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

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

"CE DOCUMENT COMPORTE DES EXIGENCES
RELATIVES À LA SÉCURITÉ"

Landscape/Snow/Maintenance - Entretien

/Déneigement paysager

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services
Division (FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet Snow/Landscape Maintenance	
Solicitation No. - N° de l'invitation EJ196-181305/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 20181305	Date 2017-11-27
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-73584	
File No. - N° de dossier fk258.EJ196-181305	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-01	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hill, Cris	Buyer Id - Id de l'acheteur fk258
Telephone No. - N° de téléphone (873) 469-4891 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone 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 autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation Amendment 002 EJ196-181305/A Cris Hill FK258
Snow/Landscape Maintenance 1745 Alta Vista (NDMC)

This Amendment is raised to

- (1) **revise the closing date**
- (2) answer the questions asked at the site visit or after,
- (3) attach the site visit minutes,
- (4) attach the revised site plan,
- (5) attach the revised SOW and
- (6) attach the revised pricing Schedule 4 as follows:

(1) revise the closing date

Closing date will be extended to close December 1, 2017 at 2:00pm

(2) Answer the questions asked at the site visit.

Question 1: Are Contractors allowed to leave a lawn mower or loader on site?

Answer 1: No equipment is to be left on site at any time.

Question 2: How do I register for a Procurement Business Number (PBN)

Answer 2: The web site is <https://buyandsell.gc.ca/> .

You can get your Procurement Business Number (PBN) once you register in the Supplier Registration Information (SRI) at <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier> .

Question 3: We have a security clearance with PWGSC for our company and employees. For the sub-contractor does he need security clearance for his company and for his employees? He is not register with PWGSC. How do I go by getting him the security for this proposal?

Answer 3: The sub-contractor will need the required security clearance for his employees. The main/prime contractor will have to go to Security (<http://www.tpsgc-pwgsc.gc.ca/esc-src/communiquer-contact-eng.html>) to register the sub-contracting employees the same way they would register their own employees.

For more information visit the following website: This can be found in <https://buyandsell.gc.ca/>

This may take some time, so it would be highly suggested that the bidders only submit names of those they know are already security cleared and begin the process for those not security cleared and add those names later once they are security cleared.

(3) Site Visit Minutes

Site Visit Minutes: EJ196-181305/A November 15, 2017 9am NDMC – 1745 Alta Vista Drive
Site Visit Start Time: 9:04am Site Visit end Time: 9:48am

In attendance from PWGSC: Michelle Chiasson (MOA Horticultural Services), Cris Hill (RPCD) and Dan Fitzpatrick (RPCD)

Contractors in Attendance:

Lafleur de la Capitale, Prebbel Enterprise, Gemma Property Services, Paysagiste Strathmore Landscape, Precision Landscape Group Inc, Pavage Inter Cité, Thunderbolt Contracting, Munro & Scullion, Kemp Paving, Caltrio, Bradley Contracting and WCI

- Introduced myself and the technical authority. Remind bidders this is an all year – landscape & snow removal
- Reminded the Bidders to Review the SOW as each one is different for each site and there have been revisions
- Reminded bidders to ensure they are registered with a PBN (Procurement Business Number) which can be completed through buy & sell (<https://buyandsell.gc.ca/>) <https://buyandsell.gc.ca/>

Solicitation Amendment 002 EJ196-181305/A Cris Hill FK258
Snow/Landscape Maintenance 1745 Alta Vista (NDMC)

- Reminded bidders to be registered with Buy and Sell as the government does not use MERX and all new tenders and amendments will go through Buy and Sell
- Advised the bidders, if they are not charging for an item they are to insert a \$0, if pricing is missing or part of the table has nothing in it they will be non-responsive
- Reminded the Bidders to complete pricing clearly and legible writing
- Remind bidders that they make sure that the company name they are using to bid with is Cleared with the requested Security at bid closing and that all their employee names listed in the bid are cleared at Reliability or higher at bid closing, as an example if one out 10 names listed has no security at bid closing they will be deemed non-responsive
- Advised the bidders that they need to complete Employee Information List in Part 6 Security at bid closing for all the intended employees, if they wish they may add a separate sheet with all the legal names and date of births. If the list in Part 6 is not completed or there is no separate sheet attached they will be considered non-responsive.

Sub-contracting

- Bidders were reminded that **sub-contracting** will be allowed on this Contract.
- They were reminded that all subcontractors and their employees are to meet the same security requirement as per the RFP by bid closing.
- They were told to send in the sub-contractors company name and all employee names and date of births with their bids
- Bidders were also reminded if the sub-contractor is for the landscape then they must also meet the supervisors qualifications as per 3.1.1.2 and send in certificates as required with the bid and they must also meet the Contractor's Experience and Past Performance as per 3.2 and send it the requested tables with the requested information with their bids.
- reviewed with the bidders on how to complete the Reference Chart concerning the years of experience, it should show 3 completed years
- ensure that the day, month & year is completed – they were told not to write “since such a year to present”
- The bidders were told that when the TA is reviewing and evaluating the references they will only try 3 times up to 4pm within 5 working days to contact the reference so that it does not hold up the process
- Bidders were reminded to ensure that they contact their references to let them know that they will be using them and to let them know someone from Public Works will be contacting them by phone or email or both. Also they were told to ensure that the references in the chart have the proper names, telephone number and email address. They were reminded to make sure the reference name submitted is still with that company or make sure they get the replacement name.
- Bidders were told to review 3.4.2 Determination of Cost clause for addition or deletion of work in the RFP as this is a new clause
- Reminded the Bidders there will be Financial Security upon contract award
- Bidders were reminded to review Part 4 Evaluation of the RFP as this will show them what mandatory requirements are required at bid closing
- bidders were reminded to forward any other questions in writing to the CA (Cris Hill) 5 days before closing date. (Nov 22/17 midnight)

9:10am The TA Michelle Chiasson, continued the site visit with a walk around of the site

- it was mentioned that there will be an amendment to revise the site plan and SOW concerning Area B which will be shown later as we walk the grounds.

Solicitation Amendment 002 EJ196-181305/A Cris Hill FK258
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- Bidders were shown the route through the building to get to the Courtyard as the stairs outside have been condemned.

- bidders were reminded that the courtyard is landscaping only there is no snow removal in this area
 - bidders were reminded that the landscaping included the pickup of garbage from the receptacles
 - bidders were reminded they are to clean up any dirt, debris or clippings behind them as they enter and exit the building
 - snow can be stockpiled anywhere on site, except for the loading dock compound, as long as it is not against any trees or vegetation, signs, fences, does not encroach on parking spaces, is not piled too high and does not impede vehicular traffic sight lines.
 - access to the gates around the generators are to be kept cleared of snow at all times (as per the site plan)
 - Area B for landscaping was pointed out and bidders were reminded that it is to be removed from the RFP and pricing schedule, SOW and site plans, this will be followed up in the amendment. Any future work required in this area, it will be addressed using the Extra Work rates.
 - loading dock and compound are to be kept cleared as best as can due to Vehicles parked there or until they are moved (as per the site plan). Ensure raised platform areas for the loading docks, stairs, access to storage sheds and garbage/recycling dumpsters are to be cleared of snow and ice.
 - rolling gate to loading dock & compound to be kept clear at all times. Snow and ice must be cleared from the compound gate mechanism to ensure the gate can open to full width.
 - snow is not to be stockpiled in the loading dock or compound area, it must be removed from the compound
 - the road ways are to be kept clear right to Alta Vista, including sidewalks and access to the bus stop (as per the site plan)
 - the area around the Flag pole is to be kept clean at all times (as per the site plan)
 - clear access to the exit door and fire hydrant at the bottom of the slope next to the front entrance.
- (4) revised site plan (to remove Brush Cut Area B), see attached
- (5) revised SOW (in French was missing the cut "out of season operation", see attached
- (6) revised pricing Schedule 4 to delete (e) Brush hog Area B, see attached

GROUPS MAINTENANCE SPECIFICATIONS

SECTION 1 SCOPE

1. Purpose

The purpose of this Statement of Work (SOW) is to provide the National Defence Medical Centre, 1745 Alta Vista Drive, with year round grounds maintenance services.

SECTION 2 GENERAL

2.1 Pesticides

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

1.2 Documentation

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

The Contractor must complete, in its entirety, the Pesticide Records Keeping System form (PestRec) and any/all other required documentation immediately following the implementation of any pest control measures. Pesticide Records Keeping System forms must be submitted within one (1) working day following any pesticide applications (aquacide, horticultural vinegar, etc.). Copies of the required documents will be available in the PWGSC office located at 180 Kent Street, Ottawa.

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

2.2 Response Time

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

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

The Contractor will not refuse any call or service requested by the Technical Authority or his/her authorized representative such as, the National Service Call Centre (NSCC), relating to snow and ice removal.

2.3 Sustainable Landscaping

The Contractor will follow a sustainable approach to materials and methodologies used in the landscape maintenance so as to reduce greenhouse gas emissions, protect public health through safe management of potentially hazardous substances and to protect soils and groundwater.

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

The Contractor will follow best salt management practices.

2.4 Working Hours

The National Defence Medical Centre, 1745 Alta Vista Drive is operational twenty-four (24) hours per day, seven (7) days per week.

2.5 Addition or deletion of work

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

2.6 Garbage Receptacles and Cigarette Butt Stops

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

The Department has the right at any time to add or remove garbage cans to any location(s) on-site, accordingly to the needs of the users or the client at no additional cost to the Department.

2.7 Pick up Litter

The entrances and grounds must be free of litter year round. Litter includes cigarette butts, weeds, soil, grit as well as organic and inorganic debris. After the spring thaw, all hard surfaces and grass zones must be free of ice-control agents by April 30.

2.8 Disposal Costs

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

2.9 Damages

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

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

2.10 Maintenance schedules and contractor inspections

The Snow Clearing Daily Maintenance Schedules and Landscape Daily Maintenance Schedules must be kept up to date to record the Contractor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's Supervisor on a daily basis from November 1 to April 15 and weekly basis from April 16 to October 31 with the required copies sent via fax or email to the Technical Authority at the end of each month along with the invoice.

2.11 Identification

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

2.12 Vehicles

All vehicles used on the site must be licensed by the Provincial Department of Transportation (DOT), clean and meet provincial safety standards. Parking and driving on turf is to be avoided. All motorized vehicles

must have the required safety features and be in good working order. The Contractor must supply a list of all equipment required for site operations complete with the make, model, Vehicle Identification Number (VIN) and licence numbers.

2.13 Plan of Operation

The Contractor must submit in writing at the pre-commencement meeting, an operating plan indicating the following items:

1. Description of methodologies, techniques, and timing of maintenance used to provide the required services. The timing of maintenance must be detailed to allow for follow up inspections by the Technical Authority.
2. How equipment breakdowns or labour shortages will be addressed.
3. List of equipment and vehicles; (with vehicle identification numbers and license plate numbers).
4. Administrative resources and capability
5. Description of Contractor's approach to responding to requests from the Technical Authority
6. Quality control methods of services to be provided including identifying the back up Full Time Supervisor who must meet the same qualifications as the regular Full Time Supervisor.

The Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work

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

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

2.14 Additional Work and Special Operations

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

2.15 Health and Safety

1. The Contractor will have to submit a site-specific Health and Safety Plan at the pre-commencement meeting. A sample list of potential items to be included in the site specific Health and Safety plan has been included as a reference guide but is not limited to:

- .1 A site-specific safety hazard assessment;
- .2 Safety and health risk or hazard analysis for site tasks and operation;
- .3 The use of personal protective equipment;
- .4 procedures to be implemented during emergency situations;
- .5 All necessary staff certifications must be attached to the plan including but not limited to chain saw certifications and Arborist certification. Staff certificates for Workplace Hazardous Materials Information System (WHMIS), MSDS/SDS sheets for all products used on-site must be included. Insure that the MSDS/SDS sheets are current. All necessary MSDS/SDS sheets for all products used on-site and Occupational Health and Safety (OHS) Awareness Training for Workers and Supervisors, in order for the staff to be eligible to work under this contract. Staff certificates for First Aid must also be attached to the plan. A binder will be kept on-site at security desk with up to date copies of all licenses, WSIB certifications, liability insurances, MSDS/SDS sheets, labels and a copy of all staff training certificates, service records, pest records and, PestRec Forms.
Example: Anticipated H&S plans to include a traffic control plan where work is conducted in or next to a road.

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

3. General Conditions

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

4. Responsibility

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

5. Correction

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

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

7. Training

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

2.16 Supervisor

The Full time Supervisor will be the Technical Authority's main contact person for issues related to the work described in the Statement of Work. The Supervisor is authorized by the firm to provide the requested quotes to the Technical Authority **within 48 hours from the receipt of the request**. The Supervisor will meet with the Technical Authority on-site as required **during the hours of 07:30 hrs. to 12:00 noon and 13:00 hrs. to 15:30 hrs.** The Technical Authority will forward the inspection reports to the Supervisor who will ensure that all the deficiencies are corrected. The Supervisor will advise the Technical Authority of any issues on-site which may impact service delivery or which require action from the Technical Authority.

The Supervisor that is identified for the landscape requirement can be the same person or a different person than the Supervisor for the snowfall removal requirement.

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

SECTION 3 SNOW REMOVAL

3.1 Stock piling

Piled snow must not encroach on any parking spaces nor obscure visibility for vehicular or pedestrian traffic. Contractor is responsible for all cost associated with moving and stock piling snow in the snow dump areas identified on the site plan or as indicated by the Technical Authority.

3.2 Safety

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

3.3 Clear snow and ice from building entrances, roads, parking lots

Building entrances, emergency exits, sidewalks, steps, doorways, ramps and parking for disabled persons, must be free of snow and ice to bare pavement to their full width by 06:30 A.M., seven (7) days a week. If snow accumulation occurs after this time, clearing of these zones will commence once there is an accumulation of four (4) cm. During ice forming conditions, ice-control agents will be applied to these zones as needed. Gas shut off valves and vents located on all buildings must be maintained clear of snow for access. All storage bins must be accessible.

Roads, gates, ramps, loading dock zones, parking lots, compounds, access to main roads, and emergency vehicle routes will be clear of snow and ice to bare pavement to their full width by 06:30 A.M., seven (7) days a week. If snow accumulation occurs after this time, clearing will commence once there is an accumulation of five (5) cm. During ice forming conditions, ice control agents will be applied as required.

3.4 Ice-control agents

The Contractor must submit a Salt Management Plan. The Salt Management Plan must be submitted at the pre-commencement meeting. This plan will be reviewed by the Site Authority and Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work. The Salt Management Plan must outline under the Best Practices section what products will be used and under what conditions.

Ice melter such as Landscaper's Choice, Geomelt or Ecosalt is to be used on steps, doorways, ramps, and main and side entrances. Products such as sand, white salt, treated salt such as Thawrox, and liquids such as Caliber M1000 and M2000 to be added to the treated salt are to be used in the parking lots, roads and sidewalks as per the approved Salt Management Plan.

Excess ice-control agents will be removed when requested by the Technical Authority.

The Contractor will distribute the storage boxes for ice control agents on site as directed by the Technical Authority by November 1. Ice-control agent level in storage boxes are to be verified and maintained as required. The storage boxes are to be emptied, cleaned and stored on site as directed by the Technical Authority by May 15.

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

3.5 Clear snow from fire route, fire hydrants, standpipes, fuel filler pipes and generators

Keep fire routes, including routes to standpipes and access to fire hydrants and access to generators clear of snow and ice at all times. Keep fire hydrants and fuel filler pipes clear to a diameter of two hundred and fifty (250) cm.

3.6 Clear snow from garbage and recycling dumpsters

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

3.7 Clear snow from directional signs

Directional signage must be free of snow obstruction.

3.8 Snow piles

Blown, plowed or piled snow is to be kept away from obstacles, including but not limited to, trees, shrubs, flower beds, benches, fences and walls of buildings.

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

3.9 Snow coverage on grass

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

3.10 Delineate the walkways, approaches, catch basins and curbs

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

3.11 Catch Basins and Culverts

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

3.12 Repairs

All parking curbs are to be realigned in the spring by April 30th. Repairs to signs damaged by winter snow clearing will be completed to satisfaction of the Technical Authority by May 15th. Repairs to buildings, curbs, walkways damaged by winter snow clearing will be completed to satisfaction of the Technical Authority by May 15th. Repairs to turf, snow dump areas, replacement of damaged shrubs and trees due to snow removal damage will be completed by May 15th.

SECTION 4 LANDSCAPE:

4.1 General Cleanup

1. Clear drains, catch basins

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

2. Sweeping

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

3. Fence Clearing

The perimeter and compound fences will be cleared of grass, vines, weeds, brush, shrubs and tree limbs.

4.2 Turf

1. Spring raking

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

2. Mowing turf

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

3. Trimming turf edges

Turf edges must be clearly defined by June 30 to maintain design layout and to ensure no overgrowth of beds, walkways, curbs and along perimeter fence and all compound fences.

4. Courtyard

Contractor shall access the exterior courtyard through the south building entrance. The Contractor shall use the same access route to transport the equipment necessary for grass maintenance in the exterior courtyard. After each maintenance operation in the courtyard, clean up and remove all debris, dirt or clippings left inside the building.

4.3 Garden Beds

1. Shrub beds

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

2. Deadwood from shrubs

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

3. Pruning shrubs and hedges

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

4. Replacing shrubs

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

5. Cultivate garden beds

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

6. Maintain garden beds

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

4.4 Trees

1. Prune suckers, dead, diseased or broken branches of trees

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

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

2. Dead or dangerous trees

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

3. Branch clearance

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

4. Mulched tree rings

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

5. Hazardous conditions

Report any conditions detrimental to plant health or public safety.

6. Replace tree

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

4.5 Sport Area Maintenance

1. Volleyball Court

Once a week, remove all foreign objects including any vegetation growing in the volleyball court area and level sand. Once a month, remove sand from grass area surrounding the volleyball court.

4.6 Watering

1. Water garden and shrub beds

Garden and shrub beds must be watered as required to ensure plants receive enough moisture to sustain optimum aesthetic value and maintain vigour throughout the growing season.

4.7 Pest Control

1. Insects and disease

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

2. Groundhogs

Capture and remove from site all groundhogs. Any groundhogs found caught in a trap must be released within one (1) km of point of capture within twenty four (24) hours in accordance with the Fish and Wildlife Conservation Act. Non-target animals such as skunks, raccoons or porcupines found trapped must be immediately released on-site.

4.8 Winter Preparation

1. Garden bed

Garden bed must be prepared for winter by removing annuals, weeding, raking and leveling the soil.

2. Remove fallen leaves

Leaves must be mulched or raked and removed from site whenever fallen leaf accumulation exceeds 40% of a square metre of any surface. All mulched leaves must be spread evenly on turf to avoid damage to the turf. If the Technical Authority determines that the quantity of mulched leaves is excessive the Contractor will be directed to rake and dispose of all mulched leaves off-site. All leaves and debris accumulated at the building entrances, loading dock and compound areas must be removed at the end of the fall season.

SECTION 5 SPECIAL OPERATIONS

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

1. Aerating

Turf areas identified on the site plan shall be aerated to 60 mm depth to reduce compaction and provide air and water penetration. Resulting soil plugs shall be broken and spread through the turf.

2. Fertilizing

Turf areas identified on the site plan shall be fertilized to maintain healthy growth. Make one application in late spring with a fertilizer in which 50% of the Nitrogen is derived from organic matter or in controlled release form.

3. Top-dress and overseed

Turf areas identified on the site plan are to be top-dressed to maintain optimum density, with a minimum of 1 cm of good quality compost and overseeded with a mechanical seeder. Compost must meet the Bureau de normalisation du Québec (BNQ). The Canadian Council of Minister of the Environment (CCME) guidelines and Agriculture and Agri-Food Canada (AAFC) quality criteria. Overseed with a 40% Kentucky Blue grass, 20% Red Fescue, 20% Sheep Fescue, 20% Perennial Rye Grass Seed Mix at a minimum rate of 2 kg of seed / 100 m².

4. Mowing grass out of season

Provide cost for one out of season mowing and trimming operation for all grass areas identified on the grounds maintenance site plan.

SECTION 6 EXTRA WORK

1. Extra Work

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

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

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

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

**Revised Annex B - Financial Bid – Pricing Schedule 4
All Year Grounds Maintenance – EJ196-181305/A**

Annex B – Financial Bid – Pricing Basis

As per site visit, At Schedule 4 delete (e) Brush hog Area B

Pricing Schedule 4: Special Operations (Landscape Only)

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) for Special Operations on an “as and when requested” basis only. The Special Operations are to be performed in accordance with the Statement of Work attached at Annex A and [Site Plan attached Annex E1](#).

“Estimated Frequency” per year is for evaluation purposes only.

Location: NDMC - 1745 Alta Vista Drive			
4.1 YEAR ONE (1): MAY 1, 2018 TO OCTOBER 31, 2018			
Operation	Unit Price per Operation	x Estimated Frequency =	Extended Price
a) Aerating Turf	\$ _____	X 1 =	\$ _____
b) Fertilizing Turf	\$ _____	X 1 =	\$ _____
c) Top Dress and overseed	\$ _____	X 1 =	\$ _____
d) Additional mowing outside the growing season	\$ _____	X 1 =	\$ _____
e) Brush hog Area B	\$ _____	X 1 =	\$ _____
SUB-TOTAL 4.1			\$ _____

Location: NDMC - 1745 Alta Vista Drive			
4.2 OPTION YEAR ONE (1): MAY 1, 2019 TO OCTOBER 31, 2019			
Operation	Unit Price per Operation	x Estimated Frequency =	Extended Price
a) Aerating Turf	\$ _____	X 1 =	\$ _____
b) Fertilizing Turf	\$ _____	X 1 =	\$ _____
c) Top Dress and overseed	\$ _____	X 1 =	\$ _____
d) Additional mowing outside the growing season	\$ _____	X 1 =	\$ _____
e) Brush hog Area B	\$ _____	X 1 =	\$ _____
SUB-TOTAL 4.2			\$ _____

Location: NDMC - 1745 Alta Vista Drive			
4.3 OPTION YEAR TWO (2): MAY 1, 2020 TO OCTOBER 31, 2020			
Operation	Unit Price per Operation	x Estimated Frequency =	Extended Price
a) Aerating Turf	\$ _____	X 1 =	\$ _____
b) Fertilizing Turf	\$ _____	X 1 =	\$ _____
c) Top Dress and overseed	\$ _____	X 1 =	\$ _____
d) Additional mowing outside the growing season	\$ _____	X 1 =	\$ _____
e) Brush hog Area B	\$ _____	X 1 =	\$ _____
SUB-TOTAL 4.3			\$ _____

**Revised Annex B - Financial Bid – Pricing Schedule 4
All Year Grounds Maintenance – EJ196-181305/A**

Location: NDMC - 1745 Alta Vista Drive			
4.4 OPTION YEAR THREE (3) : MAY 1, 2021 TO OCTOBER 31, 2021			
Operation	Unit Price per Operation	x Estimated Frequency =	Extended Price
a) Aerating Turf	\$ _____	X 1 =	\$ _____
b) Fertilizing Turf	\$ _____	X 1 =	\$ _____
c) Top Dress and overseed	\$ _____	X 1 =	\$ _____
d) Additional mowing outside the growing season	\$ _____	X 1 =	\$ _____
e) Brush hog Area B	\$ _____	X 1 =	\$ _____
SUB-TOTAL 4.4			\$ _____

Location: NDMC - 1745 Alta Vista Drive			
4.5 OPTION YEAR FOUR (4) : MAY 1, 2022 TO OCTOBER 31, 2022			
Operation	Unit Price per Operation	x Estimated Frequency =	Extended Price
a) Aerating Turf	\$ _____	X 1 =	\$ _____
b) Fertilizing Turf	\$ _____	X 1 =	\$ _____
c) Top Dress and overseed	\$ _____	X 1 =	\$ _____
d) Additional mowing outside the growing season	\$ _____	X 1 =	\$ _____
e) Brush hog Area B	\$ _____	X 1 =	\$ _____
SUB-TOTAL 4.5			\$ _____

All Years - GRAND TOTAL for Price Schedule 4 (4.1 - 4.5): \$ _____

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

