



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

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

11 Laurier St./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

**THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT**

**"CE DOCUMENT COMPORTE DES EXIGENCES
RELATIVES À LA SÉCURITÉ"**

Green Roof Maintenance/services de entretien toit vert

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 green roof maintenance	
Solicitation No. - N° de l'invitation EJ196-181695/A	Date 2018-01-30
Client Reference No. - N° de référence du client 20181695	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-74256	
File No. - N° de dossier fk258.EJ196-181695	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-12	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: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	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

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SJAM & Wellington Buildings**

IMPORTANT NOTICE TO BIDDERS

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PSPC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PSPC will sponsor the bidder. Please submit your written request with the following information Cris Hill by facsimile 819-956-3600 or by e-mail to cris.hill@pwgsc.gc.ca.

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

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

Legal name of department

Although PWGSC was renamed Public Services and Procurement Canada (PSPC) for communication purposes, the legal name remains Public Works and Government Services Canada in policy instruments and in legal documents including contracts.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Financial: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

- the Statement of Work,
- the Financial Bid (Annex B),
- the Security Requirement Check List (SRCL),
- the Federal Contractors Program for Employment Equity Certification,
- a Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder,
- Site Plan,
- Sample Extra Work Quote

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1.2 Summary

1.2.1 Requirement

To provide Green Roof Maintenance services including all labour, material, equipment, supervision and transportation in accordance with the Statement of Work attached at Annex A, for Public Services and Procurement Canada (PSPC) at Sir John A. MacDonald (SJAM) Building, 144 Wellington Street and the Wellington Building, 180 Wellington Street, Ottawa, Ontario, Canada.

1.2.2 Period of contract

The period of any resulting Contract will be for a period of **one (1) year** (estimated commencement date May 1, 2018), with Canada retaining an irrevocable option to extend the contract for a period of **four (4)** additional consecutive twelve (12) month periods.

1.2.3 Security Requirement

"There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".

1.2.4. The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.2.5 There is a mandatory site visit associated with this requirement (see clause 2.6)

1.2.6 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: *one hundred twenty (120)* days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant (A3025T - 2014-06-26)

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

Definitions

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

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

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

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

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Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

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2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Sir John A. MacDonald (SJAM) Building, 144 Wellington Street and the Wellington Building, 180 Wellington Street on February 23, 2018 at 9:00am. The site visit will begin at SJAM) Building, 144 Wellington Street.

Note security clearance of Site Access or Secret will be required for the Site Visit.

Personnel security screening is required prior to gaining authorized access to sites. Bidders must communicate with the Contracting Authority no later than February 19, 2018 to confirm attendance and provide the name(s) and date of birth(s) of the person(s) who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

As there is ladder to climb, please ensure proper footwear/ work boots are worn at the site visit.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

A maximum of two (2) representatives per bidder will be permitted to examine the sites

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid

Section II: Financial Bid (See Annex B – Financial Bid – Pricing Basis)

Section III: Certifications

Section IV: Additional Information

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

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

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

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

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

Section I: Technical Bid

3.1.1 Submission of Evidence

Submission of Evidence as described in 3.1.1.2 and 3.2. below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non-responsive.

It is the sole responsibility of the Bidder to ensure that it provides a contact that is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. The technical evaluation team will attempt to contact the Bidders customer reference by telephone and/or email a maximum of three (3) times during the days of the technical evaluation between 8:00 am - 4:00 pm local time. If the customer reference does not provide a reference the Bidders proposal will be deemed non-responsive and receive no further evaluation.

The evidence provided by the bidder may be verified by Canada. PSPC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory, the proposal shall be considered non-responsive and no further consideration will be given to the Bidder.

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3.1.1.2 (MANDATORY) Full Time Supervisor's Qualifications

1. The bidder **MUST** have one full time supervisor available May 1 to October 31 and who has one of the following certificates or diplomas:

- (i) a red seal trade horticulturist designation; OR
- (ii) Green Roof Professional (GRP) Accreditation
- (iii) a College diploma in Horticulture from a recognized college; **OR**
- (iv) a degree in Horticulture from a recognized university; **OR**
- (v) a certificate of designation as a Canadian Certified Horticultural Technician (CCHT) in Landscape Maintenance and/or a certificate of designation as a Landscape Industry Certified Technician (CLT) which is to include 4 modules to be completed – Softscape, Hardscape, Turf and Ornamental (this program to be completed in 3 years with a passing note of 70% for each of the 4 modules); **OR**
- (vi) a certificate showing certified membership of l'Association des Paysagistes Professionnels du Quebec; OR
- (vii) other educational college diploma or university degree in *which the majority of courses taken were horticulture related in the areas such as soils, plant science, plant and weed identification, landscape maintenance, landscape construction, greenhouse production and operation, crop production, silviculture, arboriculture, agriforestry, turf management, and integrated pest management. Transcripts in either official language for other educational college diploma or university degree must be included with the bid.*

Proof of this training as described in the above documents **MUST** be included with the bidder's proposal at time of bid closing.
Or

Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non-responsive.

3.1.1.3 Full time Supervisor (see Annex A SOW Section 1 General - part 5)

Provide the name of the bidder's **Full time Supervisor for Landscape Maintenance** who will be assigned to the Contract

Name of Supervisor	
---------------------------	--

Name of Supervisor	
---------------------------	--

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3.2 (MANDATORY) Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance as a contractor by providing references from **one (1) Site Location** for Green Roof and/or Garden Maintenance. The referenced projects/contracts must each be for minimum duration of three (3) consecutive years, for work satisfactorily completed **within the last ten (10) years for each reference.**

The reference information provided by the bidder may be verified for completeness and accuracy and to confirm reference satisfaction with the services provided.

Failure by the bidder to provide the required references, or in the event that the references cannot be verified or the services found to be unsatisfactory, will result in the bidder being disqualified and no further consideration will be given to the bid.

If the Bidder submits references in excess of the stated requirement at 3.2 Contractor Experience and Past Performance, only the references up to the identified limit will be assessed.

The mandatory information required in the chart that follows must be completed in their entirety for each **Site Location** referenced. If the mandatory information is not provided in the "**Site Location Chart**" at bid closing, the proposal will be deemed non-responsive and no further consideration will be given.

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Site Location Chart

1 a) Mandatory Reference for contracts which include Green Roof Maintenance

REFERENCE NO. 1: CONTRACT(S) WHICH INCLUDE GREEN ROOF MAINTENANCE	
<p>Name of Client Organization or Company</p>	<p>Name: _____</p>
<p>Name of client contact who can confirm the information presented in the proposal. <u>(do not include the Contracting Authority as a reference)</u></p> <p>If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.</p>	<p>Name: _____</p> <p>Name: _____</p> <p>Name: _____</p>
<p>Business telephone number and e-mail address for each client identified above.</p> <p>If there is an additional client name identified, then their business phone number and e-mail address must be provided.</p>	<p>Business Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>E-mail: _____</p>
<p>Civic address, location/site, of the contract:</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>Performance period of the project or contract for the above location/site (indicate day, month & year)</p> <p>If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/site, then it is mandatory that the start date (day, month & year) and completion date (day, month & year) be identified.</p>	<p>From: Day ____ Month ____ Year ____</p> <p>To: Day ____ Month ____ Year ____</p> <p>From: Day ____ Month ____ Year ____</p> <p>To: Day ____ Month ____ Year ____</p> <p>From: Day ____ Month ____ Year ____</p> <p>To: Day ____ Month ____ Year ____</p>

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Section II: See Annex B – Financial Bid – Pricing Basis

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

3.4.1 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____

Telephone: _____

Cellular: _____

Facsimile: _____

E-mail: _____

3.4.2 Determination of Cost - Addition or deletion of work

The Department may from time to time, require changes to the areas to be maintained due to operational requirements, on-site projects, or construction of new areas to be maintained or deletion of areas to be maintained; the Firm Price will be adjusted accordingly based on 80% of the Firm Price shown in Pricing Schedule 1 and/or 2 (adjust accordingly), as follows:

Firm Price break down for the calculation of additional or deletion of m² :

- 20% of the original firm price remains unchanged. **Operating Cost**
- 80% of the original firm price for the calculation of addition or deletion:

The increase or decrease in the monthly firm price for the areas added or deleted is based on 80% of the firm price and will be calculated by dividing the firm price for snow removal by the number of square meters listed in Annex E1 & E2 Green Roof Site Plan and then multiplied by the square meter area to be added or deleted.

Example:

A Contract in Year 1 (firm price of \$65,000.00) with a total area of **2,805m²**, from which a reduction of **358m²** must be applied effective June 1st:

PERIOD OF CONTRACT May 1 to October 1	ANNUAL FIRM PRICE
Year 1	\$ 65,000.00
Option Year 1	\$ 74,000.00
Option Year 2	\$ 78,000.00

Price breakdown for the calculation of deletion :

	Year 1	Option Year 1	Option Year 2
20% of Firm Price	\$13,000.00	\$14,800.00	\$15,600.00
80% of Firm Price	\$52,000.00	\$59,200.00	\$62,400.00

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Formula: **\$52,000.00** (80% of the \$65,000.00) / 2,805m² = \$18.54 x 358m² = \$6,637.32 (total reduction based on the total firm price.)

Total Reduction = **\$4,977.99**

Verification of the price breakdown: \$6,637.32 x 75% (remaining period to apply the reduction, beginning June 1st) = \$4,977.99

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

4.1.1 Technical and Financial Evaluation - Mandatory Requirements

- (1) Mandatory Site Visit attendance;
- (2) (Mandatory) Security Clearance of Site Access, at bid closing, in accordance with Part 6, Security Requirements;
- (3) (Mandatory) Full Time Supervisor's qualifications in accordance with Part 3, Section 1: Technical Bid
- (4) (Mandatory) Contractor's Experience and Past Performance in accordance with Part 3, Section 1: Technical Bid.
- (5) (Mandatory) Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section II: Financial Bid Annex B;

4.2 Basis of selection

A bid must comply with the requirements of the bid solicitation and meet **all** mandatory evaluation criteria to be declared responsive.

Responsive bids will be evaluated based on the Lowest Responsive Bid Price, a combination of the overall lowest total bid of which 80% will be for the firm pricing (Pricing Schedule 1 and 20% of the "as and when" (Pricing Schedule 2) will be recommended for award of a contract.

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

**5.1.1 Card and Licensing Documentation (at bid closing or Upon Request)
(as per Annex A Section 1 – General – part 5)**

Valid copies of the following cards and licensing documentation should be submitted for each of the proposed personnel with the bid by the bid solicitation closing date.

However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive and no further consideration will be given to the bidder.

All certificates are to be recognized by the Human Resources Skills Development Canada (HRSDC) – Labour Program and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

- **no more than 5yrs old for each employee named to work on the contract**
- **a valid Working from Heights/Fall Arrest certificate/wallet card (online not accepted);**
- **a valid First Aid/CPR certificate/wallet card;**
- **a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card**

5.1.2 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the ["FCP Limited Eligibility to Bid"](#) list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [titled Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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PART 6 – SECURITY REQUIREMENT

6.1 Security Requirement

1. **Before award of a contract**, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites,

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Employee Information for Security

The Bidder **must** specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

Legal Name (First & Last) (Please Print Clearly)	DATE OF BIRTH Day/Month/Year

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PART 7 - RESULTING CONTRACT CLAUSES

To Be Completed At Contract Award

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(at contract award, delete this sentence)*

7.1 Requirement

To provide Green Roof Maintenance services including all labour, material, equipment, supervision and transportation in accordance with the Statement of Work attached at Annex A, for Public Services and Procurement Canada (PSPC) at Sir John A. MacDonald (SJAM) Building, 144 Wellington Street and the Wellington Building, 180 Wellington Street, Ottawa, Ontario, Canada.

7.1.1 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

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7.1.2 Names of qualified employees *(Note to Contracting Authority: change titles if required.)*

The contractor must provide the names of the qualified Employees who will be assigned to work on this Contract. The names provided below must be the same personnel listed in Part 3 & Part 6 of the proposal.

EMPLOYEES	
Employees	Legal Name (First & Last) (Please Print Clearly)
Full Time On Site Supervisor	

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions *(Please ensure the date shown is current.)*

2035 (2016-04-04), General Conditions - Services, apply to and form part of the Contract.

7.3 Security Requirement

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor personnel requiring access to secure work site(s) must, at all times during the performance of the Contract, EACH hold a valid SITE ACCESS Clearance, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor must comply with the provisions of the Security Requirements Check List and security guide (if applicable), attached at Annex C.

7.3.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive. *(leave blank until contract award)*

7.4.2 Option to Extend Contract *(if applicable)*

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to _____ additional consecutive twelve (12) month periods each under the same conditions. The

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Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 60 days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cris Hill
Title: Supply Specialist
Public Works and Government Services Canada
Acquisition Branch
Direction: Real Property Contracting Directorate
3C2, 11 Laurier St, Place du Portage, Phase III
Gatineau, QC K1A 0S5
Telephone: 873-469-4891
Facsimile: 819-956-3600
E-mail address: cris.hill@pwgsc.gc.ca

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

7.5.2 Technical Authority *"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: 180 Kent St., 18th floor (*revise as required*)
Ottawa, ON
K1A 0S5
Facsimile: 613-948-6306 or 613-948-5914
Cellular: _____
E-mail address: _____

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

7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____
Telephone: _____
Facsimile: _____
Cellular: _____
E-mail: _____

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Remark to Contracting Authority: Insert in full text SACC Manual clause A3052C, if applicable, to assist client departments in identifying contracts with former public servant, insert in full text SACC Manual clause A3025C, to assist client departments in identifying contracts with former public servants and reporting this information in their Proactive Disclosure of Contracts.

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Limitation of Expenditure *(Note to Contracting Authority: use this clause (7.7.1) only if the requirement contains "As & When" Requested.)*

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Applicable Taxes Extra) of which \$ **(to be determined)** (Applicable Taxes extra) is for goods and/or services enumerated or described in [Pricing Schedule 1](#), and \$ **(to be determined)** (Applicable Taxes extra) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in [Pricing Schedule 2](#).

7.7.2 Basis of Payment - Firm Prices and "As and When"

Ensure the pricing schedules are correct. Clause dates must be current.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 ([2014-09-25](#)) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- (a) Green Roof Maintenance Services shall be paid in accordance with [Pricing Schedule 1](#), upon submission of invoice at the end of each calendar month as per SACC Clause 2035-16 (standard payment period is 30 days) from May through October for each Landscaping season.

(b) 2035 16 (2014-09-25) Payment period

1. Canada's standard payment period is 30 days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section 17.
2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within 15 days will only result in the date specified in subsection 1 to apply for the sole purpose of calculating interest on overdue accounts.

7.7.3 3.4.2 Determination of Cost - Addition or deletion of work

The Department may from time to time, require changes to the areas to be maintained due to operational requirements, on-site projects, or construction of new areas to be maintained or deletion of areas to be maintained; the Firm Price will be adjusted accordingly based on 80% of the Firm Price shown in Pricing Schedule 1 and/or 2 (adjust accordingly), as follows:

Firm Price break down for the calculation of additional or deletion of m² :

- 20% of the original firm price remains unchanged. **Operating Cost**

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-
- 80% of the original firm price for the calculation of addition or deletion:

The increase or decrease in the monthly firm price for the areas added or deleted is based on 80% of the firm price and will be calculated by dividing the firm price for snow removal by the number of square meters listed in Annex E1 & E2 Green Roof Site Plan and then multiplied by the square meter area to be added or deleted.

Example:

A Contract in Year 1 (firm price of \$65,000.00) with a total area of **2,805m²**, from which a reduction of **358m²** must be applied effective June 1st:

PERIOD OF CONTRACT May 1 to October 1	ANNUAL FIRM PRICE
Year 1	\$ 65,000.00
Option Year 1	\$ 74,000.00
Option Year 2	\$ 78,000.00

Price breakdown for the calculation of deletion :

	Year 1	Option Year 1	Option Year 2
20% of Firm Price	\$13,000.00	\$14,800.00	\$15,600.00
80% of Firm Price	\$52,000.00	\$59,200.00	\$62,400.00

Formula: **\$52,000.00** (80% of the \$65,000.00) / 2,805m² = \$18.54 x 358m² = \$6,637.32 (total reduction based on the total firm price.)

Total Reduction = \$4,977.99

Verification of the price breakdown: \$6,637.32 x 75% (remaining period to apply the reduction, beginning June 1st) = \$4,977.99

(At contract award - insert appropriate pricing table(s) here)

7.7.4 SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) *(if applicable)*

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the contract.

7.8 Invoicing Instructions - Maintenance Services

All invoices are to be mailed or emailed to the Technical Authority as per the Front Page of any resulting contractual document and must include the Contract Number, description of work which has been completed and for which payment is being claimed, location of work and the person who requested the service, before any payments can be processed. All taxes are to be listed as separate items. Failure to submit the correct information may result in the rejection of the invoice for processing.

The invoices for Green Roof Maintenance Services shall be submitted at the end of each calendar month from May to October for each year, in accordance with Basis of Payment Clause hereafter.

Invoices are to be made out and mailed to:

**Green Roof Maintenance RFP EJ196-181695/A Cris Hill FK258
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Public Works and Government Services Canada
Horticultural - Maintenance and Operational Assurances
180 Kent St., 18th floor
Ottawa, Ontario, K1A 0S5

or by email as a PDF to: _____@tpsgc-pwgsc.gc.ca (*Identify TA at Contract Award*)

Payment will only be made on receipt of satisfactory invoices duly supported by any specified documents called for under this contract.

7.8.1 ELECTRONIC PAYMENT

The Contractor accepts to be paid by Electronic Payment:
Direct Deposit (Domestic and International)

Company Name: _____

Email for Direct Deposit info: _____

7.9 Certifications

7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

*Remark to Contracting Authority: For requirements made on behalf of a Department or Agency subject to the FCP, with a contract value at **\$1,000,000 and above**, Applicable Taxes included, insert the following paragraph. Delete the following paragraph and renumber accordingly, for requirements with a contract value **below \$1,000,000** or if the Department or Agency is not subject to the FCP.*

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

Contracting Officer: Please edit according to your requirement.

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04) *revise date as needed*;
- (c) Annex "A", Statement of Work
- (d) Annex "B" Financial Bid

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- (e) Annex "C", Security Requirements Check List (SRCL)
- (f) Annex "E", Site Plan
- (g) Annex "G" Sample Extra Work Quote
- (h) The Contractor's proposal dated _____ (*insert date of bid*)

7.12 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) (if applicable), apply to and form part of the Contract.

7.13 Insurance Requirements

7.13.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.

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- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (o) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

7.14 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers

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themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

7.15 Government Site Regulations

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

7.16 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical.

The Contractor is to supply the Technical Authority with a copy of its Plan of Operation and safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

GREEN ROOF MAINTENANCE SPECIFICATIONS

SECTION 1 GENERAL

1. Purpose

The purpose of this Statement of Work (SOW) is to provide green roof maintenance services at the Sir John A. MacDonald building, 144 Wellington Street and the Wellington Building, 180 Wellington Street to ensure they are well maintained, functioning properly and are free of weeds and debris during the maintenance season.

The 144 Wellington Street site has a Bioroof Systems extensive green roof and the 180 Wellington Street site has a Soprema Sopranature extensive green roof system. The supplier's maintenance guides and product specifications will be provided to the Contractor as additional information which may be used for reference purposes. Where there is a discrepancy between the suppliers' documents and the contract, the contract will take precedence.

2. Working Hours

The 180 Wellington site is operational twenty-four (24) hours per day, seven (7) days per week. The 144 Wellington site is operational Monday through Friday, 7:00AM to 4:00 PM. The Contractor must coordinate access to both sites with the Technical Authority in collaboration with the Property Facility Manager.

3. 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. Administrative resources and capability
3. Description of Contractor's approach to responding to requests from the Technical Authority.
4. 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 sites and the required services as outlined in the Statement of Work.

Contractor agrees the levels of staff agreed to in the approved Plan of Operation will be maintained and available throughout the life of the maintenance contract.

The Contractor must have a minimum of two (2) people on the green roof while any work is being completed.

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.

4. 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 including travel restraint system;
4. Procedures to be implemented during emergency situations;
5. All necessary staff certifications must be attached to the plan including certification for Working from Heights, Workplace Hazardous Materials Information System (WHMIS), MSDS/SDS sheets for all products used on-site, Occupational Health and Safety (OHS) Awareness Training for Workers and Supervisors as well as First Aid certificates. A binder will be kept on-site at 180 Wellington security desk for both sites with up to date copies of all licenses, WSIB certifications, liability insurances, MSDS/SDS sheets and labels, a copy of all staff training certificates, and service records.

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. Responsibilities

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

The Contractor will provide the Technical Authority with updated training records for all staff training during the life of this contract.

5. Full Time 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 must inspect the sites bi-weekly or more frequently as required to ensure all contractual obligations are being met.

All work undertaken on the green roofs must be completed under the direct on-site supervision of the full time Supervisor.

6. Response Time

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

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

7. 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.

8. No Smoking on Green Roof

Smoking is prohibited anywhere on the roof.

9. Disposal Costs

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

10. Damages

The Contractor must tour the sites with the Technical Authority at the beginning of the season to inspect the green roofs. The Contractor is to request pictures of all damages or problems 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 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.

11. Identification

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

12. Additional Work

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.

13. Materials

- .1 Materials must conform to, or exceed Canadian General Standards Board (CGSB) standards.
- .2 The Contractor must ensure that all products used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHMIS).

SECTION 2 GREEN ROOFS

1. Green Roof Maintenance

Maintain healthy plant material throughout the growing season by providing twice monthly (approximately every 14 days) green roof maintenance services as described in the maintenance operations in Section 2 of this SOW. Each visit to also include a complete visual inspection of the entire green roof area to assess overall health and appearance of plant material and to verify that all visible assembly components remain correctly installed and are performing optimally. Spring clean-up and winter preparation of planted areas shall include the removal of dead plant material, weeds, litter and clean-up of roof drains within the planting area. Immediately report any damages to the Technical Authority.

If infilling of bare spots (with cuttings, plugs and seeds) or replacing eroded substrate is required the Technical Authority will issue a call-up for this work under the Statement of Work, Section 3 Extra Work. Extra work required for the removal of weeds at 180 Wellington in the first spring of this contract will also be done through a call-up.

2. Growing Medium Testing and Fertilization

Before the start of each season administer a growing medium test from an accredited testing facility, to assess pH and fertility levels. Based on test results, in early spring apply a high quality slow release granular fertilizer as required. The pH level should be maintained in the range of 6.5 – 7.5.

3. Weeding

Remove weeds or any unintended species by physical means before they flower and set seed. Never allow a woody plant to establish in the green roof. All vegetation must be removed from areas not designated for vegetation such as gravel areas, pavers, and drains. Do not use herbicides.

4. Litter Removal

The green roof, gravel and paving stone areas shall be kept free of litter. Litter includes weeds, garbage, as well as organic and inorganic debris.

5. Watering

All vegetation shall be watered as required during prolonged dry weather to ensure plants receive enough moisture to sustain optimum aesthetic value and maintain vigour throughout the growing season. Prolonged hot dry weather is generally defined as periods of 75°F / 24°C with less than 1 inch / 2.5 cm of rainfall that persists for four weeks or longer. This estimated time period may vary depending on local weather and site conditions, therefore, the plants should be monitored closely to determine if watering is required. Any recently planted material shall be irrigated as necessary to ensure optimum conditions for the establishment period. Do not overwater.

6. Clear Roof Drains

Roof drains shall be cleared of all litter, leaves, growing medium, vegetation, or anything which interferes with the free flow of runoff water.

7. Displaced Growing Medium

Any displaced growing medium should be replaced to the original condition.

8. Foot Traffic

Limit foot traffic to a random path. Avoid repetitive foot traffic, standing in one place or trampling plants, especially when plants are wet or frozen.

9. Clean Up

Clean up thoroughly after any maintenance operation. Remove all debris from site. Ensure no dirt or debris is tracked or left inside the building when accessing the green roofs. Footwear must be clean when walking inside the buildings.

10. Green Roof Inspections

In addition to the regularly scheduled inspections during the growing season, the Contractor is to inspect the roof after major wind events to ensure that the green roof system including hardscape elements are still intact and to report any damage to the Technical Authority on the Green Roof Maintenance Report.

11. Green Roof Maintenance Reports

The Green Roof Maintenance Reports will be completed after each visit to document the Contractor's inspections and work completed. The Contractor's supervisor shall verify and sign that all relevant activities have been completed and documented. The reports are to be submitted electronically to the Technical Authority the following business day. The reports must be kept up to date in order for invoices to be processed.

12. Hazardous conditions

Report any conditions detrimental to plant health or personnel safety.

13. 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 the 180 Wellington building security desk for both sites.

14. Plants and Growing Medium

144 Wellington	180 Wellington
Plant List:	
Allium Shoenoprasum	Sedum acre
Bouteloua Gracillis	Sedum spurium "Fuldaglut"
Festuca Ovina Var. Glauca	Sedum spurium "John Creech"
Geranium Sanguineum	Sedum floriferum "Weihenstephaner Gold"
Keolera Glauca	Sedum spurium "Red Carpet"
Sesleria Autumnalis	Sedum kamtschaticum
Sedum Ewersii	Sedum hybridum "Immergrunchen"
Sedum Kamtschaticum	Sedum spurium "Tricolour"
Sedum Floriferum	Sedum takesimense
Sedum Spurium Tricolor	Sedum album 'Coral Carpet'
	Sedum album "Murale"
	Sedum reflexum
	Sedum reflexum "Angelina"
	Sedum sexangular
Growing Medium:	
Bio-Mix Eco-Blend (Bioroof Systems)	Sopraflor 1 (Soprema)

SECTION 3 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 labour hour used. Materials may include but are not limited to plugs, 4 inch pots and growing medium. Specifics will be detailed in the call-up.

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.

Annex B - Financial Bid
Green Roof maintenance services – EJ196-181695/A

Annex B – Financial Bid – Pricing Basis

Bidders must submit their financial bid in accordance with the Pricing Schedules detailed below.

The following requirement **MUST** be strictly adhered to: Failure to do so shall render the bidder's proposal as non-responsive and no further consideration will be given to the bidder.

It is **MANDATORY** that the bidders submit firm prices/rates prices excluding GST/HST for the one (1) year and four (4) option year periods of the contract for all items listed hereafter (Pricing Schedules 1 and 2).

Section II Financial Bid

Pricing Schedule 1:

1.1 Green Roof Maintenance

Firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related cost (excluding HST) for Green Roof Maintenance in accordance with the **Statement of Work** attached at Annex A and the Site Plan.

1.1 Year 1 May 1, 2018 to October 31, 2018 Location: SJAM (144 Wellington) & Wellington Building (180 Wellington) The green roofs must be maintained as per the Statement of Work Annex A and as per the Site Plans		
Period	SJAM Firm Monthly Price	Wellington Bldg Firm Monthly Price
May	\$	\$
June	\$	\$
July	\$	\$
August	\$	\$
September	\$	\$
October	\$	\$
Sub total	\$	\$
1.1 Year 1 - Total		\$

1.2 Option Year 1 May 1, 2019 to October 31, 2019 Location: SJAM (144 Wellington) & Wellington Building (180 Wellington) The green roofs must be maintained as per the Statement of Work Annex A		
Period	SJAM Firm Monthly Price	Wellington Bldg Firm Monthly Price
May	\$	\$
June	\$	\$
July	\$	\$
August	\$	\$
September	\$	\$
October	\$	\$
Sub total	\$	\$
1.2 Option Year 1 - Total		\$

Annex B - Financial Bid
Green Roof maintenance services – EJ196-181695/A

1.3 Option Year 2 May 1, 2020 to October 31, 2020 Location: SJAM (144 Wellington) & Wellington Building (180 Wellington) The green roofs must be maintained as per the Statement of Work Annex A and as per the Site Plans		
Period	SJAM Firm Monthly Price	Wellington Bldg Firm Monthly Price
May	\$	\$
June	\$	\$
July	\$	\$
August	\$	\$
September	\$	\$
October	\$	\$
Sub total	\$	\$
1.3 Option Year 2 - Total		\$

1.4 Option Year 3 May 1, 2021 to October 31, 2021 Location: SJAM (144 Wellington) & Wellington Building (180 Wellington) The green roofs must be maintained as per the Statement of Work Annex A and as per the Site Plans		
Period	SJAM Firm Monthly Price	Wellington Bldg Firm Monthly Price
May	\$	\$
June	\$	\$
July	\$	\$
August	\$	\$
September	\$	\$
October	\$	\$
Sub total	\$	\$
1.4 Option Year 3 - Total		\$

1.5 Option Year 4 May 1, 2022 to October 31, 2022 Location: SJAM (144 Wellington) & Wellington Building (180 Wellington) The green roofs must be maintained as per the Statement of Work Annex A and as per the Site Plans		
Period	SJAM Firm Monthly Price	Wellington Bldg Firm Monthly Price
May	\$	\$
June	\$	\$
July	\$	\$
August	\$	\$
September	\$	\$
October	\$	\$
Sub total	\$	\$
1.5 Option Year 4 - Total		\$

All Locations, All Years - GRAND TOTAL for Price Schedule 1(1.1 to 1.5): \$ _____

Annex B - Financial Bid
Green Roof maintenance services – EJ196-181695/A

Pricing Schedule 2 – Labour rates

2.1 Labour: Firm hourly rate per qualified labourer with hand for Green roof maintenance services. This rate will include adequate supervision.

* “Estimated hours” per year and price is for evaluation purposes only.

** The “Extended Price” is calculated by multiplying the hourly rate for the labourer with hand tools by the Estimated hours” per year (Example: Hours, Year 1, \$5.00 hourly rate x estimated hours 10 = \$50.00)

LOCATION: ALL SITES					
2.1(i) Regular Hours 08:00 to 17:00 Monday to Friday	YEAR 1 2018/2019 RATE	OPTION YEAR 1 2019/2020 RATE	OPTION YEAR 2 2020/2021 RATE	OPTION YEAR 3 2021/2022 RATE	OPTION YEAR 4 2022/2023 RATE
	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	20	20	20	20	20
** Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (i) SUB-TOTAL:			\$_____		

LOCATION: ALL SITES					
2.1 (ii) Outside Regular Hours Saturday, Sunday & Statutory Holidays	YEAR 1 2018/2019 RATE	OPTION YEAR 1 2019/2020 RATE	OPTION YEAR 2 2020/2021 RATE	OPTION YEAR 3 2021/2022 RATE	OPTION YEAR 4 2022/2023 RATE
	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
* Estimated hours	20	20	20	20	20
** Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (ii) SUB-TOTAL:			\$_____		

All Years - TOTAL for Price Schedule 2.1 (i + ii) \$_____

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE HOURLY RATE WILL GOVERN.
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**

Annex B - Financial Bid
Green Roof maintenance services – EJ196-181695/A

2.2 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

LOCATION: ALL SITES					
	YEAR 1 2018/2019 RATE	OPTION YEAR 1 2019/2020 RATE	OPTION YEAR 2 2020/2021 RATE	OPTION YEAR 3 2021/2022 RATE	OPTION YEAR 4 2022/2023 RATE
Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
*Estimated expenditure:	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
** Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2 SUB-TOTAL:				\$ _____	

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE PERCENTAGE WILL GOVERN.
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**

All Years - GRAND TOTAL for Price Schedule 2 (2.1 + 2.2): \$ _____

For Evaluation Purposes

** The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to Canada. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.
GC 227 "Call-up Against a Contract".

AUTHORIZATION FOR DELIVERY:

The consignee shall request delivery of goods/services identified in Pricing Schedule 3, 4, and 5 on form PWGSC GC 227 – Call up against a contract.

The identified users shall order goods and services either on form PWGSC-TPSG GC 227 "Call-up Against a Contract", or ordered by other methods such as telephone, but must be confirmed in writing either on form PWGSC-TPSG GC 227 or other agreed upon means that include as a minimum the following: description of the work, pricing schedule and quantity, period of service, contract number, name of authorized person and signature.

Sum of Pricing Schedules

(A) Pricing Schedule 1 - Total Firm Price \$ _____ +

(B) Pricing Schedule 2 - Total "as & when" Price \$ _____ =

TOTAL BID PRICE \$ _____



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction OSS / RPB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail Green roof maintenance for 144 Wellington and 180 Wellington				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☐ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET- SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☒ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

Green roof maintenance at 144 Wellington and 180 Wellington

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Pesticides Records Keeping System

PFO/PFM INFORMATION

Submitted by (First & Last Name) _____

Contract Number (JO/WO): _____

Date of Last Contract Evaluation _____

☐ Reason for Application:

☐ Cosmetic:

☐ Operational:

LICENSEE INFORMATION

Company Name

Province

License Class

License Number

Expiry Date

RPP Fit Tested

RPP Exp. Date

APPLICATION INFORMATION

Date Action Occured

PCP Registration Number

Amount of Product Used

Application Rate:

Target Pest - SEE TABLE 1

Application Sites

Application Site Description (indoor, outdoor, grass, along fences, etc.)

Annex D EJ196-181695/A

Purpose

Application Area/Unit – SPECIFY UNIT TO INCLUDE M3, HA, M2, SPOT SPRAY ETC.

Supervisor/Inspector

Method of Application – SEE TABLE 2

Temperature (°C)

Wind Speed (KM/Hour)

Wind Direction

General Weather Condition

Unusual Circumstances

Relative Humidity (%)

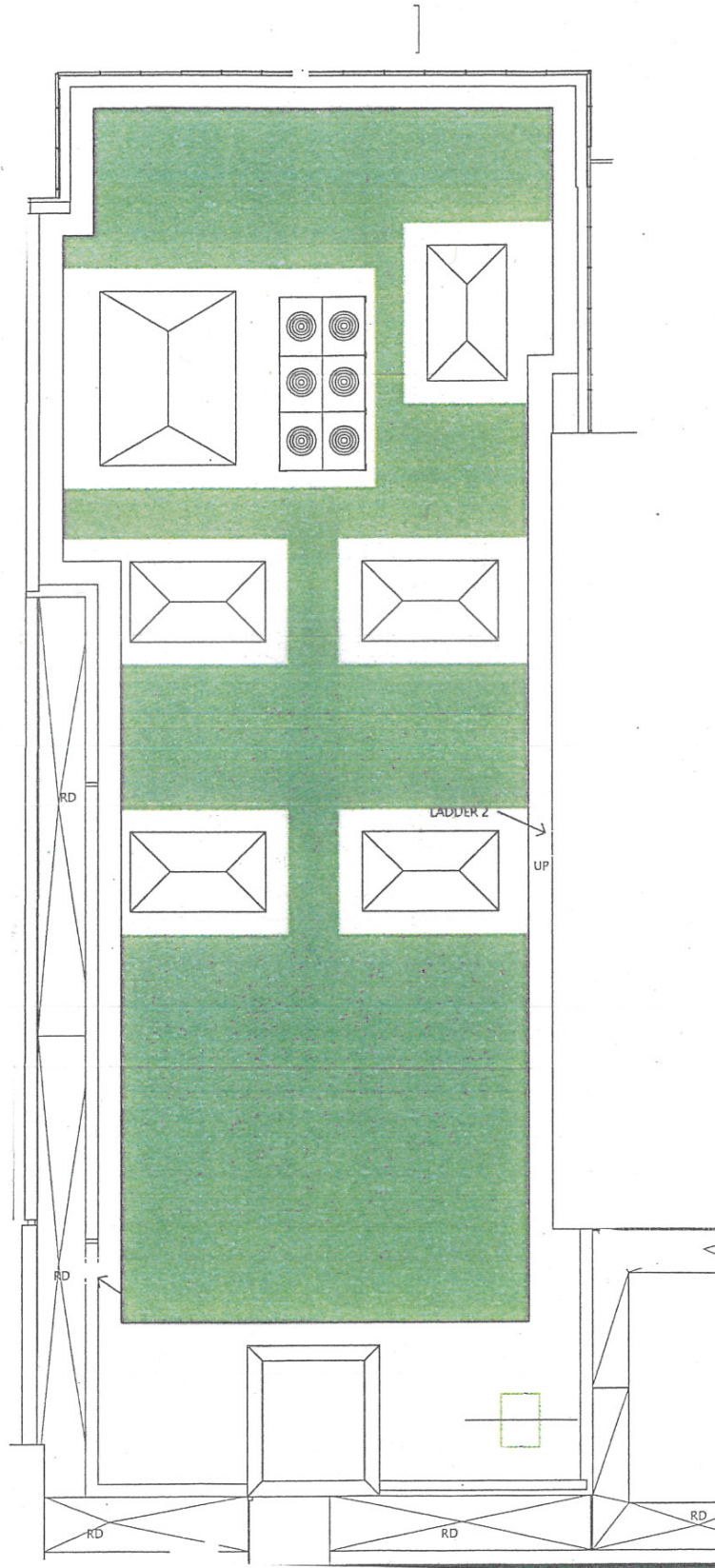
Pesticide Storage Location

Reports

Annex E1 Site Plan EJ196-18-1695/A

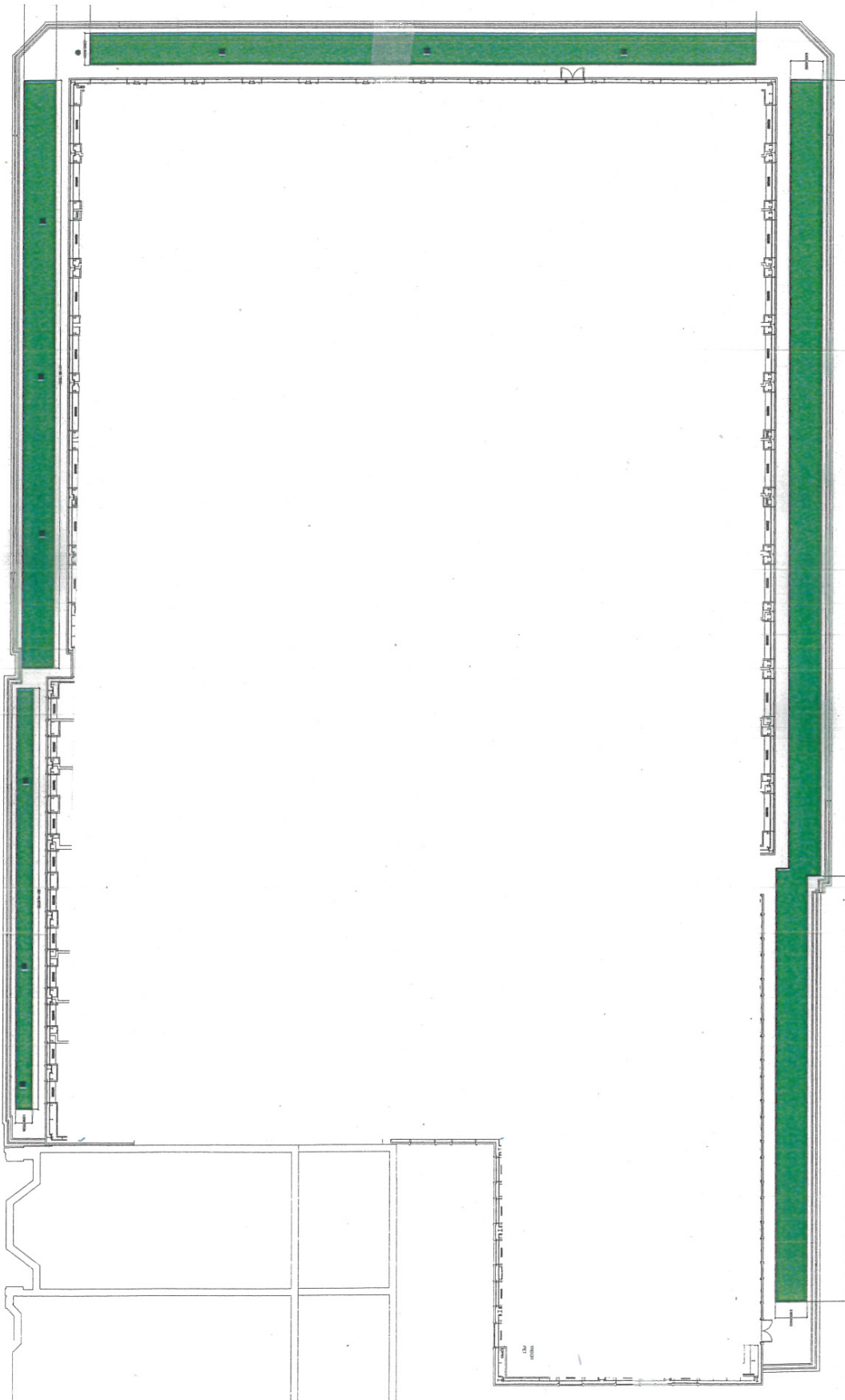
144 Wellington
Green Roof / Toit Vert
232 m²

EJ196-18-1695



180 Wellington
Green Roof / Toit Vert
478 m²

EJ196-18-1695



Contract Number: _____

Project Name: _____

Photo Documentation Conducted:

☐ Yes ☐ No

Building Location: _____

Date Evaluated: _____

Weather Conditions: _____

_____ % Vegetated _____ % Weeds _____ % Other

(Date) Employee

Actions Taken

Species Identified: _____ Weeds Identified: _____

Further Recommendations:

Supervisor's Signature: _____ Date: _____

Annex G EJ196-181695/A
Sample Quote form for Extra Work Category

Contract Number:
Location of work:
Description of work:

Date:

Estimated | Hourly Rate Total

Services:

Labour	2	\$30.00	\$60.00
Backhoe	2	\$95.00	\$190.00

Subtotal	\$250.00
13 % HST on Services	\$32.50
Total Services	\$282.50

Materials:

3 - 3 gallon Spirea ' Goldflame'	3	\$10.00	\$30.00
5 yards topsoil	5	\$16.00	\$80.00
Mulch	4	\$45.00	\$180.00

Subtotal	\$290.00
10 % Mark-up on Materials	\$29.00
Subtotal	\$319.00
13% HST on Materials and mark-up:	\$41.47

Total Materials	\$360.47
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Total Services and Materials	\$642.97
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Annex H
EJ196-181695/A

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY
BOARD OF DIRECTORS OF THE BIDDER**

NOTE TO BIDDERS

WRITE BOARD OF DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

Name

Title

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

Annex I EJ196-181695/A
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
 - ☐ A2. The Bidder certifies being a public sector employer.
 - ☐ A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
 - ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
 - A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.
- OR**
- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.
- OR**
- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



Hazard Assessment Évaluation des dangers

Performed By - Effectué par Michelle Chiasson				Date (Y-A-MM-D-J) 2017-10-25	Project No. - N° de projet EJ196-18-1695
Project Description - Description de projet Green roof maintenance for 144 Wellington and 180 Wellington					
Project Manager - Gestionnaire de projet Michelle Chiasson					
Hazard Danger	Yes Oui	No Non	N/A S.O.	Specific Safety Measures Mesures de sécurité précises	
Lifting Hazard (Material Handling) Danger lié au levage d'objets (Manutention)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Manually, using the appropriate lifting procedure; do not lift excessive loads; Manuellement en utilisant la procédure de levage appropriée, ne pas soulever de charges excessives; <input type="checkbox"/> If the load is too heavy, seek assistance from another worker; Si la charge est trop lourde, obtenir l'aide d'un autre travailleur; <input type="checkbox"/> Use the appropriate lifting equipment/devices; Utiliser un équipement/appareil de levage approprié; <input type="checkbox"/> Lifting certification if the load is greater than 5 tonnes; Attestation de levage si la charge est supérieure à 5 tonnes; <input type="checkbox"/> Other: Autre :	
Hoarding Danger lié à la palissade de chantier	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> The hoarding must rest on a solid base, and must be high enough to limit access to workers only; La palissade doit reposer sur base solide et suffisamment élevée pour limiter l'accès aux travailleurs seulement; <input type="checkbox"/> Do not place heavy materials on the hoarding; Ne pas appuyer de matériel lourd sur la palissade; <input type="checkbox"/> Other: Autre :	
Environment Hazard (Asbestos/Lead/Mold) Danger lié à l'environnement (amiante/plomb/moisissure)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Report on designated substances submitted to the contractor; Rapport sur les substances désignées remis à l'entrepreneur; <input type="checkbox"/> Material safety data sheets accessible to workers - preventive measures in place; Fiches signalétiques accessibles aux travailleurs - mesures préventives en place; <input type="checkbox"/> Control contaminant concentration in the ambient air; Contrôle de la concentration des contaminants dans l'air ambiant; <input type="checkbox"/> PPE; <input type="checkbox"/> Respirator <input type="checkbox"/> Goggles <input type="checkbox"/> Visor EPI; <input type="checkbox"/> Respirateur <input type="checkbox"/> Lunettes <input type="checkbox"/> Visière <input type="checkbox"/> Gloves <input type="checkbox"/> Coveralls <input type="checkbox"/> Boots Gants <input type="checkbox"/> Combinaison <input type="checkbox"/> Bottes <input type="checkbox"/> Other: Autre :	
Dust Danger lié à la poussière	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Reduce dust generated on the work site (tools, appropriate equipment, wet process, other ...) Réduire la poussière générée dans le lieu de travail (outils, équipement approprié, procédé humide, autre ...) <input type="checkbox"/> Vacuum dust at the source/increase ventilation; Aspiration poussières à la source/augmenter la ventilation; <input type="checkbox"/> PPE; <input type="checkbox"/> Respirator <input type="checkbox"/> Airtight Goggles <input type="checkbox"/> Visor	

Hazard Danger	Yes Oui	No Non	N/A S.O.	Specific Safety Measures Mesures de sécurité précises
Electrical Danger lié à l'électricité	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div>NOTE: No live electrical work. NOTE : Aucun travail électrique sous tension.</div> <div>✓ Mandatory: Work performed by an electrician or qualified person. Obligatoire : Travail fait par un électricien ou une personne qualifiée.</div> <div><input type="checkbox"/> Lockout sheet prepared/validated for all electrical work + Fiche de cadenassage rédigée/validée pour tout travail électrique +</div> <div><input type="checkbox"/> PWGSC form 13 to inform PFM; Formulaire TPSGC 13 pour informer le PFM;</div> <div><input type="checkbox"/> Other: Autre :</div>
Fall Hazards Danger de chute	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div><input checked="" type="checkbox"/> Roof work: protected area (guardrails, barriers/red tape) at +6 ft from the edge of the roof; OTHERWISE, safety harnesses are required: Travaux sur toit : zone protégée (garde-corps, barricade/ruban rouge) à +6 pi du bord du toit; SINON Harnais de sécurité :</div> <div><input type="checkbox"/> Safety harness: work at heights of more than 10 ft and on any lifting device; Harnais de sécurité : travaux en hauteur à plus de 10 pi du sol dans tout appareil de levage;</div> <div><input checked="" type="checkbox"/> Ladders, work platforms, scaffolding used safely; Échelle, plateforme de travail, échaffaudage utilisés sécuritairement;</div> <div><input checked="" type="checkbox"/> "Fall protection" training certification; Attestation de formation « Protection contre les chutes »;</div> <div><input type="checkbox"/> Other: Autre :</div>
Chemical Hazards Danger chimique	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div><input checked="" type="checkbox"/> Material safety data sheets accessible to workers - preventive measures in place; Fiches signalétiques accessibles aux travailleurs - mesures préventives en place;</div> <div><input checked="" type="checkbox"/> WHMIS training certification; Attestation de formation « SIMDUT »;</div> <div> <input checked="" type="checkbox"/> PPE; <input type="checkbox"/> Respirator <input type="checkbox"/> Goggles <input type="checkbox"/> Visor EPI; Respirateur Lunettes Visière </div> <div> <input type="checkbox"/> Gloves <input type="checkbox"/> Coveralls <input type="checkbox"/> Boots Gants Combinaison Bottes </div> <div><input type="checkbox"/> Other: Autre :</div>
Shoring Protection Danger lié à l'étalement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div><input type="checkbox"/> Setup/teardown of shoring in accordance with specifications; Montage/démontage des étalements en respectant les devis;</div> <div><input type="checkbox"/> Other: Autre :</div>
Explosion Hazard Danger d'explosion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div><input type="checkbox"/> "Handling/use of explosives" certification; Attestation « Manutention/utilisation d'explosifs »;</div> <div><input type="checkbox"/> Hot work permit; Permis de travail à chaud;</div> <div><input type="checkbox"/> Control ventilation, quantity of product used; Contrôler la ventilation, la quantité de produit utilisée;</div> <div><input type="checkbox"/> Material safety data sheets accessible to workers - preventive measures in place; Fiches signalétiques accessibles aux travailleurs - mesures préventives en place;</div> <div><input type="checkbox"/> Other: Autre :</div>
Traffic Hazard Danger lié à la circulation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div><input type="checkbox"/> Traffic plan + flagger; Plan de circulation + signaleur;</div>

Hazard Danger	Yes Oui	No Non	N/A S.O.	Specific Safety Measures Mesures de sécurité précises
Others (Specify) Autres (préciser)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Mandatory: Corrective measures must comply with provincial AND federal regulations for workplace health and safety Obligatoire : Les mesures correctives doivent respecter la réglementation provinciale ET fédérale en matière de santé et sécurité du travail</p> <p><input type="checkbox"/> Other: Autre :</p>

Tasks Tâches	Specific Safety Measures Mesures de sécurité précises
Swing Stage Échaffaudage volant	<p><input type="checkbox"/> Annual: Visual inspection of anchor points by an engineer Annuellement : Inspection visuelle des points d'ancrage par un ingénieur</p> <p><input type="checkbox"/> 5 years: Pull test on adhesive anchors 5 ans : Pull test sur ancrages adhésifs</p> <p><input type="checkbox"/> Prior to use, equipment inspection by a competent worker Avant utilisation, inspection de l'équipement par un travailleur compétent</p> <p><input type="checkbox"/> "Swing stage" training certification Attestation formation pour « échaffaudage volant »</p> <p><input type="checkbox"/> Mandatory PPE: safety harness + bungee + independant cable EPI obligatoire : harnais de sécurité + bungee + câble indépendant</p> <p><input type="checkbox"/> Appropriate design, construction and use Conception, construction et utilisation adéquates</p> <p>Appropriate maintenance of equipment, materials and protective devices http://www.labour.gov.on.ca/english/hs/pubs/alerts/c22.php</p> <p><input type="checkbox"/> Entretien adéquat de l'équipement, des matériaux et des appareils de protection http://www.labour.gov.on.ca/french/hs/pubs/alerts/c22.php</p>
Elevating work platform (Basket, Scissor Lift) Plate-forme de travail élévatrice (nacelle, élévateur ciseau)	<p><input type="checkbox"/> Inspection report completed prior to use Rapport d'inspection complété avant utilisation</p> <p><input type="checkbox"/> Operator certification card Carte d'attestation de l'opérateur</p> <p><input type="checkbox"/> Restricted area: yellow or red tape/barrier/barricade Zone Délimitée : ruban jaune ou rouge/barrière/barricade</p> <p><input type="checkbox"/> Supervisor to monitor the area Surveillant pour contrôler la zone</p> <p><input type="checkbox"/> Building access during lifting = Pedestrian protection via scaffolding Accès à l'édifice lors de la levée = Protection piétons par un échaffaudage</p> <p><input type="checkbox"/> Other: Autre :</p>
Lifting a Worker with a Crane Levage d'un travailleur avec une grue	<p><input type="checkbox"/> Crane capacity OK Capacité de la grue OK</p> <p><input type="checkbox"/> Cage for lifting workers compliant and certified Cage pour lever les travailleurs conforme et certifiée</p> <p><input type="checkbox"/> Operator certification card Carte d'attestation de l'opérateur</p> <p><input type="checkbox"/> Lift plan signed by engineer and submitted to PWGSC Plan de levage signé par un ingénieur et remis à TPSGC</p> <p><input type="checkbox"/> Restricted area: yellow or red tape/barrier/barricade Zone délimitée : ruban jaune ou rouge/barrière/barricade</p> <p><input type="checkbox"/> Supervisor to monitor area Surveillant pour contrôler la zone</p> <p><input type="checkbox"/> Other: Autre :</p>

Tasks Tâches	Specific Safety Measures Mesures de sécurité précises
Lifting Materials Levage de matériel	<input type="checkbox"/> Ensure crane capacity is sufficient Capacité de la grue OK <input type="checkbox"/> Operator certification card Carte d'attestation de l'opérateur <input type="checkbox"/> If load is greater than 5 tons, lift plan must be signed by engineer and submitted to PWGSC Si la charge est plus de 5 tonnes, Plan de levage doit être signé par ingénieur et remis à TPSGC <input type="checkbox"/> Restricted area: yellow or red tape/barrier/barricade Zone délimitée : ruban jaune ou rouge/barrière/barricade <input type="checkbox"/> Supervisor to monitor area Surveillant pour contrôler la zone <input type="checkbox"/> Building access during lifting = Pedestrian protection via scaffolding Accès à l'édifice lors de la levée = Protection piétons par un échaffaudage <input type="checkbox"/> Other: Autre :

NOTE: This form proposes safety measures to help assess hazards, but it cannot predict all work site situations. Please consult a Construction Health and Safety Coordinator if you have trouble identifying measures to be implemented to reduce risks.

NOTA : Ce formulaire propose des mesures de sécurité pour aider la personne à faire l'évaluation des risques mais il ne peut prévoir toutes les situations de travail. Veuillez consulter un coordonnateur, santé et sécurité des chantiers si vous avez de la difficulté à identifier les mesures à mettre en place pour réduire le risque.