - 2 times in OCTOBER

NOTE: Upon notice, the Engineer may modify this schedule without affecting the unit price. The Contractor shall obtain the approval and signature of the foreman prior to any additional grass cutting otherwise it will not be remunerated. (Parks Canada form – see Appendice III)

- .7 Clean all lawns prior to cutting; remove all waste and

-
- trash, such as rocks, paper, bottles, broken glass, tree branches, animal excrement, etc.
- .8 No windrows shall be left to mar lawn surfaces.
- .9 **Immediately sweep and remove any build-up of grass cuttings** from asphalt or concrete areas, and from areas covered with stone screenings, as well as flower beds, fallow land, riprap, the bases of benches and picnic tables and others.
Grass cuttings shall not be thrown into the canal or the river.
- .10 Each time grass is cut or as required, mower blades shall be adjusted and sharpened to ensure a clean cut at all times and to the recommended height. The Engineer shall perform regular checks.
- .11 **Lawns shall not be cut on days when it rains and/or when the ground is waterlogged.**
- .12 Whenever grass is cut, trim the grass to the specified height at the following locations:
- Near: fences, trees, structures, buildings, roads, benches, picnic tables, waste containers, bicycle racks, posts, lampposts, banks, riprap, sidewalks, and any other obstacle on the premises, and on slopes inaccessible by mower. Perform work using a gas-powered trimmer (*grass trimmer with nylon line only*).
- .13 If grass cutting interferes with visitor traffic or causes obstructions of any kind, the Contractor shall suspend its operations or continue work in a different area.
- .14 During grass cutting, the Contractor will at all times take account of the number of visitors with access to the premises, and no request for additional compensation will be made to Parks Canada based on visitorship.
- .15 **At all times during grass cutting, the Contractor shall take account of the safety of the public by limiting its speed and by directing its grass cuttings in a manner that is safe for users.**
- .16 The Contractor shall have the Parks Canada Representative sign the "*Monthly Certificate of Completion*," **after grass is cut**. (*Parks Canada form – see Appendice III*).

NOTE: *The Contractor shall take account of the possible presence of invasive species (poison-ivy and giant hogweed) in its assessment of the lawns along the banks and its method for grass cutting and trimming at these locations.*

2.4 Fallow Land Mowing

Carillon Canal: 8,603 square meters

- .1 Fallow land is identified and shown on the plans. The Contractor shall notify the Engineer prior to starting the work.
- .2 Cut grass to heights of nine (9) to ten (10) centimeters.
- .3 Two (2) mowing activities are scheduled on the downstream piers at the Carillon Canal and at the old lock, as follows:
 - **First mowing activity completed by June 1st**
 - **Second mowing activity completed by August 1st**

NOTE: *Fallow land will be mowed only using nylon line bush cutters or, when necessary, with a blade for shrubs. The Contractor shall take account of the possible presence of invasive species (poison-ivy and giant hogweed) in its assessment of the fallow land near the old lock and its method for mowing at this location.*

2.5 Maintenance of Trails and Covered Areas

- .1 Remove all vegetation from roads, parking lots, sidewalks, trails, piers, as well as from areas covered with stone screenings, asphalt, concrete, paving stones, riprap and any other covered area on the grounds to be maintained.
The Contractor shall notify the Engineer prior to the commencement of the work.

Frequency: **Twice per year**

1st maintenance completed by the 1st week in June
2nd maintenance completed by the 1st week in August

Note: During the first year of the contract, the Contractor shall remove all vegetation from asphalted areas and then keep these areas free from any regrowth.

- .2 Sweep the roads, parking lots and their entrances, sidewalks, areas covered with concrete, paving stones, piers, historic remains, etc.

Frequency: **Once per week or as needed.**

2.6 Maintenance and Trimming of Trees, Shrubs and Ground Shrubs

- .1 With the use of well-sharpened tools, the purpose of the trimming shall be to maintain the trees, shrubs and ground shrubs in good health and attractive appearance; the trimming shall be adjusted to the natural shape and growth habits of the species or variety.

This work shall be supervised by your gardener-horticulturalist.

The Contractor shall notify the Engineer prior to the commencement of the work.

- a) Trim hedges periodically to profiles and levels indicated by the Engineer, keeping the largest part at the base and gradually tapering towards a slightly rounded top. Cut individual branches that stick out to preserve the overall shape of the hedges.

-
- b) Trim the coniferous trees in June and only at new growth.
- .2 Remove all dead wood and all broken branches, regardless of the cause (*except in the case of a disaster*), from all trees and shrubs, to a maximum height of eight (8) meters. Cuts shall always be made as close to the trunk or junction point with the main branch as possible, in accordance with best practices.
 - .3 Gradually remove the lower branches annually to ensure that the lower third of the tree is free of growth, up to a height of two (2) to two and a half (2½) meters, with the exception of the Lombardy poplar and coniferous trees. Also cut the branches that damage the bark by friction.
 - .4 Remove one (1) or two (2) of the oldest branches from the older shrubs so that they remain well formed with young and healthy branches. Trimming is usually performed after the annual flowering period.
 - .5 Trim tree branches to maintain a clearance of two and a half (2-1/2) meters at all times above multi-use and pedestrian trails, and a horizontal clearance of one hundred and twenty (120) centimeters on each side.
 - .6 Trim tree branches to maintain a clearance of two (2) meters at all times around the tops of the lampposts.
 - .7 Do not leave regrown braches at the base of trees. Remove any stubs, in accordance with best practices.

Frequency: Twice per year

1st maintenance completed by the 2nd week in June

2nd maintenance completed by the 4th week in

August

NOTE: *The areas with hedges and/or shrubbery may be reduced following large/selective cuttings during the contract.*

2.7 Leaf Waste Collection (Fall)

- .1 Collect and discard off site dead leaves from trees and shrubs on all landscaped grounds covered by the contract. The Contractor shall notify the Engineer prior to the commencement of the work. The Contractor is permitted to shred the leaves on premises provided that no windrow or accumulation of shredded leaves remains on the grounds after the shredding is completed.

Frequency: **Once per year (late autumn)**

NOTE: Dead leaves shall not be discarded into the canal and/or the river, nor shall they be blown into the woods or onto the fallow land along the rivers.

2.8 Waste and Trash Pick-up (grounds and waste containers)

- .1 **Pick up all waste and trash** of any kind (such as rocks, paper, refuse, animal excrement, broken glass, tree branches, boxes or bags left by the users and/or boaters, and other garbage), wherever it may be, from all surfaces covered by this contract, including shorelines to the waterline (with the exception of waste from work performed by Parks Canada employees or other contractors).
- .2 **Empty all waste containers** and place the waste in container 8v³ located in the Parks Canada workshop yard at the Carillon Canal. Every waste container shall be emptied, even if the bag inside is empty. A new bag shall be placed in each waste container on every waste collection day. The bags shall be of appropriate size to prevent tearing when placed in the barrel-type bins.
- .3 The Contractor shall provide polythene garbage bags for every type of waste container for the duration of the contract. Transparent bags are used for recycling containers.
- .4 **FREQUENCY**
- **Friday before 10:00 am (May, September and October)**
 - **Monday and Friday before 10:00 am (June, July and August)**
 - **Holidays, the day before and the day after each holiday before 10:00 am (May to October)**

-
- .5 Number of waste containers on the premises:
 - 14 garbage containers (forest green metal barrel)
 - 7 garbage containers (new model – gray plastic barrel)
 - 5 recycling containers (green plastic barrel)

NOTE: *At all times during this contract, waste collection (waste containers) may be suspended or the collection frequency reduced in accordance with the waste management direction that Parks Canada intends to take at its various sites.*

2.9 Trimming of Lawn Edges (work on request)

- .1 The Contractor shall get the approval of the Engineer before trimming the edges of the lawns.
Lawn edges shall be trimmed vertically and perfectly straight or uniformly curved, as appropriate. Lawn edges shall be trimmed to one (1) centimeter when grass is adjacent to an area covered with gravel, concrete, asphalt, cut stone, etc. Grass cuttings shall be collected and disposed of immediately after the work is completed.
- .2 Frequency: **Once per year (end of June)**

2.10 Bench, Picnic Table and Waste Container Maintenance (work on request)

- .1 The Contractor shall get the approval of the Engineer before cleaning and washing the benches, picnic tables and waste containers.
- .2 Clean and wash all benches, picnic tables and waste containers with soapy water.
- .3 Possible frequency: Three (3) times per season
- .4 The approximate number of benches, picnic tables and waste containers on site is:
 - 9 benches**
 - 32 picnic tables**
 - 21 waste barrels + 5 recycling barrels**

ANNEX B
BASIS OF PAYMENT
Statement of Work 17-0001

The price quoted includes all costs incurred in the performance of the work as indicated in the Statement of Work No. 17-0001. The cost includes: specialized labour, equipment, materials, permits, transport, as well as all the general expenses of the company, such as: administration, liability insurance and other incidental expenses.

The work areas for each task below may be increased or decreased (e.g.: construction work, leased areas, etc.). The price will be either increased or decreased proportionally to unit costs paid on the basis of the areas identified in the statement of work.

Year 1 - From April 1, 2017 to March 31, 2018

TABLE 1

	Work	Quantity	Unit Cost	Total
1.	Spring clean-up (section 2.2)	1	\$	\$
2.	Grass cutting and trimming (section 2.3)	17	\$	\$
3.	Fallow land mowing (section 2.4)	2	\$	\$
4.	Maintenance of trails and covered areas (section 2.5)	Global	\$	\$
5.	Maintenance and trimming of hedges, trees, shrubs and ground shrubs (section 2.6)	Global	\$	\$
6.	Leaf waste collection (section 2.7)	1	\$	\$
7.	Trash pick-up (grounds and waste containers) (section 2.8)	48	\$	\$
Total Table 1 (before applicable taxes)				\$

	Work on Request	Quantity	Unit Cost	Total
1.	Edge trimming (late June) (section 2.9)	1	\$	\$
2.	Cleaning and washing of benches, picnic tables and waste containers (section 2.10)	3	\$	\$

Company name: _____

Signature of representative: _____

ANNEX B - BASIS OF PAYMENT (CONTINUED)

Year 2 (From April 1, 2018 to March 31, 2019)

Table 2

	Work	Quantity	Unit Cost	Total
1.	Spring clean-up (section 2.2)	1	\$	\$
2.	Grass cutting and trimming (section 2.3)	17	\$	\$
3.	Fallow land mowing (section 2.4)	2	\$	\$
4.	Maintenance of trails and covered areas (section 2.5)	Global	\$	\$
5.	Maintenance and trimming of hedges, trees, shrubs and ground shrubs (section 2.6)	Global	\$	\$
6.	Leaf waste collection (section 2.7)	1	\$	\$
7.	Trash pick-up (grounds and waste containers) (section 2.8)	48	\$	\$
Total Table 2 (before applicable taxes)				\$

	Work on Request	Quantity	Unit Cost	Total
1.	Edge trimming (late June) (section 2.9)	1	\$	\$
2.	Cleaning and washing of benches, picnic tables and waste containers (section 2.10)	3	\$	\$

Company name: _____

Signature of representative: _____

ANNEX B - BASIS OF PAYMENT (CONTINUED)

Year 3 (From April 1, 2019 to March 31, 2020)

Table 3

	Work	Quantity	Unit Cost	Total
1.	Spring clean-up (section 2.2)	1	\$	\$
2.	Grass cutting and trimming (section 2.3)	17	\$	\$
3.	Fallow land mowing (section 2.4)	2	\$	\$
4.	Maintenance of trails and covered areas (section 2.5)	Global	\$	\$
5.	Maintenance and trimming of hedges, trees, shrubs and ground shrubs (section 2.6)	Global	\$	\$
6.	Leaf waste collection (section 2.7)	1	\$	\$
7.	Trash pick-up (grounds and waste containers) (section 2.8)	52	\$	\$
Total Table 3 (before applicable taxes)				\$

	Work on Request	Quantity	Unit Cost	Total
1.	Edge trimming (late June) (section 2.9)	1	\$	\$
2.	Cleaning and washing of benches, picnic tables and waste containers (section 2.10)	3	\$	\$

Company name: _____

Signature of representative: _____

ANNEX B - BASIS OF PAYMENT (CONTINUED)

1st Year of Extension (From April 1, 2020 to March 31, 2021)

Table 4

	Work	Quantity	Unit Cost	Total
1.	Spring clean-up (section 2.2)	1	\$	\$
2.	Grass cutting and trimming (section 2.3)	17	\$	\$
3.	Fallow land mowing (section 2.4)	2	\$	\$
4.	Maintenance of trails and covered areas (section 2.5)	Global	\$	\$
5.	Maintenance and trimming of hedges, trees, shrubs and ground shrubs (section 2.6)	Global	\$	\$
6.	Leaf waste collection (section 2.7)	1	\$	\$
7.	Trash pick-up (grounds and waste containers) (section 2.8)	51	\$	\$
Total Table 4 (before applicable taxes)				\$

	Work on Request	Quantity	Unit Cost	Total
1.	Edge trimming (late June) (section 2.9)	1	\$	\$
2.	Cleaning and washing of benches, picnic tables and waste containers (section 2.10)	3	\$	\$

Company name: _____

Signature of representative: _____

ANNEX B - BASIS OF PAYMENT (CONTINUED)

2nd Year of Extension (From April 1 to November 30, 2021)

Table 5

	Work	Quantity	Unit Cost	Total
1.	Spring clean-up (section 2.2)	1	\$	\$
2.	Grass cutting and trimming (section 2.3)	17	\$	\$
3.	Fallow land mowing (section 2.4)	2	\$	\$
4.	Maintenance of trails and covered areas (section 2.5)	Global	\$	\$
5.	Maintenance and trimming of hedges, trees, shrubs and ground shrubs (section 2.6)	Global	\$	\$
6.	Leaf waste collection (section 2.7)	1	\$	\$
7.	Trash pick-up (grounds and waste containers) (section 2.8)	49	\$	\$
Total Table 5 (before applicable taxes)				\$

	Work on Request	Quantity	Unit Cost	Total
1.	Edge trimming (late June) (section 2.9)	1	\$	\$
2.	Cleaning and washing of benches, picnic tables and waste containers (section 2.10)	3	\$	\$

COMPANY: _____

SIGNATURE: _____

ANNEX B - BASIS OF PAYMENT (CONTINUED)

SUMMARY

	TABLE	Total
1.	TOTAL - Table 1	\$
2.	TOTAL - Table 2	\$
3.	TOTAL - Table 3	\$
4.	TOTAL - Table 4	\$
5.	TOTAL - Table 5	\$
7.	TOTAL BID PRICE - before applicable taxes	\$

COMPANY: _____
 REPRESENTATIVE : _____
 SIGNATURE: _____
 TITLE: _____
 DATE: _____

ANNEX "C"

Attestation and Proof of Compliance with Occupational Health and Safety (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name _____

Signature _____

Date _____