



**REQUEST FOR PROPOSALS
DEMANDE DE PROPOSITIONS**

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

National Research Council Canada (NRC)
Procurement Services
1200 Montreal Road, Building M-22
Ottawa, Ontario
K1A 0R6
Bid Fax: (613) 991-3297

Title/Sujet Exterior Grounds Maintenance - Ottawa	
Solicitation No./N. de l'invitation 16-22144	Date February 2, 2017
Solicitation Closes/L'invitation prend fin at/à 14 :00 on/le March 15, 2017	Time Zone/Fuseau Horaire EDT
Address Enquiries To/Adresser demandes de renseignements à : Melody Ellis Telephone No./N. de téléphone : (613) 993-4461 Facsimile No./N. de télécopieur : (613) 998-5701	

Instructions: See Herein

Instructions: Voir aux présentes

Proposal To:

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux:

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).



Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No./N. de telephone Facsimile No./N. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisé à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

EXTERIOR GROUNDS MAINTENANCE – OTTAWA

1.0 PRESENTATION OF PROPOSALS

- 1.1 You are invited to submit **FIVE** copies of a Technical Proposal and **TWO** copies of a Financial Proposal in two separate envelopes to fulfil the following requirement forming part of this Request for Proposals. One envelope **must** be clearly marked 'Technical Proposal' and the other envelope **must** be marked 'Financial Proposal'. All financial information **must** be fully contained in the Financial Proposal, and only in the Financial Proposal. Vendors who provide financial information in the technical proposal will be disqualified. **All proposals should include the front page of this RFP duly completed and signed. Unsigned proposals may lead to your disqualification.**

2.0 SCOPE OF WORK

- 2.1 To provide landscaping and civil maintenance services as well as snow and ice control, waste cleaning services and includes the obligation of the Contractor to report on a regular basis to NRC-ASPM at the following sites;
- Montreal Road site, 1200 Montreal Road (approx. 390 acres)
 - Sussex Drive site, 100 Sussex Drive (approx. 11 acres)

in accordance with the detailed Statement of Work attached as **Appendix "A"**.

3.0 PERIOD OF CONTRACT

- 3.1 This Contract is for a five-year period plus five optional years as follows. NRC anticipates that the contract will begin on November 1st, 2017 until October 31, 2022 with an option to renew at NRC's discretion for an additional three-year term, subject to satisfactory performance. A further renewal option of two (2) additional one-year terms may be exercised at NRC's discretion subject to satisfactory performance.

For the option year's six to ten, the fixed price of year five of the contract will be increased according to the Consumer Price Index (CPI) published in October by Statistics Canada for the previous 12 months. The increased price will become the new fixed price for the first optional year (year six). For every other optional year, the annual fee will be adjusted according to the CPI based on the same methodology.

4.0 ENQUIRIES

- 4.1 If you require clarification regarding any aspect of this RFP, address all queries to the Contracting Authority, identified below, at least 7 working days before the closing date. All queries must be in writing **by e-mail** and queries received less than 7 working days prior to the closing date cannot be guaranteed a response. Information received verbally will not be binding upon the NRC.

Melody Ellis

Contracting Authority, Procurement Services

National Research Council Canada

1200 Montreal Road, Bldg. M-22

Ottawa, Ontario K1A 0R6

Telephone : (613) 993-4461

Fax : (613) 991-3297

Email : melody.ellis@nrc-cnrc.gc.ca

- 4.2 To ensure the equality of information among Bidders, responses to general enquiries will be made available to all bidders unless such publications would reveal proprietary information. The bidder who initiates the question will not be identified. Technical questions that are considered proprietary by the bidder must be clearly identified. NRC will respond individually to the bidder if it considers the questions proprietary. If NRC does not consider the question proprietary, the bidder submitting it will be allowed to withdraw the question, or have the question and answer made available through the Government tendering System (GETS) to all bidders.
- 4.3 Vendors who attempt to obtain information regarding any aspect of this RFP during the solicitation period through any NRC contacts other than the Contracting Authority identified herein, may be disqualified (for that reason alone).
- 4.4 It is the responsibility of the Bidder to obtain clarification of the requirement contained herein, if necessary, prior to submitting its proposal. The Bidder must have written confirmation from the Contracting Authority for any changes, alterations, etc., concerning this RFP.
- 4.5 No questions will be considered or answered prior to the Bidders Conference.

5.0 **BIDDERS' CONFERENCE**

- 5.1 There will be a **mandatory** Bidders' Conference at the National Research Council Canada (NRC) on **February 14, 2017** at:

**1200 Montreal Road
Building M-36, Kelvin Room
Time: 10:00 AM EST**

- 5.2 Vendors interested in submitting a proposal **must** attend the Bidders Conference. Potential Bidders are required to communicate their interest in attending the bidder's conference by contacting **Melody Ellis** by e-mail melody.ellis@nrc-cnrc.gc.ca.
- 5.3 All vendors must attend a compulsory Bidders' Conference at the designated time and place detailed below. Failure to do so will render a bid **invalid**. Bidders who cannot attend, for any reason, on the specified date and time will **not** be given an alternative appointment and their proposals will be considered non-responsive. **NO EXCEPTIONS WILL BE MADE.**
- 5.4 As proof of attendance, the Contracting Authority will have an Attendance Form that Bidders **MUST** sign. It is the responsibility of all Bidders to ensure they have signed the mandatory Bidders Conference Attendance form prior to leaving the Bidders' Conference. Proposals submitted by Bidders who have not attended the Bidders Conference and failed to sign the Attendance Form will be deemed non-responsive.

6.0 **PROPOSAL CLOSING DATE AND BID SUBMISSION INSTRUCTIONS**

- 6.1 Proposals **must** be delivered not later than 2:00 PM EDT, Wednesday March 15, 2017 to the following **Contracting Authority**:

Melody Ellis
Contracting Authority, Procurement Services
National Research Council Canada
1200 Montreal Road, Bldg. M-22
Ottawa, Ontario K1A 0R6

Proposals must not be sent directly to the Project Authority

- 6.2 Proposals must be delivered in a sealed envelope and the Bidder's name and the RFP No. should be clearly indicated on the Proposal Envelope. It is the vendor's responsibility to obtain date and time stamped receipt signed by the receptionist as proof that NRC has received their proposal within the prescribed time limit. All risks and consequences of incorrect delivery of bids are the responsibility of the Bidder.
- 6.3 Bid submissions must be in accordance with the Standard Instructions and Conditions (Applicable to Bid Solicitation) attached as **Appendix "E"**.
- 6.4 Due to the nature of this solicitation, NRC will not accept any proposal documents by facsimile.
- 6.5 NRC will not accept any proposal documents by electronic mail or on diskette.
- 6.6 Proposals received after the closing date will not be considered and will be returned to the sender. The sender has the sole responsibility for the timely dispatch and delivery of a proposal and cannot transfer such responsibility to the NRC. No supplementary information will be accepted after the closing deadline unless NRC requests a clarification.
- 6.7 All submitted proposals become the property NRC and will not be returned to the originator.

7.0 EVALUATION CRITERIA

- 7.1 Proposals will be assessed according to **Appendix "A"**, Section 4 – Submission Requirements and Evaluation.

8.0 COST PROPOSAL

- 8.1 Cost proposal shall be as per **Appendix "B"** – Pricing Matrix
- 8.2 GOODS AND SERVICES TAX (GST) and HARMONIZED SALES TAX (HST): The GST and HST, whichever is applicable, shall be considered an applicable tax for the purposes of this RFP and extra to the price herein. The amount of GST or HST shall be disclosed and shown as a separate item.
- 8.3 Bids will be evaluated in Canadian currency, therefore, for evaluation purposes, the exchange rate quoted by the Bank of Canada as being in effect on date of bid closing, shall be applied as the conversion factor for foreign currency. Prices quoted shall not be subject to, or conditional upon, fluctuations in commercial or other interest rates during either the evaluation or contract period.

9.0 CONDITIONS OF SUBMISSION

- 9.1 There shall be no payment by the National Research Council for costs incurred in the preparation and submission of proposals in response to this request. No payment shall be made for costs incurred for clarification(s) and/or demonstration(s) that may be required by NRC. The National Research Council reserves the right to reject any or all proposals submitted, or to accept any proposal in whole or in part without negotiation. A contract will not necessarily be issued as a result of this competition. NRC reserves the right to amend, cancel or reissue this requirement at any time.

9.2 Bid Security

The Proponent must submit bid security in **one** of the following forms:

- A certified cheque payable to the Receiver General for Canada and drawn on a member of the Canadian Payments Association or a local Co-operative credit society that is a member of a central Co-operative credit society having membership in the Canadian Payments Association
- Bonds of the Government of Canada, or bonds unconditionally guaranteed as to principal and interest by the Government of Canada
- A bid bond

Regardless of the type of bid security submitted, it must be in the amount of \$150,000 CAD. Bid security must accompany each RFP. Bid security must be in the ORIGINAL form. Fax or photocopies are **NOT** acceptable. **IMPORTANT:** Failure to provide the required bid security must invalidate the proponent's bid.

If the RFP submission is not successful, the bid security will be returned to the tenderer.

For a list of Insurance Companies whose bonds may be accepted as security by the Government of Canada, refer to **Acceptable Bonding Companies**

9.3 Performance Bond

Upon notification of acceptance of a Proponent's proposal and in exchange of its bid bond, the Proponent may be requested to provide, at its own cost, a security (a performance bond) for the due performance and fulfilment of the contract. The amount to be provided under the performance bond will be in the value of at least \$1,000,000 and must be issued from a recognized banking/insurance Canadian institution.

10.0 METHOD OF SELECTION

10.1 The method of selection will be highest combined Technical Rating (70%) & Price (30%). Bids will be evaluated based on the contract period including the optional periods. For the option year's six to ten, the fixed price of year five of the contract will be increased according to the Consumer Price Index (CPI). The increased price will become the new fixed price for the first optional year (year six). For every other optional year, the annual fee will be adjusted according to the CPI based on the same methodology. For evaluation purposes only, NRC will be using 1.5% for the CPI component.

10.2 A proposal will be considered non-responsive if it does not meet the mandatory criteria or if it is not supported by proper and adequate detail, particularly where supporting evidence is required.

10.3 To be considered valid and responsive, the proposal must achieve at least 75% overall. Proposals not meeting the minimum number of points will be given no further consideration.

10.4 Proposals submitted must be valid for not less than sixty (60) calendar days from the closing date of the RFP.

10.5 Your proposal should contain the following statement:

"We hereby certify that the price quote is not in excess of the lowest price charged anyone else, including our most favoured customer, for like services".

- 10.6 Any contract resulting from this invitation will be subject to the General Conditions - Services 2035 (copy attached as **Appendix "D"**) and any other special conditions that may apply.

11.0 CONFIDENTIALITY

- 11.1 This document is UNCLASSIFIED, however; the contractor shall treat as confidential, during as well as after the services contracted for, any information of the affairs of NRC of a confidential nature to which its servants or agents become privy.

12.0 CRIMINAL CODE OF CANADA

- 12.1 Canada may reject an offer where the Bidder, or any employee or subcontractor included as part of the offer, has been convicted under section 121 ("Frauds on the government" & Contractor subscribing to election fund"), 124 ("Selling or purchasing office"), or 418 ("Selling defective stores to Her Majesty") of the Criminal Code.

13.0 DEBRIEFINGS

- 13.1 After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

ADDITIONAL CONTRACT CLAUSES

Bidder compliance with all of the following clauses, terms and conditions of the resulting contract is mandatory.

14.0 T4-A SUPPLEMENTARY SLIPS

- 14.1 Pursuant to paragraph 221(1)(d) of the Income Tax Act, payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4A Supplementary slip. To enable client departments and agencies to comply with this requirement, contractors are required to provide information as to their legal name and status, business number, and/or Social Insurance Number or other identifying supplier information as applicable, along with a certification as to the completeness and accuracy of the information.

15.0 GOVERNMENT SMOKING POLICY

- 15.1 Where the performance of the work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada, which prohibits smoking on any government premises.

16.0 ACCESS TO GOVERNMENT FACILITIES / EQUIPMENT

- 16.1 Access to the facilities and equipment necessary to the performance of the work shall be provided through arrangements to be made by the Project Authority named herein. There will be however; no day-to-day supervision of the Contractor's activities nor control of the Contractor's hours of work by the Project Authority.

- 16.2 The Contractor undertakes and agrees to comply with all Standing Orders and Regulations in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fires.

17.0 SECURITY LEVEL

- 17.1 Prior to the performance of the obligations under this contract, all personnel that will be involved with the project must be cleared to the security level of **RELIABILITY** as defined in the security policy of Canada.
- 17.2 Any Contract resulting from this invitation will be subject to the Security Requirements Check List (SRCL), form TBS/SCT 350-103, attached at **Appendix "C"**.

18.0 GENERAL CONDITIONS

- 18.1 The General Conditions 2035 entitled General Conditions Services and attached as **Appendix "D"** form part of this Contract.

19.0 ADDITIONAL WORK

- 19.1 The successful bidder can at NRC's option, be asked to provide additional work related to this requirement. Payment will be limited to the firm per diems quoted in the Contractor's proposal.

20.0 NON-PERMANENT RESIDENT (FOREIGN COMPANY)

- 20.1 The Contractor shall ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry. The Contractor shall ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor shall be responsible for all costs incurred as a result of non-compliance with immigration requirements.

21.0 NON-PERMANENT RESIDENT (CANADIAN COMPANY)

- 21.1 The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of the Contract. In some instances, the employment authorization necessary to enter Canada cannot be issued without prior approval of Human Resources Centre Canada (HRCC). HRCC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

22.0 LUMP SUM PAYMENT - WORK FORCE REDUCTION PROGRAMS

- 22.1 It is a term of the contract that:
- a. the Contractor has declared to the Departmental Representative whether the Contractor has received a lump sum payment made pursuant to any work force reduction program, including but not limited to the Work Force Adjustment Directive, the Early Departure Incentive Program, the

Early Retirement Incentive Program or the Executive Employment Transition Program, which has been implemented to reduce the public service;

- b. the Contractor has informed the Departmental Representative of the terms and conditions of that work force reduction program, pursuant to which the Contractor was made a lump sum payment, including the termination date, the amount of the lump sum payment and the rate of pay on which the lump sum payment was based; and
- c. the Contractor had informed the Departmental Representative of any exemption in respect of the abatement of a contract fee received by the Contractor under the Early Departure Incentive Program Order or paragraph 4 of Policy Notice 1995-8, of July 28, 1995.

23.0 FORMER PUBLIC SERVANT

23.1 Contracts with 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 with FPS, bidders must provide the information required below.

23.2 Definitions

For the purposes of this clause,

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

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

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

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

23.3 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 FPS 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.

23.4 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.

23.5 Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction program.

23.6 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 the Goods and Services Tax or Harmonized Sales Tax.

25.0 LICENSE OF OCCUPATION

25.1 The successful bidder will be required to sign a License of Occupation in order to set up operation on NRC premises. A typical License of Occupation form is attached as **Appendix "F"**. The details of the license will be negotiated prior to the award of the contract.

26.0 PUBLIC AND PRIVATE SECTOR BIDS

26.1 Public organizations, universities, non-profit and charitable organizations that wish to submit a proposal for this requirement must provide the following certification:

26.2 "We hereby certify that we have established ourselves as competing with the private industry in the normal course of business and are not given unfair competitive advantage either through subsidization or through the absence of any liability to pay corporate taxes."

26.3 In the case of Special Operating Agencies (SOAs) of the Federal Government, a certification that Treasury Board has confirmed authority to said SOA to compete with Canadian Industrial Performers must be provided.

27.0 FINANCIAL STATEMENTS

27.1 In order to confirm a bidder's financial capability to perform the subject requirement, the Contracting Authority reserves the right to have access, during the bid evaluation phase, to current bidder financial information. If requested, the financial information to be provided shall include, but not be limited to, the bidder's most recent audited financial statements or financial statements certified by the bidder's chief financial officer.

27.2 Should the bidder provide the requested information to the Crown in confidence while indicating that the disclosed information is confidential, the Crown will treat the information in a confidential manner, as provided in the Access to Information Act.

27.3 In the event that a bid is found to be non-compliant on the basis that the bidder is considered NOT to be financially capable of performing the subject requirement, official notification shall be provided to the bidder.

28.0 ATTACHMENTS

Appendix "A" – Detailed Statement of Requirements

Appendix "B" – Pricing Matrix

Appendix "C" – SRCL

Appendix "D" – General Conditions 2035

Appendix "E" – Standard Instructions and Conditions (Applicable to Bid Solicitation)

Appendix "F" – License of Occupation

Appendix "G" – Site Maps

Appendix "H" – Federal Contractors Program for Employment Equity Declaration Form

APPENDIX A

STATEMENT OF REQUIREMENTS

Exterior Grounds Maintenance Management

SECTION 1

GENERAL REQUIREMENTS

1. Scope of work

1. The grounds maintenance management contract consists of providing landscape and civil maintenance services as well as snow and ice control, waste cleaning services and includes the obligation of the Contractor to report on a regular basis to NRC-ASPM at the following sites;
 - Montreal Road site, 1200 Montreal Road (approx. 390 acres)
 - Sussex Drive site, 100 Sussex Drive (approx. 22 acres)
2. The Contractor shall be required to provide at his sole expense all services included in this RFP. These costs include, but are not limited to, all vehicles and equipment including any associated repair costs, fuel, materials, products, tools and labour as well as any sub-contracting costs required to fulfill the obligations required of the terms and conditions of this contract.
3. The overall objective of the contract is to maintain the sites that;
 - A. Are free from debris
 - B. Do not present a safety risk to users while prolonging the useful life cycle of the grounds at each site.
 - C. Safeguarding against environmental degradation. The Contractor must inspect each site (grounds infrastructure) on a monthly basis and report any abnormality to the ASPM Project Authority.
4. The grounds maintenance management services must endeavour to strictly comply with conservation, public safety, public awareness and quality service principles. The services are summarized below but not limited to the following:
 - Spring clean up
 - Turf maintenance
 - Vegetation control
 - Sweeping and Flushing of Parking lots and Roadways
 - Sweeping of Pedestrian walkways
 - Tree maintenance
 - Shrub and Hedge maintenance
 - Planting and maintenance of flowers (annuals & perennials)
 - Litter/Waste Operation
 - Snow Clearing/Removal
 - Snow and ice control

2. Work Plan and Scheduling

1. The Contractor, 15 days after award of contract, shall submit a draft schedule for the grounds maintenance management (both summer & winter operations) requirements to the ASPM Project Authority for approval indicating the following:
 - Approximate start-up time for each item, duration of time
 - Number of staff and equipment

- Proposed items of work

2. The Contractor shall execute the grounds maintenance management requirements as described in this specification in a timely manner.
3. The ASPM Project Authority reserves the right to modify the schedule and dictate the specific order in which the activities are carried out and may prioritize them by activity and by site.
4. The Contractor shall attend monthly site meetings with the ASPM Project Authority for the duration of this contract.

3. Office Facility

1. The Contractor shall be assigned the use and care of building M39, M43 Salt/grit storage compound, and respective yard as a base of operation to provide all administrative and grounds maintenance management services for the full term of the Contract.

4. Permitted Use of NRC Facilities

1. The Contractor shall not without written approval by the ASPM Project Authority use any other parts of a facility or grounds for storage of equipment, materials or personal use.

5. Staffing

1. Demonstrate competence, experience, education, qualifications and the ability of the proposed team members to fulfill the requirements of the RFP.
2. Identify on the organization chart the senior person of the Contractor's Management Team who will act as the prime point of contact with the ASPM Project Authority.
3. Identify a Site Supervisor who has the relevant experience in projects of similar size, scope and complexity to meet the day to day requirements as described in the RFP.
4. Identify all key on-site personnel reporting directly to the Site Supervisor including a back-up for the position of the Site Supervisor.
5. Contractors must provide all necessary personnel information for key positions identified and provide the required CV's and certifications.

NOTE: Listing experience without providing any supporting data describing where and how such experience was obtained, or without a contact point for verification, may result in disqualification of the experience for evaluation purposes.

6. The Contractor must ensure that the following requirements are met and maintained by their employees for the duration of the term of the Contract.
 1. Site Supervisor – at least five (5) years experience in the following; landscape and civil maintenance, snow and ice control, and waste

operations.

2. Field Employees – at least three (3) years in summer and winter maintenance and qualifications to operate various equipment.
3. Seasonal workers must be supervised at all times by experienced employees.
4. The Contractor must ensure that he is able to demonstrate at any time to the ASPM Project Authority that he is in compliance with the experience and competence requirements as indicated above by providing any and/or all proof of certification or work experience for all his employees.
5. The Contractor must provide, at his own cost, two orientation sessions for each season of the Contract (one in summer and one in winter) for all his personnel to ensure that they are familiar with the subject matter and their performance obligations with respect to the Contract. The ASPM project Authority shall be present as an observer during these orientation sessions. General topics to be covered in the sessions must include the following;
 - Worker and workplace safety
 - Proper use of machinery and equipment
 - Maintenance practices/service levels/quality standards
 - Environmental practices and issues
 - General information and special concerns working on the NRC sites.

6. Experience & Competency or Similar Work

1. Demonstrate skill and experience on similar contracts where the Contractor was regularly involved in the management of contracts of similar scope and size within the past seven years which are relevant to this requirement
2. Provide three (3) relevant business references which you previously have or are presently working for.
3. Complete the Table – Relevant Contract Information, found in **Appendix A - Section 4**, to provide basic information for each relevant contract/assignment proposed. For each contract listed in the Table, provide in a narrative format, a brief description of the contract objectives and its approach and methodology and the relevance of this experience to the requirements outlined in this RFP.
4. Demonstrate that the contracts offered as examples are linked to as many of the key personnel proposed as part of the Contractor's Management Team. Contractors must describe the nature of the contributions of the proposed personnel.
5. Describe the stability of the workforce on these projects. What was the turnover rate of personnel on these projects?

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6. A minimum of three contracts of similar scope and nature shall be described. However, Contractors may describe as many previous contracts as they feel is necessary in order to adequately describe the experience and qualifications of the Contractor and of the proposed team. References may be contacted.

7. Vehicles/Equipment

1. All vehicles and/or equipment shall be kept in a clean and presentable condition and meet all provincial and municipal safety standards.
2. All vehicles and/or equipment shall be identified with suitable markings.
3. Equipment and tools identified to be employed for the execution of this contract shall upon request be made available to the ASPM Project Authority for inspection. Missing, unsuitable or broken tools and equipment may result in stoppage of work or a cancellation of this contract.
4. Equipment repairs shall be performed at the contractor's own time and expense.
5. The Contractor must submit along with his tender a list of equipment he owns and is available to fulfill the Contract. Only equipment that is owned by the bidder and appropriate for the work will be acceptable as determined by the ASPM Project Authority.

8. Hours of Work

1. Normal working hours shall be from 6:30 AM to 5:00 PM daily, Monday to Friday, excluding Statutory Holidays.
2. Obtain the ASPM Project Authority's approval to do grounds maintenance work outside or regular working hours.
3. All applicable municipal and provincial by-laws with respect to hours of work and concerning issues such as noise must be followed and adhered to. Work hours on sites used for the staging of special events shall be coordinated with the ASPM Project Authority.
4. Family Day in February of each Year during the term of this contract is NOT a federal government holiday. The Contractor must provide regular services on this day for each year of the contract.

9. Grounds Maintenance Log and Key Activity Schedule

1. Keep a daily maintenance log for each site/area throughout this contract. Maintenance logs shall be reviewed with the ASPM Project Authority at regular monthly site inspection meetings.
2. Maintenance log and/or the Key Activity Schedule should include in detail activities carried-out; date and approximate time for start-up to completion of each activity.
3. Record locations of pest and weed infestation problems. Inform the ASPM Project Authority at the earliest convenience.

4. The Grounds Maintenance log sheet must be signed weekly by the ASPM Project Authority and/or his designate.

10. Performance

1. The contractor shall work expediently, so as not encumber the site with excess materials, equipment or manpower.
2. The contractor must notify the ASPM Project Authority twenty-four (24) hours in advance prior to commencing with work during any phase of the maintenance work.
3. Should the contractor not perform to the standards outlined in this specification and/or as directed by the ASPM Project Authority, a warning will be issued by the Manager in writing. Should the contractor receive 3 warnings he will be asked to attend a performance review meeting.
4. All work shall be done in accordance with existing Municipal, Provincial and Federal regulations and by-laws. The contractor and his staff shall have knowledge of applicable codes, regulations and by-laws including WHMIS, the Occupational Health and Safety Act, the Canadian Labor Code and the Pesticides Act, latest editions.

11. Health and Safety

1. The Contractor shall adhere to all safety measures respecting personnel and fire hazards recommended by Federal and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.
2. On an annual basis the contractor must submit his Health and Safety plan, by site, to the ASPM Project Authority
3. Continuously protect NRC property from damage, injury or loss arising in connection with this Contract. The Contractor shall make good, at its own expense, any damage, injury or loss to the property. Provided that the Contractor has taken reasonable precautions, the Contractor shall not be responsible for any such damage, injury or loss which NRC has agreed to insure or which may be directly caused by NRC, its agents or employees.
4. In the event that any system or equipment appears to be unsafe, take interim remedial action and immediately notify the ASPM Project Authority and remain at the site until steps have been taken to protect the public and occupants from the hazard or condition.
5. The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. The ASPM Project Authority reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor shall be responsible to supply suitable replacement equipment.
6. Protection Equipment: appropriate personal protective equipment must be provided by the Contractor and used while executing the required work. Such equipment shall conform to the latest industry standards and be in good repair. Any personal protective equipment not in good repair must be replaced immediately. Safety cones or safety barriers must be used as required to identify obstructions or other unsafe conditions at the work site. The

Contractor is responsive for the supply and installation of all signage, protection and barriers required to execute their work in a safe and secure manner.

7. **Accident Reporting:** All accidents or injuries occurring on the NRC work site must be reported within 24 hours and documented to the ASPM Project Authority.
8. **Other Safety Issues:** The Contractor is requested to immediately report to the ASPM Project Authority any safety issue that may affect his staff in the performance of their work. The Contractor will be responsible for the health and safety of his workers, sub-contractors and vendors as regulated by Federal, Provincial and Municipal Act and Regulations.

12. WORKPLACE SAFETY INSURANCE

1. The successful Contractor shall submit to ASPM at the time of entering into the Contract, within seven days after so being notified, and every sixty days thereafter, a certificate of clearance from the Workplace Safety and Insurance Board of Ontario (WSIB). Such clearance certificates shall indicate that the Proponent and any prior approved sub-contractor(s) have complied with the requirements of the WSIB and are in good standing in the books of the Board. WSIB coverage must be maintained throughout the contract period.
2. ASPM may, at any time during the performance or upon completion of the Contract, require a further declaration that all such assessments or compensations have been paid.
3. Please identify your WSIB account number # _____ and every 6 months thereafter update and re-submit a WSIB certificate.

13. OCCUPATIONAL HEALTH AND SAFETY ACT

1. Contractors shall note that should the provisions of the "Ontario's Occupational Health and Safety Act" apply to the services to be provided under a contract resulting from the RFP, all of the responsibilities and obligations imposed upon the "Owner" under this Act must be assumed by the Contractor and/or sub-contractor(s). All costs for services/materials required to fulfill these obligations shall be assumed to be included in the contract price. Should NRC become aware of any violations of this Act and Regulations, a notification will be made to the appropriate authorities where so warranted, work could be suspended or indeed terminated without cost to NRC.

14. INSPECTION AND VERIFICATION OF THE WORK

1. Inspections of all or part of the Contractor's activities will be performed by the ASPM Project Authority on a regular basis.
2. The inspections will focus on the effectiveness, the quality and the reliability of the service provided as well as on the adherence to applicable regulations, specifications, standards and procedures.
3. Should the inspection reveal any deficiency or abnormal condition of the work or service, the Contractor and if needed, the Sub-Contractor shall attend the site to demonstrate the quality of the work and/or performance of the equipment or system to the satisfaction of the ASPM Project Authority.

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4. Any work or service that has been rejected as failing to conform to the Contract requirements shall be promptly replaced, repaired, or re-executed by the Contractor to the satisfaction of the ASPM Project Authority.
 5. Regular meetings will be scheduled, and will be used to discuss work status and performance related issues, provide feedback to the Contractor, review work schedules, suggest remedial action and monitor the overall performance of the contract so as to meet ASPM's standards and expectations.

15. SECURITY

Security Screening

1. The Contractor shall carry out criminal background checks on all his in-house personnel that will work on NRC premises prior to putting forth the individuals name to NRC for security screening purposes. The Contractor must provide proof of this check as requested by NRC.
2. The Contractor must provide a list of all personnel to be employed to execute work to be provided under this Contract with personal data for security screening purposes. Such security could include finger printing (when required) and will be security cleared to "reliability level".
3. Only the employees who are security cleared will be permitted to work on the NRC premises.
4. The Contractor must provide to the ASPM Project Authority on a quarterly basis, updated and accurate lists of its employees and sub-contractors requiring access to the work sites. In the event the Contractor fails to comply with this subsection, the ASPM Project Authority may withhold payment from the Contractor until there is such compliance.
5. The ASPM Project Authority shall have the right to have any of the Contractor's employees or sub-contractors removed from any of the sites for security reasons, notwithstanding the results or status of any security screening with respect to such employee(s).
6. NRC shall not be responsible for any costs to the Contractor of any kind or nature which may arise from the exercise mentioned in Section 4 – Security inclusive of all sub-section 1 under this heading.

Security Requirements

1. Only those employees identified by the Contractor and meet the conditions specified in this contract will be allowed access to NRC facilities. No other persons accompanying employees will be allowed into a building.
2. The Contractor's staff must report abnormalities to the NRC Security Building M1 by calling 613-993-2428.

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3. All personnel will be photographed and issued an identification card which they must wear in a visible manner at all times.
 4. All "ID" or access cards entrusted to the Contractor must be protected and returned to the ASPM Project Authority upon completion or termination of this Contract or upon termination of employment. Stolen, broken or lost "ID" or access cards must be reported immediately to the ASPM Project Authority.

16. KEYS

1. Keys can be issued to the Site Supervisor as required and must be signed out. All keys must be stored in a designated location satisfactory to the ASPM Project Authority.
2. The Site Supervisor shall ensure all keys issued are protected from loss and/or copying.
3. The Contractor shall not duplicate keys supplied by NRC.

17. COMMUNICATIONS

1. The successful Contractor shall establish an email contact listing and maintain an open line of communication that is effective in keeping a good rapport with all involved in this Contract.
2. The Site Supervisor, along with some key personnel must either be equipped with a pager or a cell phone (c/w voicemail) and an email address so they may be contacted immediately at anytime.
3. The Contractor and Site Supervisor (s) must meet monthly with the ASPM Project Authority to discuss performance related issues, work schedules and submit the required reports. All reports, records and log sheets submitted must be signed and approved by the ASPM Project Authority and Site Supervisor for the up-coming month's invoice.
4. The Contractor must identify a contact number (accessible 24/7) which must be available after normal hours of work and ensure a quick response to emergency and/or urgent calls.

18. UNIFORMS/DRESS

1. All of the Contractor's personnel working under this Contract on NRC premises shall be suitably uniformed.
2. All personnel shall wear a clean uniform as follows:
 - Industrial type matching shirt and trousers, coveralls or smocks. The company name, logo or crest must be clearly visible on the uniform.
3. It is mandatory that all on-site personnel be visibly identifiable.
4. All personnel must wear their Photo Identification Card in a visible manner.

19. Taxes and Licences

1. The successful Contactor will be solely responsible for the payment of insurance premiums, licenses, taxes and all other charges imposed by the federal, provincial or municipal authorities.

20. Insurance Requirements

1. The successful Contract must provide and maintain during the term of the Contract Commercial General Liability insurance in a form acceptable to NRC with NRC as additional name insured and subject to limits of not less than \$5,000,000 inclusive per occurrence for bodily injury, death and damage to property including the loss of use thereof.

As well, the successful Contractor must provide and maintain during the term of the Contract liability insurance in respect to either owned and/or leased vehicles and equipment not less than \$2,000,000 inclusive per occurrence. Liability insurance coverage shall not be subject to a deductible.

21. Regulatory Standards

1. The Contractor shall adhere to all applicable codes and regulations including but not limited to Environmental Regulations and Occupational Health and Safety Regulations. NRC, being a Federal Government Agency, can abide by Federal Codes and Regulations and is not compelled to abide by Provincial Building Codes and Regulations. However, in most circumstances and issues, NRC abides by the more stringent of either Provincial or Federal Codes and Regulations.

22. Changes to Scope

1. ASPM requires the flexibility to respond to changes in its operation. During the term of the Contract, the ASPM Project Authority may adjust the scope of the Contract. Such adjustments will be mutually agreed upon with the Contractor that there will be a change to the Contract.
2. Should the Contractor not wish to undertake any additional work resulting from a change in scope, ASPM reserves the right to tender this portion of the new work, as well as other work being done by the Contractor and deemed appropriate to combine with the additional work.
3. Should the price of the work so removed from the Contract be clearly delineated in the proposal, the Contract amount shall be adjusted accordingly, otherwise any changes in contract price will be by mutual agreement.

23. Hourly Rates/ Unit Pricing

1. The contractor must submit Hourly Rates/Unit Pricing for additional maintenance services as described in the Financial Proposal indicated in **Appendix B** of the RFP. A Standing Offer Agreement would be awarded to the Contractor for the provision of additional maintenance services not included in the Contract.

24. Special Requirements

1. Generally provide logistical support, relocation and placement of furnishings and fixtures for the annual United Way picnic and other special events taking place on the MRL campus (total of 5 events per year).
2. There are approximately 29 floral arrangement locations (11 flower beds and 18 flower pots/planters) at the NRC sites. The Contractor is responsible for maintaining (planting, weeding, watering, hedging, etc.) the various floral arrangements.
3. On a monthly basis or when required (during the summer operations) cut or by using vegetation control remove all weeds growing within fenced-in compounds of the electrical sub-stations, diesel generator sets or general purpose yards.
4. Specialty Purpose Compounds and Yards, 24 hours after a snow storm or when requested by the ASPM Project Authority remove snow in the following areas to provide clear and safe access. In some instances hand shoveling or the use of a snow blower will be required;

Electrical Sub-stations, M10, M48, M11

Diesel generator compounds, M2, M5, M23, M36, M60, M55, M50, S77

M50 Liquid Nitrogen compound

M32 compound next to the wave pool

M10 Tank Farm

Fuel Spill pads, M6, M13, M12, M54, M46

Bicycle Parking/Storage compounds, M50, S77

Smoking Shelters and associated walkways, M50, M4, M 58

5. Snow and Ice Control; clear snow and maintain ice control by 7am and keep clear until 6pm, 7 days/week, all assets requiring such services. Numerous construction projects take place at the various NRC sites throughout a year. The Contractor is required to provide services near or around these construction sites.

SUMMER GROUNDS MAINTENANCE SCHEDULE

SITE: _____ CONTRACT NO.: _____ WEEK OF: _____

This is to verify that the following operations have been performed as per specifications

TASK LIST	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	REMARKS
Raking								
Aerating								
Sweeping and Flushing Parking Lots								
Sweeping and flushing roadways								
Cultivating Flower Beds								
Mulching								
Top-Dressing								
Over seeding								
Litter pick-up								
Sweeping Walkways								
Mowing Turf								
Trimming								
Fertilizing Turf								
Weed control and Vegetation control								
Pruning Trees & Shrubs								
Watering								

DATE: _____ NAME OF SUPERVISOR _____ CONTRACTOR'S SIGNATURE _____

ASPM PROJECT AUTHORITY SIGNATURE _____

SNOW AND ICE CONTROL MAINTENANCE SCHEDULE

SITE: _____ CONTRACT NO.: _____ WEEK OF: _____

This is to verify that the following areas are clear of fallen or drifting snow and ice, and/or have been salted(s) or sanded(sn)

LOCATION	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	REMARKS
Handicap Ramps								
Roadways								
Parking lots								
Fire routes								
Sidewalks								
Doorways								
Gates and fence lines								
Ramps								
Loading Docks								
Emergency Exits								
Special Purpose Compounds & Yards								
Filler Pipes								
Fire Hydrants								
Refuse Bins								
Litter Picked Up								
Supervisor's Initials								

DATE:

NAME OF SUPERVISOR

CONTRACTOR'S SIGNATURE

ASPM PROJECT AUTHORITY SIGNATURE

KEY ACTIVITY SCHEDULE (sample)

Date Required	Activities	Location	Date completed	Comments
March – Week 1	<ul style="list-style-type: none"> • Litter pick-up, removal and waste basket emptying • Flood control plan completed • Spring clean-up plan completed 	<ul style="list-style-type: none"> • All sites • All sites • All sites 		
March – Week 1,2,3 and 4	<ul style="list-style-type: none"> • Flood Control Measures fully implemented (Catch Basins, etc.) • Start spring clean-up as snow melts 	<ul style="list-style-type: none"> • All sites where required • All sites 		
April – Week 1 & 2	<ul style="list-style-type: none"> • Removal of winter protections completed 	<ul style="list-style-type: none"> • Where required 		
April – Week 3 & 4	<ul style="list-style-type: none"> • Turf clean-up and repair completed • Maintenance of summer furniture completed • Spring clean-up of hard surfaces completed (e.g. flushing and/or sweeping) • Removal of salt boxes completed 	<ul style="list-style-type: none"> • All sites • All sites • All sites • All sites 		
May – Week 1 & 2	<ul style="list-style-type: none"> • Spring clean-up on all surfaces completed • First turf fertilization completed • First turf aeration completed • Waste receptacle emptying a minimum of once a day • Turf overseeding completed 	<ul style="list-style-type: none"> • All sites • All sites • All sites • All Sites • All Sites 		
May – Week 3 & 4	<ul style="list-style-type: none"> • First grass cutting • First weed control completed • Edging around Specimen Trees, shrubs and hedges completed • First weed operation completed (tree, shrub, flowers) • Flower beds should have annual flowers planted completed 	<ul style="list-style-type: none"> • All sites • All sites • All Sites • All Sites • Where required 		

Inventory of Fixtures and Furnishings per Building

Building	Picnic Tables	Portable Benches	Fixed Benches	Waste Containers	Salt Boxes	Flower Beds	Flower Pot/Planter	Comments
M1		2		1	1	1		Traffic Circle
M1C				1	1			
Stone House					1			
M2	2	2		2	3		2	
M3	1	2			2		2	
M4	1	2			3			
M5					1			
M6	1	1			2			
M7	2	1			1			
M9	1	1			3			
M10	1	1			4			
M11	1				4			
M12	1	3		2	4			
M13	1				3			
M14	2				3			
M16	1	1			1			
M17					2			
M19	2	3		2	4		1	
M20	3	2		2	5	4	1	Around Fountain
M21	2	2		1	2		2	
M21 BALL DIAMOND		2		1				
M22	2	2		1	2		1	

M23	3			1	5			
Building	Picnic Tables	Portable Benches	Fixed Benches	Waste Containers	Salt Boxes	Flower Beds	Flower Pot/Planter	Comments
M24	3	1		2	3			
M27	1				1			
M32	2	2		1	1			
M35			2		3			
M36	3		4	2	5		5	
M39	1							
M40	2				1			
M42					1			
M46		1			3			
M47					1			
M50	4	5		2	7			
M50 BALL DIAMOND		2		2				Barrels
M54	3		2	1	3			
M55	2	3		3	5			
M58	3	2		3	3	2	2	Traffic Circle & Entrance
M59	1	1		1	3	2		
M60	1	2		1	2			
100 SUSSEX	3		4	8	4	2	2	
TOTAL	56	49	12	40	103	11	18	

General Requirements
Section 1

Site Feature Summary - Sommaire de site

Site Name: NRC 1200 Montreal Road - Nom de site: CNRC 1200, chemin de Montreal
Site Number - Numéro de site: M56

Landscape Features - Biens paysager

Shrub Beds, Flower Beds			
Subtype Sous-type	Count Nombre	Area (sq. m) Surface	Length (m) Longueur
Mixed - Varié		185	
Shrub Bed - Massif d'arbustes		7514.1	
Recreational Areas - Espace récréatif			
Subtype Sous-type	Count Nombre	Area (sq. m) Surface	Length (m) Longueur
Baseball Diamond - Terrain de base-ball	3	3272.7	
Volleyball Court - Terrain de volley-ball	6	1307.1	
Turf - Gazon			
Subtype Sous-type	Count Nombre	Area (sq. m) Surface	Length (m) Longueur
Class A - Classe A		419417.4	
Class B - Classe B		260324.2	
Forested Turf Class A - Classe A (boisé)		12462.9	

Snow & Ice Clearing Features - Biens de déneigement & déglacage

Snow & Ice Clearing Areas - Espace de déneigement & déglacage			
Subtype Sous-type	Count Nombre	Area (sq. m) Surface	Length (m) Longueur
Pedestrian Access - Accès piétonnier		18037.4	
Vehicle Access - Accès de véhiculaire		199723.3	
Snow & Ice Clearing Points - Points de déneigement & déglacage			
Subtype Sous-type	Count Nombre	Area (sq. m) Surface	Length (m) Longueur
Doorway - Corridor d'entrée	379		
Fire Hydrant - Borne-fontaine	78		
Specialty Purpose Compounds/Yards	24		
Gates - Barrière	20		
Flag Poles - Mât de drapeau	1		

General Requirements
Section 1

Site Feature Summary - Sommaire de site

Site Name: NRC 100 Sussex Drive - Nom de site: CNRC 100, promenade Sussex
Site Number - Numéro de site: S75

Landscape Features - Biens paysager

Shrub Beds, Flower Beds			
Subtype Sous-type	Count Nombre	Area (sq. m) Surface	Length (m) Longueur
Mixed - Varié		121.3	
Shrub Bed - Massif d'arbustes		841.1	
Turf - Gazon			
Subtype Sous-type	Count Nombre	Area (sq. m) Surface	Length (m) Longueur
Class A - Classe A		11798.7	
Class B - Classe B		72.6	

Snow & Ice Clearing Features - Biens de déneigement & déglacage

Snow & Ice Clearing Areas - Espace de déneigement & déglacage			
Subtype Sous-type	Count Nombre	Area (sq. m) Surface	Length (m) Longueur
Pedestrian Access - Accès piétonnier		1182.8	
Vehicle Access - Accès de véhiculaire		15734.6	
Snow & Ice Clearing Points - Points de déneigement & déglacage			
Subtype Sous-type	Count Nombre	Area (sq. m) Surface	Length (m) Longueur
Doorway - Corridor d'entrée	13		
Fire Hydrant - Borne-fontaine	7		
Specialty Purpose Compounds/Yards	4		
Gates - Barrière	3		
Flag Pole - Mât de drapeau	1		

SECTION 2

SCOPE OF WORK

1. General

1. The objective of this section is to provide the Contractor with operational service requirements for the landscape, snow and ice control; and waste operations for the Grounds Maintenance Management Contract. The Contractor shall be solely responsible for providing at his own cost all operational services on all Lands/Sites within the scope of this Contract. The Contractor will be responsible for any rehabilitation, damages, or replacement costs resulting from the absence or lack of service and maintenance on the part of the Contractor.
2. Site Maps/Plans for the respective Sites within the scope of this Contract have been included as general information ONLY. Contractors are responsible to note service requirements and any changes to the site maps/ plans, any discrepancies between the actual site and drawing should be brought to the attention of the ASPM Project Authority at the time of the site showing and an Addendum will be issued.
3. The Contractor shall employ staff, vehicles, equipment and methods as to ensure a satisfactory quality and rate of progress.
4. Vehicles and equipment shall be in good condition and present a good appearance.
5. The Contractor must furnish with his bid submission, a complete listing of all equipment available/required to successfully complete the scope of work detailed in the RFP. Tenders missing this information will be disqualified. The NRC-ASPM reserves the right to inspect the bidder's equipment prior to the award of this contract.
6. The Contractor shall maintain good order and discipline amongst their employees engaged under this contract, and shall not employ anyone not skilled in the task assigned under this contract.
7. Sub-contracting of any portion of the work detailed in this RFP will not be permitted without the prior written authorization of the ASPM Project Authority. Any work undertaken by a sub-contractor shall in no way relieve the Contractor of their responsibilities to NRC under the terms and conditions of this contract.
8. All work shall be done in accordance with existing Municipal, Provincial and Federal regulations and by-laws. The Contractor and his staff shall have knowledge of the applicable codes, regulations and by-laws including WHIMS, the Occupational Health and Safety Act, the Canada Labour Code and the Pesticides Act, latest editions to perform all work required to fulfill the obligations of this Contract in accordance with industry standards.

2. Initial Spring Clean-up

1. Initial clean-up is to be carried out immediately and as quickly as possible when the area is suitable to enter in the spring and **completed by May 1st of each year.**

2. Remove winter fixtures and store in locations indicated by the ASPM Project Authority. Winter fixtures are identified to be items such as snow fence and posts, saltboxes, and site service equipment markers.
3. Pick-up and remove from the area all debris resulting from the winter period.
4. Remove from all turf areas adjacent to hard surfaces surplus sand, crushed stone and/or grit.

3. Removal of Debris

1. The contractor will be informed by the ASPM Project Authority the location of refuse containers for the contractor's use.
2. Monthly, Pick-up and remove from all sites of foreign materials or debris, such as glass, metal or paper objects, dead wood, dead vegetation, and dead carcasses.
3. Clean flowerbeds, shrub beds, and fence borders of debris and dead vegetation material. Rake lawn areas and remove debris, leaves, and surplus sand and dead vegetation.
4. Accumulated piles of debris shall be removed from the sites after each day's work.
5. The contractor shall be responsible for all fees related to the disposal of all waste, leaves and snow required to be removed from the NRC lands included in this Contract. All waste is to be disposed of according to applicable federal, provincial and municipal regulations.

4. Turf Aeration

1. Annually aerate turf areas around all buildings and all fields. Work must be **completed by May 15 of each year.**
2. Core aerate in two (2) directions, North and South, East and West.

5. Turf Repairs

1. Repairs to the turf due to winter damage must be **completed by May 15 of each year.**
2. The turf shall be top-dressed with up to 1 cm of good quality topsoil and the area over seeded with a mechanical seeder. If the turf density is not optimum by June 30th the contractor will be required to repeat the procedure in September of that year.
 - Overseed at a rate of 2.5 lbs per 1000 sq. ft.
3. Recently refurbished grass areas must be watered to maintain adequate soil moisture to ensure good root development.

6. Hard Surface Areas

1. Mechanical flushing and sweeping of all parking lots, roadways, main building entrance walkways shall be done **two (2) times a year, in the month of April and August.** No dry sweeping will be allowed.
2. **From April 1st to November 30th each year** weekly sweep all walkways, steps, ramps and entrances leading to each building to ensure they are free of any dirt and debris. The work must be completed weekly by 10:00 AM.

7. Water

1. The contractor will be allowed to utilize existing hose bibs on the exterior of each building as and when required.
2. The use of fire hydrants on NRC lands will not be allowed.
3. The contractor is responsible to provide all necessary hoses, pumps and sprinklers to water the grass areas within 40' from all buildings (fields excluded) and all flower arrangements.

8. Fertilizers

1. **Fertilizing of all turf areas around all buildings shall be performed two (2) times per growing season, Mid-May to June and September to October and shall include the sports field adjacent to building M21.**
2. Specify the proposed brand name of fertilizer to be used with the bid submission and Provide a technical Analysis Data sheet and Material Safety Data Sheet.

9. Pruning

1. The contractor in conjunction with the ASPM Project Authority shall inspect all trees to determine the extent of pruning. The contractor will be responsible to prune, remove all dead, diseased, interfering and objectionable limbs or branches to a maximum height of 20'- 0".
2. The contractor is responsible for the watering, cultivating, weeding, edging, and mulch placement at the base of each tree immediately around all buildings. The contractor shall **not** cut, trim, destroy or remove any tree without written approval from the ASPM Project Authority.
3. Pruning shall include the removal of all dead diseased, interfering and objectionable limbs and branches. The ASPM Project Authority shall direct the contractor as to which limbs/branches are deemed objectionable. The contractor shall follow acceptable horticultural practices. He shall also comply with all Agriculture Canada Publications such as "The Pruning Manual" and relevant updates.
4. **Trees:** The following items shall also apply. Pruning shall occur at the following times for the various species:

Deciduous Trees – Flowering, after the spring flowering period is completed.

Deciduous Trees – Non-flowering early spring, prior to budding of the leaves.

Coniferous Trees – Early spring, prior to new growth.

- Ensure all cuts are vertical, smooth and there are no locations for moisture accumulation.

10. Mulching

1. Mulch shall be maintained to a dept of 6 cm.
2. All mulch material shall be supplied by the contractor. Submit a sample prior to commencing this operation.
3. Mulch shall not be mixed with soil.

11. Moving, Trimming, Edging

1. Equipment used to mow turf areas shall be designed for this purpose and have turf tires only.
2. All turf areas shall be mowed when grass or other plant material reach 1/3 above the recommended height as follows:
 - **Turf/Lawn areas around buildings**
→ 3”– 3.5” not to exceed 5”
 - **Turf areas 20’0”on either side of roadways and parking lots.**
→ 3”- 3.5” not to exceed 5”
 - **Fields (meadow cut, 2-3 cuts per year)**
→ not to exceed 8”
3. Turf areas shall be **trimmed** where necessary around all obstacles such as trees, traffic markers, posts, fire hydrants, flower beds, building lines, fence lines, along concrete curbs, parking lots, driveways and walkways.
4. Grass around the buildings may be kept at the higher tolerances during mid June, July and August, and at the shorter tolerances during the remaining months.
5. Edge all flowerbeds, shrub beds and any other turf edge with the original layout or in accordance with the changes specified by the ASPM Project Authority.

12. Winter Preparation

1. Commence this work as soon as practical in the autumn season and **complete by mid November of each year.**
2. Rake and remove all leaves and debris from the specific areas. Leaf piles shall be removed from the sites after each day’s work.

3. Provide and put in place all salt boxes at all building entrances and various walkways as per the ASPM Project Authority's instructions.
4. **Maintain and fill the salt boxes with either salt, ice blast or a mixture as per instructions from the ASPM Project Authority**
5. Remove all debris and vegetation from the flowerbeds, planters, roadways, parking lots and clean out window wells and fresh air intake wells. Ensure all catch basins are open and free of debris and will be free flowing during the winter months.
6. Provide and install all snow fencing, posts and other materials necessary for the fence installation and install to reduce snow drifts along roadways and various other locations as per the ASPM Project Authority's instructions.
7. Obtain from ASPM all markers for fire hydrants, water valves and other obstacles, and install as per the ASPM Project Authority's instructions.

13. Weed and Vegetation Control

1. Obtain all appropriate licenses and liability insurance for the use of and application of pesticides and herbicides (contractor to provide proof of liability insurance and licence before May 15th each year of the Contract). In the event that the contractor calls upon the services of a specialized company (ies), the contractor shall provide the name of the company (ies) offering the services and their qualification(s). Pesticides and herbicides shall not be used on a routine basis but only for spot treatment. Cultural methods shall be used initially to treat problems. Follow provincial regulations including the use of signage.
2. Vegetation Control/Retardation of Non-Turf Areas:
 - Carry out spraying **prior to July 15** on a bright sunny, wind-still, day at temperatures between 70 to 80 degrees F. Apply herbicide in strict accordance with the manufacturer's recommendations to the following areas;
Electrical Sub-stations, Transformer yards and Diesel Generator yards, area within the fenced-in compound and approximately 1'-0" outside the fence
 - Treat areas with a Glyphosta herbicide, "Round-Up", or another approved equivalent type herbicide. Submit details to the ASPM Project Authority prior to spraying.
 - Submit all necessary schedules, data, MSDS documentation required prior to commencement of any spraying application.
 - Obtain permission and clearance from the ASPM Project Authority before proceeding with the work in these areas.
 - All work will be examined and verified 2-3 days after the spraying application by the ASPM representative. **Effectiveness of the spraying application will be expected to be 90% of vegetation kill.**

14. Litter/Waste Operations

1. Be responsible for the pick-up, clean up and disposal of all organic and inorganic waste present within the boundaries of this Contract.
2. Be responsible for litter pick-up (ground), litter removal (waste receptacles), spring clean-up, foreign object removal, leaf raking, blowing and clean up. Be responsible to provide all necessary materials including plastic garbage bags for the waste receptacles to carry out the waste operations.
3. Perform the following tasks;
 - Remove debris and litter on any surface.
 - Empty waste receptacles 3 times per week before noon or when they are no more than 85% full which ever occurs first.
 - Pick-up all leaves **by November 15, each year.**

15. Shrub and Hedges Maintenance

1. Maintain all existing shrubs and hedges located within the boundaries of each site.
2. Perform the following tasks;
 - Supply all material and product, fertilizing, watering, trimming, cultivating, weeding, edging, pruning and trimming, mulch placement and removal, removal and installation of winter protection.

16. Fixtures and Furniture

1. Be responsible to maintain and place all fixtures and furniture in the designated areas as instructed by the ASPM Project Authority. The Contractor is responsible to supply all required supplies and materials to properly maintain the fixtures and furnishings.
2. The fixtures and furniture include all NRC planters, benches, picnic tables, waste receptacles, bicycle racks located within the boundaries of each Site. Perform the following tasks;
 - In spring, placement on site.
 - Ensure the fixtures and furniture are clean and free of hazards.
 - Perform general repairs to maintain the functionality of exterior fixtures and furniture supplied by ASPM.
 - Annually, by mid- May, stain all picnic tables.
 - Removal, safe keeping and placement into winter storage.

17. Snow and Ice Control

1. Provide all snow and ice control services on all roadways, parking lots, sidewalks and building access points such as, entrances, exits, doorways, steps, stairs, ramps, fire lanes, loading docks, access to garbage or recycling containers, bus shelters; access to fire hydrants, supply pipes intakes/exhaust vents and waste receptacles that are present 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, piling, transporting, shoveling, removing and de-icing (salting and sanding), etc.

The Contractor shall:

- Provide all snow and ice removal Equipment (vehicles, machinery, shovels, etc.) and all supplies (grit, salt, sand, De-icing material, etc.) required to deliver all Snow and Ice Control services;
 - Remove all snow and ice from all assets to ensure continuous, safe use and passage on all designated Lands and assets. Ensure that all parking spaces remain clean of any snow or ice at all times (loss of any parking space for any reason whatsoever is unacceptable). Drifting snow to be removed twice daily (before 7 am and before 3 pm). In general, grit and salt are used as de-icing agents for this Contract. However, de-icing agent as described in Section 3.7 is to be used on all building entrances (covering the full width of the entrance and for a distance of 4 meters from doorways), steps and stairs;
 - 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, bus shelters, and/or fence gates;
 - Clear all roadways, walkways, fence gates, drainage systems (surfaces, drains, grates, manhole covers, etc.) of any snow and ice. Apply salt or a salt/grit mixture at all intersections and curves to ensure safe accessibility on each site.
 - Provide continuous accessibility to all designated Lands for fire, police and medical emergencies;
 - Stockpile snow only at designated areas determined each year by the ASPM Project Authority (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 as determined by the ASPM Project Authority.
 - Dispose all snow and ice according to applicable federal, provincial and municipal regulations;
 - Replenish salt-boxes/containers used for storing de-icing materials;
 - Clean up in spring;
 - Ensure that sites are safe for public use;
2. Provide the following services;
- Installation of all winter fixtures and snow fencing
 - All snow/ice removal equipment (vehicles, snow plows, machinery, shovels, etc.) and all supplies (grit, sand, salt, calcium chloride, etc.) required to deliver **all** snow and ice control services.
 - Continuous safe accessibility on all roadways and main access points into each building for fire, medical or police emergencies.
 - Snow and ice disposal fees and repairs of all damages due to stock piling.
 - Spring clean up and repair of turf areas due to winter kill.
3. In general, clear the full width of any surface roadway, parking lot, walkway, fire lane of any snow and/or ice at all times. All roadways shall be maintained to center bare asphalt.
4. Clear and remove all snow and ice around non-critical or non-emergency items such as the garbage or recycling containers within 24 hours of the storm.

5. Clear snow and ice by 7am until 6 pm each day and must be maintained in a clear condition during the day if the conditions persist. Snow and ice operations can only terminate after all snow and ice has been completely cleared. The maximum allowable accumulation at any given time, from beginning to end of a storm shall not exceed 4cm.
- Complete snow clean up after a snow storm to be completed within 24 hours of the storm which includes all specialty purpose compounds/yards.
 - De-icing materials (grit, sand, salt) shall be applied on a continuous basis during slippery/icy conditions and until the surfaces are clean and remain clean of any snow or ice.
 - Clear all sidewalks, stairs, ramps, staircase full width; sand and/or salt roadways, ramps and entrances to loading docks when necessary to ensure surfaces are safe for vehicle traffic and pedestrian. Apply additional material (when requested).
 - Any excess material must be removed immediately upon instructions from the ASPM Project Authority.
 - Approximately 2-3 acres for a snow dump is available at the various Sites. Noise restrictions apply, no dumping after 11pm . The snow dump is to be used exclusively for snow that is removed from each Site.
 - There are numerous construction projects occurring at each site throughout a year. The Contractor will be responsible to provide services near and around these projects.
 - Any work not satisfactorily completed will be identified to the contractor and shall be carried out immediately. Should the work **not** be completed within 2 hours NRC will, after notifying the contractor, take the appropriate action to satisfactorily complete the work and will deduct from the next invoice from the contractor an appropriate amount to cover the costs of the work.
 - Take special care to:
 - Not plow, blow or place snow against trees or shrubbery adjacent to areas of this contract.
 - **Not pile or blow snow against fences or gates adjacent to areas of this Contract. All gates must operational and serviceable at all times.**
 - Leave at least 15 cm of snow on turf areas when cleaning snow piled on turf during plowing operations.

SECTION 3

MATERIAL GUIDELINE

1. Topsoil

Friable soil consisting of 45% sand, 30% silt, 20% clay, 5% organic matter and pH value of 6 to 7, free of subsoil, roots, vegetation, toxic materials, and stones over 10mm in diameter.

2. Peatmoss

Decomposed plant material containing a minimum of 60% organic matter by weight and moisture content not exceeding 15%, pH value between 4.5 and 6.0.

3. Fertilizer

Organic based lawn fertilizer with 50% of the total nitrogen derived from organic matter and no less than 25% organic matter in the total mix. The general fertilizer formulation and rate of application shall be as follows: 18-14-18, 75% SCN at 2.5 Kg/100m².

Note: Fall fertilization to be 1-2-3 ratio (i.e. 4-8-12) with 50% SCN.

4. Grass Seed

Canada No.1 grade in accordance with government of Canada Seeds Act and regulations. A seed analysis certificate and date of harvest may be required. All turf grass seed varieties should be improved varieties and winter hardy for the National Capital Region:

- i) 40 % Kentucky bluegrass
- 40% Fine leaf fescue, creeping red
Fescue and chewing
Fescue in equal proportions
- 20% Perennial ryegrass (endophyte enhanced)

5. Herbicide

Herbicide products used shall be registered for such use by Agriculture Canada under the Pest Control Products Act.

Acceptable material for control of non-specific vegetation in areas designated: non-selective herbicide (e.g. Roundup).

6. Mulch

Cedar Bark chip (classes A and B)

From coniferous trees varying in size from 25 to 50mm in diameter and brown in colour.

7. De-Icing Materials (entrances and stairs to buildings, designated Specialty Purpose Compounds)

De-icing agent must be non-corrosive type de-icer with cold temperature freezing point. Acceptable material, "Landscapers Choice" or an approved equivalent.

Characteristics: The de-icing material shall meet or exceed the following:

- Anti-caking agent
- Non-Corrosion r
- Freezing point (min -21°C)

8. Winter Highway Road Salt (Roadways, Parking Lots, Side Walks)

Coarse crushed rock salt to comply with O.P.S.S. 2502 material specifications and shall be 9.75mm (3/8") maximum and 2.36mm (1/8") minimum in size. Any other material used for ice control shall be approved before its use. There shall be no stock-piles of salt or sand on NRC Sites without prior approval.

9. Roadway Winter Grit

The granules shall consist of clean, crushed, sharp particles of aggregate free of soft particles, loam, sand, vegetable matter or any other foreign matter. The granules shall be sharp and angular in nature and be produced from crushed limestone. Crushed stone granules shall be 4.75mm (3/16") maximum and 2.38mm (1/8") minimum in size.

10. Stakes

- Wood, pointed on end, 38 x 38 x 2300mm.
- T-rail, steel 40 x 40 x 2400mm.

11. Guying Wire

Steel, 3mm wire c/w 13mm diameter nylon collar.

12. Anchors

Drive-in type, 18 x 150mm aluminum "duckbill".

14. Garbage Bags

Brown, black or green, 3mm thick, various length and width as required to fit garbage receptacles. NRC-ASPM strongly recommends the use of environmentally friendly biodegradable plastic garbage bags.

15. Stain

Good quality stain, Durable 100% Acrylic Latex. Colour to match existing picnic tables.

16. Floral Arrangements

Flowers and plantings to be approved by the ASPM Project Authority each year regarding the type of plants and proposed floral arrangement.

SECTION 4

SUBMISSION REQUIREMENTS AND EVALUATION

1. GENERAL INFORMATION

- a) This section describes the process and criteria ASPM will use to evaluate the proposals and determine the successful Contractor.
- b) The evaluation process will have three (3) phases, as described below. Proposals shall be structured such that each section and area of the proposal is complete and stands alone. The use of cross-referencing within each section to satisfy formal requirements is not acceptable and may render the Proposal non-compliant. Evaluators will only look at information offered under the applicable section to make their assessment.

Contractors are required to submit the following packages:

- Mandatory requirements
- Technical Proposal
- Financial Proposal

NO FINANCIAL INFORMATION WHATSOEVER SHALL BE INCLUDED WITH THE TECHNICAL PROPOSAL. THE FINANCIAL PROPOSAL SHALL BE SEPARATED, SEALED AND ENCLOSED UNDER A SEPARATE COVER WITH THE CONTRACTOR'S PROPOSAL.

- b) The proposal shall be complete, clear and concise.
- c) Each proposal will be evaluated solely on its own content.
- d) Prepare the proposal in conjunction with the stated "Evaluation Selection Criteria", which your proposal will be evaluated against.
- e) Your proposal shall become part of the Contract.
- f) Contractors are required to submit an original plus FOUR (4) paper copies of their Technical Proposal (5 copies all together), two (2) copies of their Financial Proposal (in a separate sealed envelope).

2. MANDATORY REQUIREMENTS

Failure to meet any of the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

3. DESCRIPTION OF PROPOSAL ELEMENTS

Corporate Background

1. Provide a corporate and strategic organization chart.
2. Provide the corporate background and general company description for the

prime Contractor and all proposed sub-contractors. This should illustrate the capability and capacity of the company to successfully undertake the Contract requirements. If the Contractor wishes to include corporate brochures and other supporting documentation with their proposal, then they shall be attached as an Appendix to this section.

3. Indicate what priority this Contract holds in the corporate business plan and why it is important that the company's proposal be selected.

4. PREVIOUS EXPERIENCE ON SIMILAR WORK

1. Demonstrate experience on similar contracts of similar scope and size by identifying contracts performed by the corporate organization where members of the Contractors proposed site organization were involved with similar contracts within the past seven (7) years which are relevant to this requirement.
 - Provide three (3) references for the "Grounds Maintenance" of an industrial /institutional/commercial facility with numerous buildings and sites.
2. Complete the following Table – Relevant Contract Information to provide basic information for each relevant contract/ assignment proposed. For each contract listed in the Table, provide in a narrative format, a brief description of the contract objectives and its approach and methodology and the relevance of this experience to the requirements outlined in this RFP.
3. Demonstrate that the contracts offered as examples are linked to as many of the key personnel proposed as part of the Contractor's Management Team. Contractors must describe the nature of the contributions of the proposed personnel.
4. Describe the stability of the workforce on these projects. What was the turnover rate of personnel on these projects?

Table – Relevant Contract Information

Contract Name	Client	Client's Point of Contact	Client's Tel. No. and E-mail address	Proposed Resources who Worked on the Contract	Contract Value	Start/End Dates

5. A minimum of three contracts of similar scope and nature shall be described. However, Contractors may describe as many previous contracts as they feel is necessary in order to adequately describe the experience and qualifications of the Contractor and of the proposed team. References may be contacted.

5. CONTRACTOR'S MANAGEMENT TEAM

1. Demonstrate competence, experience, education, qualifications and the ability of the proposed team members to fulfil the requirements of the RFP.
2. Provide an organization chart of the team illustrating the individual team members and the relationship among the prime Contractor and any strategic partners or sub-contractors.
3. Identify on the organization chart the senior person of the Contractor's Management Team who will act as the prime point of contact with the ASPM Project Authority.
4. Identify the Site Supervisor who has the relevant experience in projects of similar size, scope and complexity to meet the day to day requirements as described in the RFP.
5. Identify all key on-site personnel reporting directly to the Site Supervisor including a back-up for the position of the Site Supervisor.
6. Contractors must provide all necessary personnel information for key positions identified and provide the required CV's and certifications.

NOTE: Listing experience without providing any supporting data describing where and how such experience was obtained, or without a contact point for verification, may result in disqualification of the experience for evaluation purposes.

6. DRAFT HEALTH AND SAFETY PLAN

1. Elaborate in detail the Contractor's Health and Safety Plan for its functions as it conforms to applicable legislation and policies including, but not limited to the following:
 - Safe workplace training
 - Specialized training of specific tasks, operations equipment
 - WHMIS training
 - Use of personal protective equipment
2. Describe in detail the Health and Safety Program or practices currently in place, including training and monitoring of staff performance and sub-contractor performance.

7. DRAFT COMMUNICATIONS PLAN

1. Detail how the Communication Plan will address how the Contractor will report progress, coordinate deliverables, resolve problems and issues and interface/liaise with the ASPM Project Authority. The RFP describes regular reporting requirements in forms of reports and meetings. The Contractor is to describe how these significant reporting requirements will be managed.
2. The Contractor must put in place a reporting system to identify all achievements, slippage or changes to project schedules or major milestones during the term of this Contract. All progress reports must be reviewed by the ASPM Project Authority to ensure that the content satisfies ASPM's management.

8. FINANCIAL PROPOSAL

1. General

The Financial Proposal must be submitted separately in a sealed envelope and shall contain the following:

- Title Page
- Table of Contents
- Financial Capacity
- Disclosure Statement
- Pricing Schedules

2. Description of Elements

1. Financial Capacity

NRC requires assurance that Contractors have the corporate financial resources and financial stability necessary to meet the cash flow requirements of the resulting contract. In order to demonstrate its financial capacity, the Contractor must include the following with its proposal:

- a) Audited Financial Statements, if available, or Unaudited Financial Statements for the company's last three (3) years, Statement of Earnings and Income Statement as of December 31, 2016.
- b) Confirmation letter from the Contractor's banking institution indicating the value of the total lines of credit granted and the amounts available and not drawn upon as of December 31, 2016.
- c) All financial information provided with the Proposal must be certified by either the Chief Financial Officer or the signing officer of the Contractor's company.
- d) NRC, at its discretion, reserves the right to request additional financial information or conduct an on-site review of the Contractor's financial information as part of the evaluation process. Contractors must make their facilities and all appropriate supporting documentation and records available for such an on-site visit.

2. Disclosure Statement

The Contractor must provide a clear statement setting out the nature and extent of any material litigation pending against the Contractor or any member of the Consortium. In the absence of a disclosure statement, NRC will understand that there are no pending litigations against the Contractor or any member of the Consortium.

3. Insurance Certificates

Contractors must insert their Insurance Certificates as part of their Technical Proposal.

4. Pricing Schedules

Contractors must submit as part of their Financial Proposal the pricing schedules, found in Schedules 1, 2 and 3, **Appendix B**, Pricing Matrix.

9. EVALUATION METHOD

1. Evaluation Team

An evaluation team composed of various stakeholders will evaluate the proposals.

2. General

The evaluation of the proposals will be based on a weighted percentage system in accordance with the following guidelines:

Technical Proposal (Appendix A)	70 percent
Pricing Matrix (Appendix B)	<u>30 percent</u>
Total Score	100 percent

The Contractor receiving the highest total score determining that their proposals offer the best overall value to NRC will be recommended to be approached in order to finalize the details of a contractual agreement for the provision of the required services requested in the RFP. In the event of a tie, the Contractor submitting the lower price for the services will be selected.

Financial proposals will be evaluated based on the contract period including the optional periods. For the option year's six to ten, the fixed price of year five of the contract will be increased according to the Consumer Price Index (CPI). The increased price will become the new fixed price for the first optional year (year six). For every other optional year, the annual fee will be adjusted according to the CPI based on the same methodology. For evaluation purposes only, NRC will be using 1.5% for the CPI component.

3. Types of Evaluation Selection Criteria

For the purposes of this RFP, there are two types of evaluation criteria: "Mandatory and Rated". Failure to meet ALL Mandatory Criteria (MC) will result in the Proposal being non-compliant and will not be considered further in the Management and Technical Evaluation rated criteria phase (MR). Once the Mandatory Criteria has been met, the Proposal will be evaluated against the Rated Criteria. Contractor's proposal must score a minimum of 75% of the total points allowed for the "Rated Requirements" for their proposal to be considered further.

Only those proposals that meet all Mandatory Requirements and meet or exceed the minimum total scoring of 75% of the points for the "Rated Requirements" (MR) will then have their financial proposal evaluated.

10. PROPOSAL EVALUATION

1. Mandatory Criteria (MC)

To be compliant and to be considered further in the evaluation, Contractors must meet the following Mandatory Criteria:

Reference	Description	Achieved?	Cross Reference To Proposal
MC1	Statement provided certifying whether the bidder is a sole entity, partnership or corporate entity. The bidder must provide a statement identifying any or all proposed Sub-Contractor's and the relationship between the primary bidder and the Sub-Contractor(s) or potential franchise operator.	Yes/No	
MC2	Certifications must be properly completed and submitted with the Proposal. Certifications required are: a) Proof of maximum insurance coverage currently carried as: 1. Comprehensive General Liability Insurance and Vehicle/Equipment Liability Insurance	Yes/No	
MC3	It is mandatory that the Proponent or a representative of the Proponent visit the site and examine the scope of work required. Proof of attendance form to be signed at the Site Visit and briefing session.	Yes/No	
MC4	Audited Financial Statements, if available, or Unaudited Financial Statements for the company's last three (3) years, Statement of Earnings and Income Statement as of December 31, 2016.	Yes/No	
MC5	Statement indicating that services can be provided in both official languages.	Yes/No	
MC6	Federal Contractors Program for Employment Equity Declaration Form – Appendix H	Yes/No	

2. Evaluation of the Technical Proposal (MR)

The following description of criteria below illustrates some of the factors that will be applied to evaluate the criteria applied to the Technical Proposal.

Ref. #	Evaluation Criteria	Max. Points
MR1	<p>Corporate Background: Has an adequate description of the corporate background been provided that is focused on the requirement of this Contract? Has the firm had experience in a multi-facility environment? Is ownership or corporate control clear? Does the firm have an Ottawa presence?</p>	10
MR2	<p>Contractor Previous Experience on Similar Work: The Contractor should demonstrate that the contracts they have performed in the past are of similar scope and nature. The greater the relevant experience, the more points the Contractors will receive. Relevant experience will be assessed against factors such as size, complexity and nature of services managed. (5Pts)</p> <p>The Contractors should demonstrate that he has had a minimum of seven (7) years recent experience in providing services to large institutional and/or commercial sites with numerous multi-purpose facilities of various sizes as well as having experience in maintaining large laboratory facilities with specialized features and containing hazardous materials. (5Pts)</p> <p>Submission of 3 references clearly demonstrating the involvement in the management of operation and maintenance function and minor construction renovation projects described within the RFP. (5Pts)</p>	15
MR3	<p>Site Organization Plan: The Site Organization Plan should address proposed positions, number of staffing, identify if the proposed staff will be on-site or off-site in the form of an organization chart to show the relationships between the Corporate Management, the Project Director, Project Manager(s), Site-Supervisor(s) and sub-contractors. (8Pts)</p> <p>The Proposal should provide a description of the roles, responsibilities and authority of key personnel regarding decision making, reporting and control framework. As well, describe the roles and terms of reference of key technical personnel. (5Pts)</p> <p>Submit detailed CV's describing the proposed site supervisor and field employees work history, role through this contract such as client interaction, reporting procedures, quality assurance, etc. (8Pts)</p> <p>Address the sub-contractors who will be utilized to support the delivery of services, who are they, what will be their roles and responsibilities and how will they be managed? (4Pts)</p>	25

MR4	<p>Health and Safety Plan: Does the Contractor have a comprehensive Health and Safety policy and if so, what related information does it contain? Is adequate staff training planned and is it a corporate priority? (5Pts)</p> <p>Describe how workers are notified of job-specific hazards? (5Pts)</p> <p>Describe how sub-contractors' workers are incorporated into your health and safety training and other programs. (5Pts)</p> <p>Please identify your WSIB account # _____</p>	15
MR5	<p>Communication Plan: The Proposal must describe in detail how the Contractor's on-site management team will report progress, coordinate deliverables, resolve work related problems or issues and communicate in general with the ASPM users and the ASPM Project Authority.</p> <p>Submission of sample reports, are they easy to understand?</p>	5
MR6	<p>Equipment: Submit a list identifying the equipment which will be available to fulfill the Contract. Some services required for this contract rely in a fleet of specialized equipment which shall be transported in a compressed time frame. Please list the equipment based on the following categories: 1) Snow Clearing & Ice Control 2) Turf Maintenance 3) Spring Clean-Up & Sweeping/Flushing of Parking Lots NRC Representatives will visit the Contractor's location to confirm ownership of listed equipment.</p>	30
	<p>Total Points for Technical Proposal:</p> <p>Minimum Passing Points: (75%)</p>	<p>100</p> <p>(75)</p>

EVALUATION TEAM – SCORING

Evaluate criterion based on the comparison of each submission against an absolute scale rating of 0 to 10 (10 for superior to 0 points for 'did not submit information'). Consider the following table in order for each evaluation team member to share a common understanding of the evaluation scale.

SAMPLE

NON RESPONSIVE	VERY POOR	WEAK	AVERAGE	SUPERIOR
0 points	1 – 2 point	3 – 5 points	6 – 8 points	9 – 10 points
<ul style="list-style-type: none"> ▪ Did not submit information which could be evaluated 	<ul style="list-style-type: none"> ▪ Does not meet the requirement ▪ Weaknesses can't be corrected ▪ Proponent lacks qualifications and experience ▪ Team proposed is not likely able to meet requirements ▪ Sample projects not related to this project's needs ▪ Unacceptable 	<ul style="list-style-type: none"> ▪ Lacks details ▪ Weaknesses can be corrected ▪ Proponent generally lacks qualifications and experience ▪ Team is weak – either missing component or overall experience is weak ▪ Sample projects generally not related to this project's need ▪ Little capability to meet performance requirements 	<ul style="list-style-type: none"> ▪ Satisfies requirement ▪ No significant weaknesses ▪ Proponent is qualified and experienced ▪ Team covers all components and will likely meet requirements ▪ Sample projects generally related to this project's needs ▪ Average capability, should be adequate for effective results 	<ul style="list-style-type: none"> ▪ More than satisfies requirement ▪ No apparent weaknesses ▪ Proponent is well qualified and experienced ▪ Strong team – some members have previously worked together ▪ Sample projects directly related to this project's needs ▪ Superior capability, should ensure effective results

APPENDIX B

EXTERIOR GROUNDS MAINTENANCE MANAGEMENT

PRICING MATRIX

EXTERIOR GROUNDS MAINTENANCE MANAGEMENT PRICING MATRIX

1. Period of Contract and Option to Extend Contract

This Contract is for a five-year period plus five optional years as follows. NRC anticipates that the contract will begin on November 1st, 2017 until October 31, 2022 with an option to renew at NRC's discretion for an additional three-year term, subject to satisfactory performance. A further renewal option of two (2) additional one-year terms may be exercised at NRC's discretion subject to satisfactory performance.

For the option year's six to ten, the fixed price of year five of the contract will be increased according to the Consumer Price Index (CPI) published in October by Statistics Canada for the previous 12 months. The increased price will become the new fixed price for the first optional year (year six). For every other optional year, the annual fee will be adjusted according to the CPI based on the same methodology.

2. Costs

1. Pricing

- Provide a cost breakdown on a year to year basis. The prices must be all inclusive of labour, salary burden and employee benefits, materials, equipment and tools, transportation and fuel, insurance, applicable taxes, fees and permits, mark-ups and profits.
- The tendered price must be all inclusive of all supervision, labour, material costs, tools and equipment, general repair or replacement costs and/or any other costs related to the performance to the summer and winter operations of the services under this Contract.
- Contractors **must** provide with their tender submission the calculation formula to determine a fuel surcharge, during the term of the Contract. Failure to provide this will forfeit the right to include this cost on the invoices.
- The GST shall be shown as a separate line item, if applicable.

3. Criteria for Payment

- Tenders shall be based on a fixed price for the summer and winter grounds maintenance operations, Year 1 thru Year 5. For the option years six to ten, the fixed price of year five of the contract will be increased according to the Consumer Price Index (CPI) published in October by Statistics Canada for the previous 12 months. The increased price will

become the new fixed price for the first optional year (year six). For every other optional year, the annual fee will be adjusted according to the CPI based on the same methodology.

- Tenders shall be based on snow and ice control of 250cm of snow per winter season.
- Additional payments for an accumulation of snow in excess of 250 cm shall be based as per “Pricing Schedule 2”.
- The amount of snow accumulated shall be as recorded by Environment Canada at the Ottawa International Airport from the commencement to the completion of the snow storm for which the snow removal was carried out.
- Process of payments will be actioned monthly, in arrears, on receipt of the contractor official invoice supported by the signed log sheet by the ASPM Project Authority.

4. Evaluation

- Step 1 – Proposals meeting the mandatory criteria (MC) as listed in **Appendix A – Section 4** will move to Step 2, Technical Evaluation
- Step 2 – Bids will be evaluated based on the technical criteria (MR) as listed in **Appendix A – Section 4**. A minimum passing mark of 75% will be required in order to move to Step 3.
- Step 3 – Proposals with a technical rating equal or greater than 75% will move to the Financial Evaluation. Financial Evaluation will be evaluated based on the contract period including the optional periods. For the option year’s six to ten, the fixed price of year five of the contract will be increased according to the Consumer Price Index (CPI). The increased price will become the new fixed price for the first optional year (year six). For every other optional year, the annual fee will be adjusted according to the CPI based on the same methodology. For evaluation purposes only, NRC will be using 1.5% for the CPI component.
- Step 4 – Proposal rating will be scored on the basis of highest combined Technical Rating (70%) & Price (30%).

The following illustrates the highest total score taking into consideration the technical merit and price will be considered the “Best Value” for NRC.

Highest Technical Merit (70%) and Price (30%)				
Bidder	Proposal 1	Proposal 2	Proposal 3	Winner
Technical Score Price Quoted	85 \$70,000	80 \$65,000	78 \$55,000	
Calculation	Technical Points	Price Points	Total Score	
Proposal 1	$\frac{85 \times 70}{100} = 59.5$	$\frac{*55 \times 30}{70} = 23.5$	83	
Proposal 2	$\frac{85 \times 70}{100} = 56$	$\frac{55 \times 30}{65} = 25.4$	81.4	
Proposal 3	$\frac{78 \times 70}{100} = 54.6$	$\frac{55 \times 30}{55} = 30$	84.6	XXX

Assuming three compliant bids have been received and the maximum technical score that can be obtained is 100 points. Estimated budget is \$70,000. Highest technical score is prorated against the stipulated 100 points while the lowest price proposal received full rated percentage and other proposals are prorated accordingly.

* Represents the lowest price proposal.

Winner is the bidder scoring the highest total points established by adding the rated management and technical score and the rated price proposal score. Based on the above calculations, a contract would be awarded to Bidder, which offers the highest total score taking into consideration the management technical merit and price of the bidder's proposal.

The Contractor receiving the highest “Total Score” is the entity that the Evaluation Board will recommend being approached in order to finalize the details of a contractual agreement for the provision of the required services. In the case of a tie, the Contractor submitting the lower price for the services will be selected.

PRICING SCHEDULE 1

<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>	<u>YEAR FOUR</u>	<u>YEAR FIVE</u>
Nov.1/17 to Oct. 31/18	Nov.1/18 to Oct. 31/19	Nov.1/19 to Oct. 31/20	Nov.1/20 to Oct. 31/21	Nov.1/21 to Oct. 31/22
Nov. \$ _____	Nov. \$ _____	Nov. \$ _____	Nov. \$ _____	Nov. \$ _____
Dec. \$ _____	Dec. \$ _____	Dec. \$ _____	Dec. \$ _____	Dec. \$ _____
Jan. \$ _____	Jan. \$ _____	Jan. \$ _____	Jan. \$ _____	Jan. \$ _____
Feb. \$ _____	Feb. \$ _____	Feb. \$ _____	Feb. \$ _____	Feb. \$ _____
Mar. \$ _____	Mar. \$ _____	Mar. \$ _____	Mar. \$ _____	Mar. \$ _____
Apr. \$ _____	Apr. \$ _____	Apr. \$ _____	Apr. \$ _____	Apr. \$ _____
May. \$ _____	May. \$ _____	May. \$ _____	May. \$ _____	May. \$ _____
June \$ _____	June \$ _____	June \$ _____	June \$ _____	June \$ _____
July \$ _____	July \$ _____	July \$ _____	July \$ _____	July \$ _____
Aug. \$ _____	Aug. \$ _____	Aug. \$ _____	Aug. \$ _____	Aug. \$ _____
Sept. \$ _____	Sept. \$ _____	Sept. \$ _____	Sept. \$ _____	Sept. \$ _____
Oct. \$ _____	Oct. \$ _____	Oct. \$ _____	Oct. \$ _____	Oct. \$ _____
Floral arrangement Allowance; <u>\$10,000.00</u>	Floral arrangement Allowance; <u>\$10,000.00</u>	Floral arrangement Allowance; <u>\$10,000.00</u>	Floral arrangement Allowance; <u>\$10,000.00</u>	Floral arrangement Allowance; <u>\$10,000.00</u>
TOTAL \$ _____ (YEAR ONE)	TOTAL \$ _____ (YEAR TWO)	TOTAL \$ _____ (YEAR THREE)	TOTAL \$ _____ (YEAR FOUR)	TOTAL \$ _____ (YEAR FIVE)

Note:

- a) The price proposal for each month shall reflect the volume of work anticipated for that month excluding snow clearing in excess of 250 cm.

PRICING SCHEDULE 2

<u>Price per cm</u>	<u>Estimated Excess Accumulation</u>	<u>Proposed Estimated Amount</u>
(A)	(B)	(A) x (B)
\$ _____ YEAR ONE	50 cm	\$ _____ (YEAR ONE)
\$ _____ YEAR TWO	50 cm	\$ _____ (YEAR TWO)
\$ _____ YEAR THREE	50 cm	\$ _____ (YEAR THREE)
\$ _____ YEAR FOUR	50 cm	\$ _____ (YEAR FOUR)
\$ _____ YEAR FIVE	50 cm	\$ _____ (YEAR FIVE)
TOTAL ESTIMATED AMOUNT FOR YEAR ONE TO YEAR FIVE SNOW IN EXCESS OF 250 cm PER YEAR:		\$ _____

The total amount in Schedule 1 is all inclusive pricing for snow clearing for an accumulation of 250 cm of snow per winter season.

Submit a price per “cm of snow and ice control” for an amount of accumulation in excess of 250 cm. In the spaces below, calculate the estimated cost for any excess accumulation using the estimated amount of 50 cm.

Payment will be made only if approval for such clearing is given by the ASPM Project Authority prior to commencement of work. The amount accumulated shall be as recorded by Environment Canada at the Ottawa International Airport from the commencement to the completion of the snow storm for which the snow removal was carried out.

PRICING SCHEDULE 3

- The total proposed pricing for all exterior grounds maintenance work specified herein are as follows:
- Evaluation of the Pricing submission will be done using the data submitted in schedules 1 and 2 and carried to schedule 3 to calculate the “Total Estimated Proposal Amount”.

1	Year round grounds Maintenance	Schedule 1	Total Amount for Year 1 to Year 5	\$ _____
2	Estimated Excess and Snow Accumulation	Schedule 2	Total Estimated Amount for Year 1 to Year 5 for snow in excess of 250 cm per year	\$ _____
	THE TOTAL ESTIMATED PROPOSAL AMOUNT			\$ _____

HOURLY COST MAINTENANCE SERVICES

Notes:

- 1. Hourly rates are to be used for any services requested by the ASPM Project Authority on an **“As and when needed basis”** or for an changes to the scope of the Contract.
- 2. Hourly rates (excluding taxes) indicated shall remain fixed for a period of one year and will be reviewed yearly thereafter
- 3. This form should be included in the pricing proposal.

Description

Hourly Cost

One general labourer with various hand tools
(shovels, brooms, etc.)

One student labourer (available mid-May to end of August)

2-man crew with pick-up truck and various
hand tools and small motorized tools (lawn mowers, chainsaws,
gas powered trimming equipment or snow blower)

Backhoe with operator (min. bucket size 2 cubic yard)

Front-end loader with operator (min. bucket size 4 cubic yard)

4x4 truck with snow plow, salt spreader
and operator

Tractor with min. 96” snow blower and operator

Rotary motor, min. 46” cut

Bush Hog, min. 48” cut

2-man crew and a qualified tree climber with a bucket truck
and appropriate tools.

3-man crew with a truck, chipper and appropriate tools

Materials supplied on request, to be invoiced to NRC-ASPM
As the laid down cost for the acquisition of the material plus a
Percentage Mark-up.

% mark-up