



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7^e étage, suite 7300

Montréal
Québec

H5A 1L6

INVITATION TO TENDER

APPEL D'OFFRES

**Tender 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.

Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7^e étage, suite 7300
Montréal
Québec
H5A 1L6

| | |
|---|---|
| Title - Sujet Tonte de gazon Garnison Montréal | |
| Solicitation No. - N° de l'invitation W0130-17M001/A | Date 2018-05-02 |
| Client Reference No. - N° de référence du client W0130-17-M001 | GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-410-14864 |
| File No. - N° de dossier MTC-7-40219 (410) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-05-23 | |
| Time Zone Fuseau horaire Heure Avancée de l'Est HAE | |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Spina, Angelina | Buyer Id - Id de l'acheteur mtc410 |
| Telephone No. - N° de téléphone (514) 703-4764 () | FAX No. - N° de FAX (514) 496-3822 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE Garnison Montreal 6769 NOTRE-DAME EAST MONTREAL Québec H1N2E9 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

| | |
|---|----|
| PART 1 - GENERAL INFORMATION | 3 |
| 1.1 STATEMENT OF WORK..... | 3 |
| 1.2 DEBRIEFINGS | 3 |
| PART 2 - BIDDER INSTRUCTIONS | 3 |
| 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS | 3 |
| 2.2 SUBMISSION OF BIDS..... | 3 |
| 2.3 FORMER PUBLIC SERVANT..... | 3 |
| 2.4 ENQUIRIES - BID SOLICITATION..... | 3 |
| 2.5 APPLICABLE LAWS..... | 4 |
| 2.6 OPTIONAL SITE VISIT | 4 |
| PART 3 - BID PREPARATION INSTRUCTIONS..... | 4 |
| 3.1 BID PREPARATION INSTRUCTIONS | 4 |
| PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION | 5 |
| 4.1 EVALUATION PROCEDURES..... | 5 |
| 4.2 BASIS OF SELECTION..... | 6 |
| PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION..... | 6 |
| 5.1 CERTIFICATIONS REQUIRED WITH THE BID | 6 |
| 5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION | 6 |
| PART 6 - RESULTING CONTRACT CLAUSES | 7 |
| 6.1 SECURITY REQUIREMENTS | 7 |
| 6.2 STATEMENT OF WORK..... | 7 |
| 6.3 STANDARD CLAUSES AND CONDITIONS..... | 7 |
| 6.4 TERM OF CONTRACT | 7 |
| 6.5 AUTHORITIES | 8 |
| 6.6 PAYMENT | 9 |
| 6.7 INVOICING INSTRUCTIONS | 10 |
| 6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION..... | 10 |
| 6.9 APPLICABLE LAWS..... | 10 |
| 6.10 PRIORITY OF DOCUMENTS | 10 |

| | |
|---|------------------------------------|
| ANNEX " A " | 111 |
| STATEMENT OF WORK | 12 |
| ANNEX " B " TO PART 3 OF THE BID SOLICITATION | 18 |
| ELECTRONIC PAYMENT INSTRUMENTS | 18 |
| ANNEX " C " | 19 |
| RESPONSE TO MANDATORY TECHNICAL EVALUATION CRITERIA | 19 |
| ANNEX " D " | 11 |
| BASIS O PAYMENT – PRICE GRID ANNEX | ERREUR ! SIGNET NON DEFINI. |
| ANNEX " E " | 24 |
| RESULTS GRID OF PRICES | 24 |
| ANNEX " F " | 25 |
| PLAN - DRAWING | 25 |

PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

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

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.

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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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 Optional site visit

There will be a site visit on Mai 8th 2018 at 10:00. Interested bidders are to meet at the Department of National Defence, CFB Longue-Pointe, 6769, Notre-Dame Street East, Montreal, Quebec, H1N 2E9.

Contractors who wish to attend the bidders' visit must send a confirmation by email with the names of the attendees and the name of the represented company **AT LEAST ONE (1) WORK DAYS** prior to the visit to the following email address: angelina.spina@tpsgc-pwgsc.gc.ca and NATALIA.JUHASZ@forces.gc.ca.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "X" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "B" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- The Bidder shall address, in written narrative, all subjects covered under the Mandatory Technical Evaluation Criteria detailed below.
 -
- Responses shall be detailed and complete in order to avert misunderstandings, poor evaluation and rejection of the proposal because it is deemed incomplete because the details required for evaluation are missing.
- The Bidder shall complete **Annexe C, Response to Mandatory Technical Evaluation Criteria** form by checking the compliance elements against each requirement.
- **Work Experience** – The Bidder shall provide the details for two (2) inspection, maintenance and repair contracts for garage doors carried out in the past five (5) years. The details provided shall be taken from the contracts of the same nature and scope as that described in this Statement of Work.

The Bidder shall provide the following information for each contract referenced:

- i. the client (name and contact information);
- ii. the contract value.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the 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 provided 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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social](#)

Development Canada (ESDC) - Labour's website (<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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

4011 (2012-07-16), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to November 30th 2018 inclusive.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Angelina Spina
Title: Procurement Agent
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Supply and Compensation
Address: 800 de la Gauchetière Street West, Suite 7300
Montreal (QC), H5A 1L6
Telephone: 514-703-4764
E-mail address: angelina.spina@tpsgc-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.

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Public Works and Government Services Canada
Acquisitions Branch
Directorate: _____
Address: _____

Telephone: _____
E-mail address: _____

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

6.5.3 Contractor's Representative

Name: _____
Title: _____
Directorate: _____
Address: _____

Telephone: _____

E-mail address: _____

6.7 Payment

6.7.1 Basis of payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex _____, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are *included* and Applicable Taxes are extra.

6.7.2 Limitation of expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are *included* and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

6.7.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2003 (2017-04-27);
- (c) Annex A, Statement of Work;
- (d) the Contractor's bid dated _____

ANNEX "A"

PART 1 – GENERAL INSTRUCTIONS

1.1 INTRODUCTION

The purpose of this document is to describe the requirements related to the provision of specialized labour, including transportation, machinery, fuel, materials, equipment and supervision to carry out the work of grass cutting on the site of the Montreal Garrison of the Department of National Defence (DND), as illustrated on drawing No. L-L135-9301-101 (Appendix A).

1.2 LOCATION OF WORK

The work will be performed on the site of the Montreal Garrison located at 6769 Notre-Dame Street East, Montreal, Quebec, H1N 3R9.

1.3 REGULATIONS AND PERMITS

The contractor shall obtain and bear the cost of all permits required to complete the work.

1.4 PESTICIDES

The use of pesticides is prohibited.

1.5 SECURITY

- .1 All employees assigned to the work shall wear clothing normally required by their duties, that is, long trousers, shirt or sweater and safety glasses.
- .2 All general labourers shall wear approved safety footwear.
- .3 Employees assigned to using a brush cutter shall protect their eyes appropriately by wearing glasses or a visor designed for this purpose.
- .4 Any potentially hazardous manoeuvre or work method that could comprise the safety of DND personnel and employees performing the work shall be prohibited.
- .5 The Contractor shall assume full responsibility for the safety measures and work methods adopted by his personnel and ensure compliance with the indicated requirements.
- .6 At all times, the DND representative could order a work stoppage, should he note that a worker is not wearing the required protective equipment, or if he deems that a manoeuvre or a work method is not safe.

In the latter case, the Contractor shall be responsible for determining a safe work method and submitting it to the DND representative for approval.

NOTE: It must be noted that, unless they were specifically designed for this purpose (with substantiating evidence), using lawn tractors will be prohibited on the sides of viaducts or of the autoroute when the land has a steep slope.

- .7 Any work resumption following a suspension shall be conditional upon authorization from the DND representative.
- .8 Any general labourer assigned to the work who receives a third warning from the DND representative for any derogation whatsoever from the safety requirements shall be forbidden access to the worksites for the entire duration of the contract, including, if applicable, the optional years.
- .9 Under no circumstance shall the Contractor use a possible work stoppage caused by his negligence of the safety dimension to justify any delays or derogations related to the requirements of this statement.
- .10 All complaints received by the DND representative regarding items 7, 8 and 9 shall be forwarded to Public Services and Procurement Canada (PSPC) for assessment and record keeping.

1.6 RESPONSIBILITY

The Contractor shall be responsible for any damages caused by the movement of his equipment or by his employees' negligence. Repairs shall be made according to the DND representative's requirements, at the Contractor's expense.

1.7 SITE ACCESS

It is possible that, owing to outdoor activities, certain portions of the site may be off limits for a given period of time. In such a case, the DND representative shall notify the Contractor of the situation at least three (3) days prior to the coming into force of the prohibition and its duration. The Contractor shall then be responsible for planning the work such that the requirements of the contract are still met.

PART 2 – DESCRIPTION OF WORK

2.1 SCOPE OF WORK

The work covered by this statement includes, but is not strictly limited to, the following items:

- .1 Spring cleaning (first cleaning)
- .2 Routine cleaning
- .3 Grass cutting
- .4 Edge trimming
- .5 Picking up of grass clippings
- .6 Cleaning ditches and mowing the grass therein
- .7 Fall cleaning (last cleaning)
- .8 Maintenance on request of portions of ground covered with dense brush

2.2 WORK SCHEDULE

All work specified in this statement shall be carried out between sunrise and sunset, from Monday through Saturday inclusively. Unless otherwise authorized or instructed by the DND representative, no work shall be carried out on Sunday or after sunset.

NOTE: Unless authorized, no work shall be carried out before noon (12:00pm) on Saturday in the northern sector (between the railroad and Hochelaga Street).

PART 3 – EXECUTION

3.1 SPRING CLEANING (Sectors A and B) – First cleaning

- .1 The Contractor shall ensure the readiness of his staff and the equipment required for the complete cleaning of Sectors A and B areas indicated on the drawing within seventy-two (72) hours following the DND representative's request.
- .2 The spring cleaning work includes the removal and disposal outside DND property of the dead leaves using a vacuum sweeper/dethatcher, as well as of papers, rocks, bottles that are broken or not, cans and other trash.
- .3 A maximum period of one (1) week will be allocated for work completion.

3.2 REGULAR CLEANING (Sectors A and B)

Before proceeding with grass cutting, branches and other trash shall be picked up. It is forbidden to shred them with lawn mowers. Trash left behind after a special event shall also be picked up at no additional cost for the DND.

3.3 GRASS CUTTING (Sector A)

- .1 The Contractor shall be responsible for regularly inspecting the state of the grounds covered by the contract to ensure that contract requirements are met.
- .2 The Contractor shall be responsible for supervising and planning the operations and activities covered by the contract. He shall notify the DND representative of his intention to begin the work as soon as the grass reaches an overall height of 90mm from the ground.

NOTE: Every cutting activity shall be approved by the DND representative beforehand. The latter shall reserve the right to delay the beginning of the work if he deems that the grass has not reached the overall specified height.

- .3 Unless otherwise instructed by the DND representative, the grass in the areas covered by this contract shall be mown to a height of 50mm from the ground.
- .4 If necessary, the Contractor shall assume full responsibility for the completion and coordination of work carried out by all subcontractors.
- .5 Grass growing in areas that are difficult or impossible to access using heavy equipment shall still be cut. Those areas include uneven terrain strewn with dirt or pebbles, the perimeter of an accumulation of earth, rocks or other materials, tire tracks, or any other flaw or irregularity in the terrain, whether naturally occurring or resulting from work. The Contractor shall be

responsible for selecting and supplying the implements needed to cut the grass in these areas.

- .6 Weeds found in grass-covered areas shall be kept at the same height as the surrounding lawn.
- .7 Mowers and lawn tractors shall be angled in such a ways as to prevent grass cuttings from landing on sidewalks, roads or flowerbeds. Should this occur, the Contractor shall clean these surfaces so that they are clean and free of debris.
- .8 A maximum period of two (2) consecutive days shall be allocated for work completion.

3.4 CUTTING OF LONG GRASS ON REQUEST (Sector B)

- .1 The long grass covering this sector shall be cut on request (approximately three (3) times a year).
- .2 The grass shall be cut at a height of approximately 75mm from the ground.
- .3 Subject to item 1.5.6 of this Annex, the Contractor shall be responsible for choosing the appropriate type of machinery.
- .4 A maximum period of two (2) consecutive days shall be allocated for work completion.

3.5 HEIGHT OF HEDGES (Sectors A and B)

The Contractor shall trim the edges of grassy areas surrounding buildings, flower beds, gard-pads, hedges, trees, bushes, fences, poles, hydrants, signs and other installations using appropriate instruments, for each cutting. The edges shall be trimmed at the same height as the lawn.

3.6 PICKING UP OF GRASS CLIPPINGS (Sectors A and B)

Unless otherwise authorized by the DND representative, the Contractor shall collect grass clippings that are visible on the ground during or immediately after the grass cutting and/or edge trimming.

3.7 CLEANING DITCHES AND MOWING THE GRASS THEREIN (Sector A)

The ditches shall be maintained in the same way as the other sections of the grounds. However, the cleaning of ditches shall be carried out as least once a week.

3.8 FALL CLEANING (Sectors A and B) – Last cleaning

The work and conditions related to the fall cleaning are the same as those specified in item 3.1 on Spring Cleaning.

3.9 CUTTING OF LONG GRASS ON REQUEST (Sector C)

- .1 The long grass covering this Sector shall be cut on request.
Estimate: three (3) times a year, in June, August and September.
- .2 The grass shall be cut at a height of approximately 100mm from the ground and picked up and moved outside DND property.

- .3 The Contractor shall be responsible for choosing the appropriate type of machinery so that the completion of the work does not damage the grounds. It should be noted that the lawn was seeded directly on clay soil and is therefore unstable.
- .4 The Contractor shall be responsible for repairing surfaces damaged by his equipment, at his expense.
- .5 **A maximum period of three (3) consecutive days shall be allocated for work completion.**

3.10 MAINTENANCE OF DENSE BRUSH AREAS (Sector D)

- .1 The non-grassy areas where brush grows shall be maintained at the DND representative's request.
- .2 The brush covering the grounds in these areas shall be cut or uprooted non-selectively. Trash, dead branches and freshly cut or uprooted brush shall (unless otherwise specified) be removed from the areas to be maintained and disposed of outside DND property.
- .3 Specific details regarding the completion of the work (identification of areas to be maintained, completion deadlines, number of workers required and height between 75mm and 150mm) shall be given to the Contractor at the time of the service request.
- .4 The Contractor shall access all areas where work is required, including hard to get locations.
- .5 **A maximum period of one day shall be allocated for work completion.**

3.11 CUTTING OF LONG GRASS ON REQUEST (Sector E)

- .1 The long grass around trees in this Sector shall be cut on request. Estimate: only once a year.
- .2 The grass shall be cut at a height of approximately 100mm from the ground and then picked up and moved outside DND property.
- .3 The Contractor shall be responsible for choosing the appropriate type of machinery, so that the completion of the work does not damage the various types of trees in this Sector. It should be noted that the lawn was directly seeded on clay soil and is therefore unstable. The Contractor shall be responsible for repairing surfaces and trees damaged by the use of his equipment, at his expense. A team using a trimmer is to be used for this type of work.
- .4 **A maximum period of three (3) consecutive days will be allocated for work completion.**

PART 4 – LABOUR AND EQUIPMENT

4.1 LABOUR

- .1 The Contractor shall provide any labour required for the completion of the work required by this statement.
- .2 Employees hired by the Contractor shall have reached the age of majority.
- .3 The Contractor and his staff shall comply with all security directives in effect at the worksite.

4.2 MACHINERY AND EQUIPMENT

- .1 Under this service contract, the Contractor shall be in a position to provide what is the minimum equipment needed to perform the tasks indicated hereafter:
 - a) Spring and fall cleaning (see Part 2 of Annex A);
 - b) Grass cutting and cutting of long grass and brush (see Part 2 of Annex A).
- .2 Provide registration certificates for equipment to be used for this contract.
- .3 The Contractor shall be in a position to provide all the tools and equipment necessary for the compliant completion of the work, in sufficient quantity and capacity, as described in Part 2 of Annex A. The Contractor shall be responsible for determining what is the minimum equipment needed to perform the work. However, the lack or non-availability of equipment shall not be an excuse in a case of non-compliance or flaw related to work completion.
- .4 The tools and equipment used shall be in perfect working condition. The Contractor must ensure that they are maintained and repaired, at his expense.
- .5 The DND shall be absolved of all responsibility toward the Contractor in the event that an equipment failure is due to the poor condition of the grounds, objects strewn on the ground, etc.

PART 5 – SPECIFIC REQUIREMENTS

5.1 CHANGES TO AREAS TO BE MAINTAINED

In all situations where the condition of the grounds to be maintained changes during the term of the contract (owing to the installation of a fence, the storage of material, excavation work, construction or other activities), the Contractor shall make the necessary arrangements to perform the work while circumventing the obstacles in question and using the appropriate equipment.

ANNEX “B” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

ANNEX " C "

MANDATORY TECHNICAL EVALUATION CRITERIA

**Evaluation Criteria – Grass Cutting
Montreal Garrison**

Selection method

To be considered, written proposals must cover all items identified in the section below. They shall include all the criteria identified below:

1. Mandatory criteria:

These criteria must be respected (See A – Mandatory Evaluation Criteria).

2. Financial evaluation:

The evaluation will be based on the lowest price.

A – MANDATORY EVALUATION CRITERIA

| Mandatory Criteria | Meets | Does not Meet | Comments |
|---|--------------|----------------------|--|
| The Contractor shall demonstrate that he has a minimum of two (2) years of experience during the last five (5) years in the area of grass maintenance and cutting on public and/or commercial lands. To demonstrate his experience, the Contractor shall provide three (3) references from commercial clients. | | | See form below. The references given will be checked. |

B – MANDATORY REFERENCES

| | |
|-----------------|---|
| Reference No. 1 | Contract Year: _____ Organization/Company: _____ Name of Contact Person: _____ Comments: _____ _____ _____ |
|-----------------|---|

N° de l'invitation - Solicitation No.
W0130-17M001/A
N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.
File No. - N° du dossier
MTC-7-40219

Id de l'acheteur - Buyer ID
MTC410
N° CCC / CCC No./ N° VME – FMS

| | |
|--------------------|--|
| Reference No. 2 | <p>Contract Year: _____</p> <p>Organization/Company: _____</p> <p>Name of Contact Person: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> |
| Reference No. 3 | <p>Contract Year: _____</p> <p>Organization/Company: _____</p> <p>Name of Contact Person: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> |

ANNEX " D "

BASIS OF PAYMENT – PRICE GRID

PART 1 – SECTOR “A” CUTTING

1.8 Terms and conditions

Lump sum prices, as requested below for carrying out each complete cutting of the grass that is part of Sector A, including all work related to mowing operations, in compliance with the requirements set out in Annex A.

The rates submitted include the provision of labour, equipment, fuel, transportation, supervision and all resources required to carry out the work in a complete and compliant manner.

The Department of National Defence guarantees payment for a minimum of 12 cutting activities.

1.9 Unit price per cutting

.1 For the period of April 1, 2018 to November 30, 2018.

\$_____ per complete cutting.

.2 For the period of April 1, 2019 to November 30, 2019 (option).

\$_____ per complete cutting.

.3 For the period of April 1, 2020 to November 30, 2020 (option).

\$_____ per complete cutting.

PART 2 – SECTOR “B” CUTTING

2.1 Terms and conditions

Lump sum prices, as requested below for carrying out each complete cutting of the grass that is part of Sector B, including all work related to mowing operations, in compliance with the requirements set out in Annex A.

The rates submitted include the provision of labour, equipment, fuel, transportation, supervision and all resources required to carry out the work in a complete and compliant manner.

The Department of National Defence estimates that it will submit three (3) requests for cutting activities.

2.2 Unit price per cutting

- .1 For the period of April 1, 2018 to November 30, 2018.
\$_____ per complete cutting.
- .2 For the period of April 1, 2019 to November 30, 2019 (option).
\$_____ per complete cutting.
- .3 For the period of April 1, 2020 to November 30, 2020 (option).
\$_____ per complete cutting.

PART 3 – SECTOR “C” CUTTING

3.1 Terms and conditions

Lump sum prices, as requested below for carrying out each complete cutting of the grass that is part of Sector C, including all work related to mowing operations, in compliance with the requirements set out in Annex A.

The rates submitted include the provision of labour, equipment, fuel, transportation, supervision and all resources required to carry out the work in a complete and compliant manner.

The Department of National Defence estimates that it will submit three (3) requests for cutting activities in June, August and September.

3.2 Unit price per cutting

- .1 For the period of April 1, 2018 to November 30, 2018.
\$_____ per complete cutting.
- .2 For the period of April 1, 2019 to November 30, 2019 (option).
\$_____ per complete cutting.
- .3 For the period of April 1, 2020 to November 30, 2020 (option).

\$_____ per complete cutting.

PART 4 – SECTORS “A” AND “B” CUTTING

4.1 Terms and conditions

Lump sum prices, as requested below for carrying out spring and fall cleaning, in compliance with the requirements set out in Annex A.

The rates submitted include the provision of labour, equipment, fuel, transportation, supervision and all resources required to carry out the work in a complete and compliant manner.

4.2 Unit costs

.1 For the period of April 1, 2018 to November 30, 2018.

- Spring cleaning: \$ _____
- Fall cleaning: \$ _____

.2 For the period of April 1, 2019 to November 30, 2019 (option).

- Spring cleaning: \$ _____
- Fall cleaning: \$ _____

.3 For the period of April 1, 2020 to November 30, 2020 (option).

- Spring cleaning: \$ _____
- Fall cleaning: \$ _____

PART 5 – SECTORS “D” AND “E” CUTTING

5.1 Terms and conditions

Hourly rate, as requested below for the provision of labour and equipment required to carry out brush clearing work in Sectors D and E, on request.

The rates submitted include the provision of an operator, fuel, transportation, supervision and all the resources required to carry out the work in a complete and compliant manner.

5.2 Hourly Rates

| EQUIPMENT | (1) | (2) | (3) |
|---|-------------|-------------|-------------|
| 45-HP agricultural tractor with a 1.83m-wide mower. | \$_____ /hr | \$_____ /hr | \$_____ /hr |
| 50cc gas-powered brush cutter. | \$_____ /hr | \$_____ /hr | \$_____ /hr |
| Six-wheel, 10-cubic-meter dump truck with a transportation tarpoleum. | \$_____ /hr | \$_____ /hr | \$_____ /hr |
| Worker with a rake, a broom and cleaning materials. | \$_____ /hr | \$_____ /hr | \$_____ /hr |

- .1 For the period of April 1, 2018 to November 30, 2018.
- .2 For the period of April 1, 2019 to November 30, 2019 (option).
- .3 For the period of April 1, 2020 to November 30, 2020 (option).

PART 6 – TRANSPORTATION TIME (for work at hourly rates)

5.1 Terms and conditions

Indicate the transportation time per vehicle requested for each service call or for each day of work performed as part of a service call, in order to cover all costs from all sources associated with round-trip transportation of machinery, employees and their tools to the worksite.

The number indicated shall be multiplied by the hourly rate (see Part 5). If no transportation costs are requested, indicate "0."

5.2 Transportation time

Transportation time: _____ Hour(s)

N° de l'invitation - Solicitation No.
W0130-17M001/A
N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.
File No. - N° du dossier
MTC-7-40219

Id de l'acheteur - Buyer ID
MTC410
N° CCC / CCC No./ N° VME – FMS

ANNEX " E "

PART 1 – RESULTS GRID OF PRICES FOR “ D ”

N° de l'invitation - Solicitation No.
W0130-17M001/A
N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.
File No. - N° du dossier
MTC-7-40219

Id de l'acheteur - Buyer ID
MTC410
N° CCC / CCC No./ N° VME – FMS

ANNEX " F "

PLAN - DRAWING

PART 1 – RESULTS GRID OF PRICES FOR “A”

1.1 Terms and conditions

The bids shall be evaluated in consideration of the three potential contract years. The selection will be based on the lowest bidder according to the three-year average of the tables below, per year. The total under (F) designates the estimated costs for the year.

Price grid for the period of April 1, 2018 to November 30, 2018

| Contractor | (A) Item 1.2 of Annex B Sector A X 12 Guaranteed Cuttings | (B) Item 2.2 of Annex B Sector B X 3 Planned Cuttings | (C) Item 3.2 of Annex B Sector C X 3 Planned Cuttings | (D) Item 4.2 of Annex B Cleanings 1 - Spring 1 - Fall | (E) Item 5.2 of Annex D Sectors D&E Total According to Hourly Rate Table | (F) TOTAL F= A+B+C+D+E |
|------------|---|--|--|--|---|------------------------------|
| | | | | | | |

Estimate hourly rate price grid for the period of April 1, 2018 to November 30, 2018

| EQUIPMENT / Service Call | Rate (H or T) | Estimated Number of Hours | Total |
|---|---------------|------------------------------|----------------|
| 45-HP agricultural tractor with a 1.83m- wide mower | \$ ____/hr | 10 hrs | \$ ____ |
| 55-cc gas-powered brush cutter | \$ ____/hr | 160 hrs | \$ ____ |
| Six-wheel, 10-cubic-meter truck with transportation tarpoleum | \$ ____/hr | 10 hrs | \$ ____ |
| Worker with rake, broom and cleaning materials | \$ ____/hr | 10 hrs | \$ ____ |
| Transportation | \$ ____/T | 5 Trips | \$ ____ |
| Total hourly costs plus transportation to be carried over to the Results Table | | | (E) \$ ____ |

Price Grid for the period of April 1, 2019 to November 30, 2019

| Contractor | (A) Item 1.2 of Annex B Sector A X 12 Guaranteed Cuttings | (B) Item 2.2 of Annex B Sector B X 3 Planned Cuttings | (C) Item 3.2 of Annex B Sector C X 3 Planned Cuttings | (D) Item 4.2 of Annex B Cleanings Spring Fall | (E) Item 5.2 of Annex D Sectors D&E Total According to Hourly Rate Table | (F) TOTAL F= A+B+C+D+E |
|------------|---|--|--|--|---|------------------------------|
| | | | | | | |

Price Grid estimated hourly rate for the period of April 1, 2019 to November 30, 2019

| EQUIPMENT / Service Call | Rate (H or T) | Number of Estimated Hours | Total |
|--|---------------|------------------------------|-----------------|
| 45-HP agricultural tractor with a 1.83m- wide mower | \$ _____ /hr | 10 hrs | \$ _____ |
| 55-cc gas-powered brush cutter | \$ _____ /hr | 160 hrs | \$ _____ |
| Six-wheel, 10-cubic-meter dump truck with a transportation tarpoleum | \$ _____ /hr | 10 hrs | \$ _____ |
| Worker with rake, broom and cleaning materials | \$ _____ /hr | 10 hrs | \$ _____ |
| Transportation | \$ _____ /T | 5 trips | \$ _____ |
| Total of hourly costs plus transportation to be carried over to the first Results Table | | | (E) \$ _____ |

Price Grid for the period of April 1, 2020 to November 30, 2020

| Contractor | (A) Item 1.2 of Annex B Sector A X 12 Guaranteed Cuttings | (B) Item 2.2 of Annex B Sector B X 3 Planned Cuttings | (C) Item 3.2 of Annex B Sector C X 3 Planned Cuttings | (D) Item 4.2 of Annex B Cleanings Spring Fall | (E) Item 5.2 of Annex D Sectors D&E Total According to Hourly Rate Table | (F) TOTAL F= A+B+C+D+E |
|------------|---|--|--|--|---|------------------------------|
| | | | | | | |

Estimated hourly rate price grid for the period of April 1, 2020 to November 30, 2020

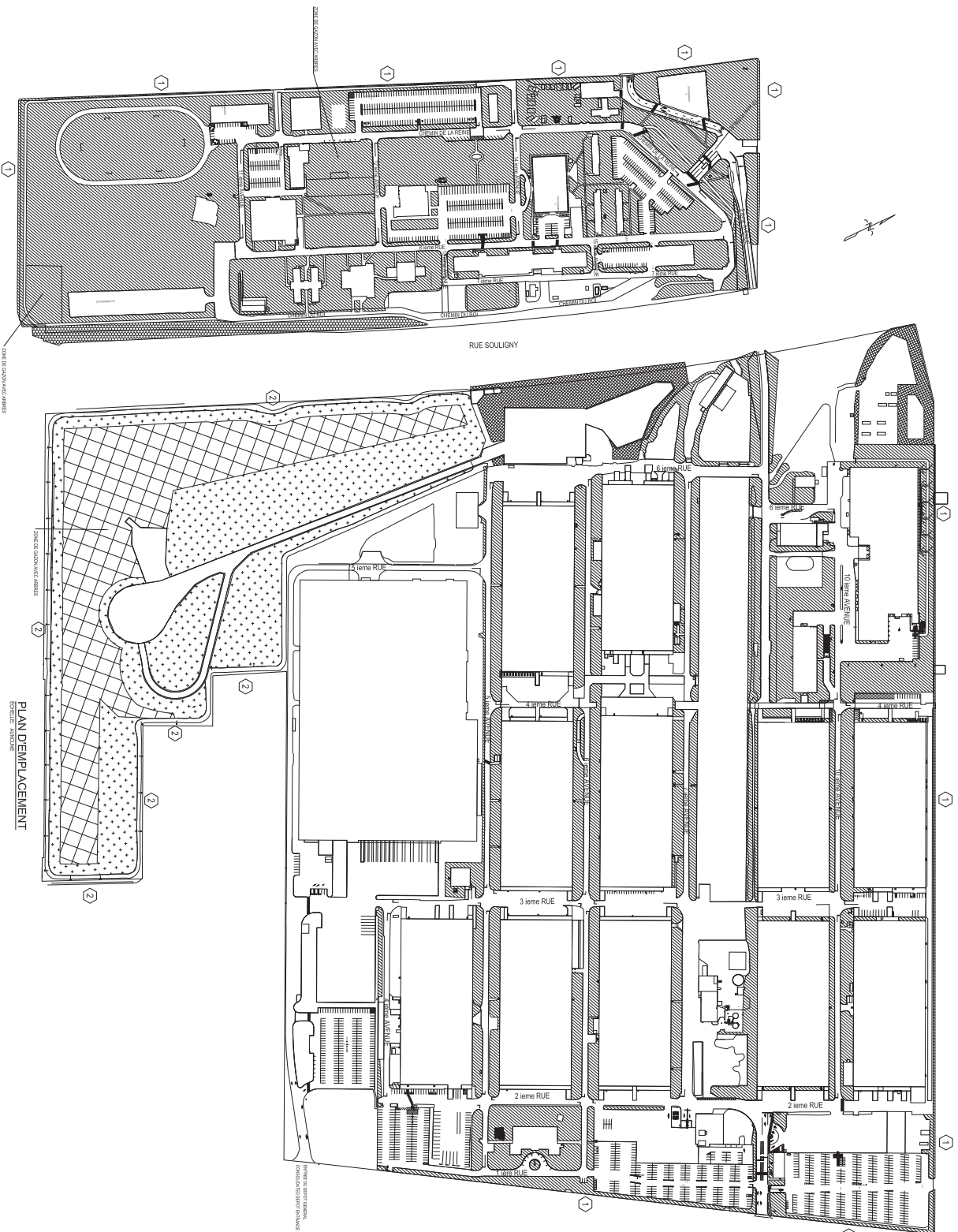
| EQUIPEMENT / Service Call | Rate (H or T) | Estimated Number of Hours | Total |
|--|---------------|------------------------------|-----------------|
| 45-HP agricultural tractor with a 1.83m-meter mower | \$ _____ /hr | 10 hrs | \$ _____ |
| 55-cc gas-powered brush cutter | \$ _____ /hr | 160 hrs | \$ _____ |
| Six-wheel, 10-cubic-meter dump truck with a transportation tarpoleum | \$ _____ /hr | 10 hrs | \$ _____ |
| Worker with a rake, broom and cleaning materials | \$ _____ /hr | 10 hrs | \$ _____ |
| Transportation | \$ _____ /T | 5 trips | \$ _____ |
| Total hourly costs plus transportation to be carried over to the first Results Table | | | (E) \$ _____ |

NON CLASSIFIED | UNCLASSIFIED

[illegible]

LÉGENDE

- Figure 1 consists of six diagrams labeled (a) through (f), each showing a cross-section of a concrete slab with different reinforcement and insulation configurations. Diagram (a) shows a slab with a grid of reinforcement bars. Diagram (b) shows a slab with a grid of reinforcement bars and a layer of insulation. Diagram (c) shows a slab with a grid of reinforcement bars and a layer of insulation. Diagram (d) shows a slab with a grid of reinforcement bars and a layer of insulation. Diagram (e) shows a slab with a grid of reinforcement bars and a layer of insulation. Diagram (f) shows a slab with a grid of reinforcement bars and a layer of insulation.



| | | | |
|--|--|------------------|--|
| N° ENTREPRISE | | DATE | |
| N° ENTREPRISE | | 21/10/2012 | |
| <p>OBJET : TONNE DE PELOUSE ET ENTRETIEN DU TERRAIN ET 2018</p> | | | |
| PRODUCTION | | REQUIS REMARQUES | |
| CLIENT (Désigné) N° CLIENT N° COTISATION LIBR VIGNE ET CARRÉ VIGNES COORDONNÉE N° 077 1465 00 | AGENT CONC (Désigné) N° AGENT CONC LIBR N° COTISATION LIBR N° 077 1465 00 | | |