



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Health Canada / Santé Canada
Attn: Caleb Wallace
Email: Caleb.Wallace@Canada.ca

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Health 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 thereof.

Proposition à:
Santé 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-annexées, au(x) prix indiqué(s).

Instructions : See Herein
Instructions: Voir aux présentes

Issuing Office – Bureau de distribution

Health Canada / Santé Canada
200, Eglantine Driveway
Tunney's Pasture
Ottawa Ontario K1A 0K9

Title – Sujet Grounds Maintenance / d'entretien du terrain	
Solicitation No. – N° de l'invitation 1000201974	Date 08-16-2018
Solicitation Closes at – L'invitation prend fin à 2:00PM on / le – 09-26-2018	Time Zone Fuseau horaire EDT
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 : Name: Caleb Wallace Email: Caleb.Wallace@Canada.ca Telephone – téléphone :	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici	
Delivery required - Livraison exigée See Herein – Voir ici	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone :	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
 <hr/> (type or print)/ (taper ou écrire en caractères d'imprimerie) 	
Signature	Date

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Solicitation No. - N° de l'invitation

1000201974

Client Ref. No. - N° de réf. du client

1000201974

Amd. No. - N° de la modif.

File No. - N° du dossier
1000201974

Buyer ID - Id de l'acheteur

Caleb Wallace

CCC No./N° CCC - FMS No./N° VME

ANNEX "C" 37

CONDITIONS PRECEDENT TO CONTRACT AWARD 37

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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: 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 Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, and any other annexes.

1.2 Summary

1.2.1 To provide various Landscape Maintenance Services and Snow Removal Services including all labor, material, equipment, supervision, transportation and any related costs for Health Canada at the Radiation Protection Bureau located at 775 Brookfield Road, Ottawa, Ontario K1A 0K9

1.2.2 "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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".

1.2.3 "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)."

1.2.4 "There is a *Mandatory* site visit associated with this requirement. Consult Part 2 – Bidder Instructions."

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 2018-05-22 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 Health Canada (HC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to HC 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.

Definitions

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

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

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

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

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 Seven (7) 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 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 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least Seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 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 Radiation Protection Bureau (RPB) located at 775 Brookfield Road, Ottawa, Ontario K1A 0K9 on **August 29th 2018. The site visit will begin at 10:00am, in RPB building.**

Bidders must communicate with the Contracting Authority no later than **August 27th, 2018** to confirm attendance and provide the name(s) of the person(s) who will attend. 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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- The Bidder **MUST** submit its bid electronically; Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions.
The bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid
Section III: Certifications

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B").

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

Criteria Number	Criteria Detail	Met/Not Met	Reference to Bidder's Proposal
M1	The Bidder must have successfully completed a minimum of three (3) separate contracts within the past five (5) years which include Landscape Maintenance for the growing season of at least six (6) months each covering the landscape period of all of May to October of the same season. The reference information for each should include: Business Name for whom the work was performed, contact name, phone number, cell phone number (if available), project description, location of where the work was performed and the duration of the contract (start date/end date) and must be submitted with the bidders proposal. Failure to do so may result in the	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	proposal being considered non-responsive and no further consideration will be given to the Bidder.		
M2	<p>The Bidder must have successfully completed a minimum of three (3) separate contracts within the past five (5) years which include Snow Removal Services for the winter season of at least six (6) months each covering the period of all of November to April of the same season. The reference information for each should include: Business name, contact name, phone number (cell phone number if available), project description, location of where the work was performed and the duration of the contract (start date/end date) and must be submitted with the bidder's proposal. Failure to do so may result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.</p> <p>* The Bidder may reference the same contract for Landscape Maintenance as for Snow Removal Services provided the contract includes both services and provided that the bidder references a minimum of three contracts and demonstrates three years experience within the past five (5) years.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M3	<p>Full Time Supervisor 's Qualifications MAINTENANCE REQUIREMENTS 1. The bidder MUST have one full time supervisor available May 1 to October 31 and who has a minimum of 3 years recent experience satisfactorily completed within the past 5 years. The work must be similar in scope as the work described in the Statement of Work (Landscaping). The resource must have one of the following: I) a College diploma in Horticulture from a recognized college; OR II) a degree in Horticulture from a recognized university; Proof of this training as described in the above documents MUST be included with the bidder's proposal at time of bid closing.</p> <p>2)Two references are required for work performed within the past 5 years and should include: Business name, contact name, phone number (cell phone number if available),</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<p>project description, location of where the work was performed and the duration of the contract (start date/end date). * The Bidder must submit an up to date resume for this resource. * Failure by the bidder to provide the required information may result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal may be deemed non responsive.</p>		
M4	<p>Full Time Supervisor 's Qualifications Snow Removal 1. The bidder MUST have one full lime supervisor available November 1 to April 30 and who has a minimum of 3 years' experience satisfactorily completed within the past 5 years. The work must be similar in scope as the work described in the Statement of Work. 2) Two references are required for work performed within the past 5 years and should include: Business name, contact name, phone number (cell phone number if available), project description, location of where the work was performed and the duration of the contract (start date/end date). * The Bidder must submit an up to date resume. * Failure by the bidder to provide the required information may result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive. * Note that the resource for M3 and M4 can be the same resource if they meet all of the mandatory requirements of both.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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 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

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Education and Experience

5.2.3.1.1 *SACC Manual* clause [A3010T](#) 2010-08-16 Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. There is no security requirement applicable to the requirement.

6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, 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.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

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>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2035 2018-06-21, General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of November 1st, 2018 to October 31st, 2020.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 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 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Caleb Wallace
Title: Senior Procurement and Contracting Officer
Health Canada

Telephone: 613-941-2076
E-mail address: Caleb.Wallace@Canada.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 Project Authority

The Project Authority for the Contract is: TBD

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.5.3 Contractor's Representative

TBD

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 Basis of Payment

7.7.2 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.

7.7.3 H1008C (2008-05-12) Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

7.7.4 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)

7.7.5 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

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.

Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the following email address(es) for certification and payment.

hc.p2p.east.invoices-factures.est.sc@canada.ca

7.9 Certifications and Additional Information

7.9.1 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.

7.10 Applicable Laws

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

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 2018-06-21, General Conditions - Higher Complexity - Services);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Insurance Requirements

SACC Manual clause G1005C 2016-01-28 Insurance

7.13. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the Department of Public Works and Government Services Act will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.14. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the Department of Public Works and Government Services Act will review a complaint filed by (the supplier or the contractor or the name of the entity awarded this contract) respecting administration of this contract if the requirements of Subsection 22.2 (1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

ANNEX "A"

STATEMENT OF WORK

1.0 Scope

1.1 Title

Radiation Protection Building Grounds Maintenance Contract

1.2 Introduction

Health Canada has a requirement for Landscape Maintenance and Snow Removal Services at their Radiation Protection Building at 775 Brookfield Road, Ottawa, Ontario K1A 0K9

1.3 Objectives of the Requirement

To provide various Landscape Maintenance Services and Snow Removal Services including all labor, material, equipment, supervision, transportation and any related costs for Health Canada at the Radiation Protection Bureau located at 775 Brookfield Road, Ottawa, Ontario K1A 0K9

1.4 Background, Assumptions and Specific Scope of the Requirement

Health Canada being the owner and manager of the Radiation Protection Bureau, and of its land, the HC Lab Operations Division is mandated to provide adequate maintenance of its property, at all time and during all season.

Health Canada will contract the Landscape Maintenance and Snow Removal Services to an external service provider via a competitive process.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones Deliverables:

It shall be the Contractor's responsibility to ascertain the entire Scope of Work and conditions affecting the work before submission of a bid for this requirement. No allowance shall be made for any extra expense incurred through failure to do so.

2.1.1 Pesticides

The Contractor will comply with the Treasury Board Personnel Policy Manual, Chapter 2-15 Pesticide Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_119/chap2_15_e.asp))

No pesticides shall be stored overnight on site. The Contractor must have approval from the Technical Authority in advance of any pesticide usage on site. The Contractor must provide advance notice to the Technical Authority when the spraying will occur so that follow up inspections can be scheduled.

2.1.2 Documentation

The Contractor must complete, in its entirety, a Pesticide Records Keeping System form, form and any/all other required documentation immediately following the implementation of any pest control measures. Pesticide Records Keeping System forms, must be submitted within one working day following any pesticide applications such as aquatic, horticultural vinegar, etc. Payment will not be issued until the

completed forms have been received. Blank copies of the required documents will be available from the Contracting Authority.

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

2.1.3 Response Time

The Contractor will advise the Technical Authority of the telephone number, including Cellular and pager (if appropriate), where they and/or their employees can be reached 24 hours per day 7 days per week in the event of an emergency call [with a 1 hour response time]. If there is a full time employee on site, their phone or pager number must be provided to the Technical Authority.

The Contractor must take corrective action of any deficiencies in the service of this contract within [1] hour of reception of notice.

The Contractor will not refuse any call or service requested by the Technical Authority relating to snow and ice removal.

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

2.1.4 Sustainable Landscaping

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

In order to reduce carbon emissions and noise pollution, equipment will only be used as required. Mechanized leaf blowers and handheld power brooms may not be utilized on this site. The Contractor will select equipment and fuel to limit air-pollutant emissions and ensure that all equipment used on site is properly maintained. The Contractor will clean equipment prior to bringing it on site to prevent transportation of invasive species.

The Contractor will make all efforts to minimize disturbance and protect sensitive areas of the property while ensuring that the storm water management system is maintained to ensure continued effectiveness.

The Contractor will follow best salt management practices on site.

2.1.5 Working Hours

The site is operational (24) hours per day, 7 days per week (or Monday through Friday).

2.1.6 Addition or Deletion of Work

Health Canada 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. Any required changes must be submitted to the Technical Authority for prior approval and may result in an official amendment.

2.1.7 Garbage Receptacles and Cigarette Butt Stops

All waste receptacles; from April 1 to November 30, will never be more than 90% full and emptied at least once a day; from December 1 to March 31st, will never be more than 90% full and emptied at least once a week. Garbage bags must fit snugly around the perimeter of the wire liner of the receptacle if present. All cigarette butt stops will be emptied daily year round.

2.1.8 Pick up Litter

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

2.1.9 Disposal Costs

The Contractor is responsible for all disposal costs related to the removal of snow, leaves, litter and garbage from this site within this contract. Disposal must be conducted in accordance with all applicable municipal, provincial and federal laws, acts and regulations.

2.1.10 Pruning Trees

Written approval from the Technical Authority must be received before proceeding with any tree pruning work. Pruning work will be restricted to a maximum height of 4 meters.

2.1.11 Damages

The Contractor shall tour the work site with the Technical Authority at the beginning of the season. The Contractor is to request pictures of all damages on site from the Technical Authority. At the end of the season, another joint inspection will be carried out. The Contractor shall immediately report to the Technical Authority all damages on site caused by the Contractor's personnel or equipment. Any damages caused by the Contractor will be repaired by the Contractor, at no extra cost, to the satisfaction of the Technical Authority. Any repairs are to be completed by April 30.

2.1.12 Maintenance Schedules and Contractor Inspections

The Snow Clearing Daily Maintenance Schedule and Landscape Daily Maintenance Schedule, shall be kept in the building (location to be determined) to record the Contractor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's supervisor on a weekly basis from November 1 to April 15 and weekly basis from April 16 to October 31. This log must be kept up to date in order for invoices to be processed.

2.1.13 Identification

All company employees and vehicles must be clearly identified.

2.1.14 Vehicles

All vehicles used on the site shall be clearly identified, clean and meet provincial safety standards. Parking and driving on turf is to be avoided. The Contractor must ensure that all the vehicles used are properly registered and carry all permits, licenses or exemptions required by the appropriate Municipal, Provincial or Federal Regulatory Bodies and all related costs. Health Canada may ask for proof of operating licenses and permits upon request. The Contractor must advise the Technical Authority in writing if there is any change made to the site, within one business day after the change has been made, which may affect the maintenance as per the terms and conditions of the contract.

2.1.15 Fertilizing

Rate of application and ratio of nutrients shall be based on recommendations from an accredited soil testing laboratory. The Contractor must submit copies of soil analysis reports to the Technical Authority no later than May 1st of the first spring of the commencement of the contract or within three weeks of the commencement of the contract as directed in writing by the Technical Authority.

2.1.16 Special Operations and Additional Work

The Contractor must have written approval from the Technical Authority in advance of performance of any Special Operations, removal of snow in excess of 254 cm or outside of the regular season and call up work.

2.1.17 Health and Safety

The Contractor must submit a copy of the Health and Safety Plan prior to contract award. A Health and Safety Plan should include:

- a. A site-specific safety hazard assessment.
- b. Safety and health risk or hazard analysis for site tasks and operation.
- c. The use of personal protective equipment including for working around poisonous plants.
- d. Procedures to be implemented during emergency situations.
- e. All necessary staff certifications must be attached to the plan including fall protection certificates and chain saw certifications. e.g. Anticipated H&S plans to include a traffic control where work is conducted in or next to a road. Mowing on steep slopes; workers must wear a safety belt with a rope to secure them to a rail while cutting. Two workers should do the cutting together. Individuals or employees should be protected from falls into open trenches.
- f. Immediately address health and safety noncompliance issues identified by the Technical Authority.
- g. Provide Technical Authority with written report of action taken to correct non-compliance of health and safety issues identified.
- h. Technical Authority may stop work if noncompliance of health and safety regulations is not corrected.
- i. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.
- j. The Health Canada Construction Safety Coordinator will review the Contractor's site-specific Health and Safety Plan and provide comments to the Contractor within 2 days after receipt of plan. The Contractor will revise the plan as appropriate and resubmit before commencement of the Work.
- k. The Contractor must adhere to all safety rules, regulations and labor codes in force in all jurisdictions where the Work is to be performed.

2.1.18 General Conditions

- a. Continue to implement, maintain, and enforce plan until final demobilization from site.
- b. 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.
- c. Update health and safety plan as required.

2.1.19 Responsibility

- a. The Contractor shall be responsible for safety of persons and property on site and for protection of persons off site and environment to the extent that they may be affected by the conduct of Work.

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- b. Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
 - c. 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.

2.1.20 Training

- a. The Contractor will provide a training report with supporting documented proof to demonstrate that the staff has training to operate and maintain snow removal equipment and have received training on best salt management practices through recognized institutions such as, but not limited to, Ass'n of Ontario Road Supervisors (AORS), Ontario Good Roads Ass'n (OGRA) and Landscape Ontario (LO).
- b. Winter maintenance training must include, but is not limited to: anti-icing and deicing products and technologies, salt management plans, proper plowing techniques, equipment maintenance and calibration, material selection to mitigate environmental impacts, mitigating blowing snow, and winter maintenance management.
- c. If the staff has not had the necessary training, the Contractor must send the staff for training prior to the first winter season of the contract or as agreed to in writing by the Technical Authority depending on when the courses are offered in relation to when the contract is awarded.

2.1.21 Snow Removal

No snow will be stock piled anywhere on this site. Piled snow must not encroach on any parking spaces or obscure visibility for vehicular or pedestrian traffic. Contractor is responsible for all costs associated with moving and stock piling snow in a snow dump area (if applicable).

2.1.22 Safety

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

2.1.23 Daily Inspections

The Contractor shall inspect daily:

- a. All exterior exit doors to ensure that no ice or snow accumulation prevents doors from opening.
- b. All entrances and emergency exits to ensure that they are cleared of snow and ice the width of the stairs and sidewalks and that no snow or ice obstructs access to ashtrays or waste receptacles.
- c. All sidewalks, pathways around buildings and stairs to ensure all are clear of ice and snow to their full width.
- d. The remainder of the site to ensure that all work has been completed according to the conditions of the contract.

2.1.24 Clearing Snow and Ice

- a. Building entrances, emergency exits, sidewalks, steps, doorways, ramps and parking for disabled persons shall be free of snow and ice to bare pavement to their full width by 7:00 A.M., (7 days a

week). If snow accumulation occurs after this time, clearing of these areas will commence once there is an accumulation of 4 cm. During ice forming conditions, ice control agents will be applied to these areas as needed.

- b. Roads, gates, ramps, loading dock areas, parking lots, access to main roads, and emergency vehicle routes will be clear of snow and ice to bare pavement to their full width by 7:00 A.M., (7 days a week). If snow accumulation occurs after this time, clearing will commence once there is an accumulation of 5 cm. During ice forming conditions, ice control agents will be applied as required.
- c. Gravel roads and gravel parking lots will be cleared as necessary to ensure the roads and parking lots are not damaged and to ensure vehicular and pedestrian safety. Packed snow will not exceed 5 cm on the gravel roads and gravel parking lots. Ice on the gravel roads and gravel parking lots may require grading to create ridges for tire traction in addition to ice control agents.
- d. Keep fire routes, including routes to standpipes and access to fire hydrants clear of snow and ice at all times. Keep fire hydrants and fuel filler pipes clear to a diameter of 250 cm.
- e. Keep access to garbage and recycling dumpsters clear of snow and ice at all times.
- f. Directional signage shall be free of snow obstruction.
- g. Blown, plowed or piled snow is to be kept away from obstacles, including but not limited to, trees, shrubs, fences and walls of buildings.
- h. Snow banked temporarily, with the written approval of the Technical Authority, will be removed within 24 hours after storm. Snow banks must not obscure or impede visibility for vehicular or pedestrian traffic.
- i. A minimum of 15 cm of snow must be left on the grass where snow is removed or pushed.
- j. Walkways, approaches and catch basins shall be delineated prior to first snow fall to provide guides for snow clearing. Markers will be removed with spring thaw. Keep catch basins and culverts free of snow and debris and anything that interferes with the free flow of run-off water at all times.

2.1.25 Ice control agents

- a. The Contractor is required to submit a salt management plan within three days of the contract award date. The salt management plan will be reviewed by the Site Authority and Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined herein. Salt management plan must outline under the best practices section what products will be used and under what conditions.
- b. Ice melter such as Landscaper's Choice, Geomelt or Ecosalt is to be used on steps, doorways, and entrance walkways. Products such as sand, white salt, treated salt such as Thawrox, and liquids such as Caliber M1000 and M2000 to be added to the treated salt are to be used in the parking lot and roads as per the approved salt management plan.
- c. No salt or sand is to be used on steps, doorways, ramps. Other ice Control agents must be approved by the Technical Authority before acceptable.
- d. Excess ice control agents will be removed on written notice by Technical Authority.
- e. The Contractor will provide and distribute storage boxes for ice control agents on the site, and will store them at his facility after the final thaw in the spring, (unless otherwise directed by Technical Authority.) Storage boxes are to be emptied, cleaned and stored on site as directed by Technical Authority by April 30.
- f. The Contractor must report the amount of salt or other ice-control agents used on the site at the end of the snow removal season. After the spring thaw, all hard surfaces and grass areas shall be free of ice-control agents by (April 30).

2.1.26 Snow Fencing

The Contractor will provide and install snow fencing as tree protection and wind break prior to first freeze up and removed with spring thaw.

2.1.27 Repairs

Repairs to signs damaged by winter snow clearing will be completed to satisfaction of the Technical Authority by (April 30). Repairs to curbs damaged by winter snow clearing will be completed to satisfaction of the Technical Authority by (April 30). All curbs are to be realigned in the spring by (April 30). (FOR SNOW CONTRACTS ONLY: Repairs to turf due to winter damage from snow removal operations will be complete by May 15.)

2.1.28 Landscaping

- a. Drains and catch basins shall be free of all ice, litter, leaves, soil, or anything which interferes with the free flow of runoff water.
- b. After spring thaw, summer furniture, planters and fixtures shall be cleaned and placed according to directions. They shall be returned to the storage place prior to snow fall.
- c. Sweeping
 - a. Paved parking lots, loading dock zones, and roads shall be free of litter, dirt, sand and grit, by mechanically sweeping twice annually. The first sweeping will be done in the spring by April 30. The second sweeping will be completed when directed in writing by the Technical Authority.
- d. Spring raking
 - a. Grass shall be raked, in areas as required, in spring no later than (May 10) to allow for ease of air and water penetration, and to remove ice control agents, snow mold and organic and inorganic debris.
- e. Repairs due to winter damage
 - a. Repairs to turf will be complete by (May 15).
- f. Mowing grass
 - a. Grass levels shall be maintained at a uniform height between 7 cm. and 10 cm with no grass trimmings present on flower beds, walkways, paved or crushed stone areas. Mowing and trimming shall be completed as a single operation. Mowers and line trimmers shall not be used around base of trees and shrubs.
- g. Trim grass edges of beds and other turf edges
 - a. Turf edges shall be clearly defined to maintain design layout and to ensure no overgrowth of beds, walkways and curbs.

2.1.29 Weed Control

Nonspecific weed control.

Weeds shall not exceed 5% of any hard surface area. Vegetation in a 10 cm, no larger, diameter around the perimeter of tree trunks shall be treated as weeds if there are no mulch rings present. The Contractor must have prior written approval from the Technical Authority for the herbicide product to be used on the site(s) for nonspecific weed control. The Contractor must comply with Federal and Provincial pesticide control regulations.

2.1.30 Shrubs, Flower Beds and Planters

- a. Shrub beds
 - a. Shrub beds shall be free of visible weeds and cultivated to allow for moisture and other nutrient penetration. In beds where there is mulch, the Contractor is responsible to supply and install mulch to maintain it to a depth of 80 mm. Only cedar mulch to be used on site.
- b. Deadwood from shrubs
 - a. There shall be no visible dead, diseased or broken branches or dead flower heads in shrubs adjacent to buildings or entrance ways.
- c. Pruning shrubs

- a. Prune deciduous shrubs once a year. Remove up to 25% of older branches at ground level to force new shoots. Shearing is not acceptable. Maintain natural shape of species.
- d. Pinching Mugo Pines
 - a. Pinch out the candles on mugo pines annually, by May 15 (if applicable).
- e. Replacing Shrubs and Perennials
 - a. Replace shrubs and perennials that, in the opinion of the Technical Authority, are no longer acceptable due to maintenance practices during the term of this contract. Replace with the same species and the same size as the plants next to the replacements or as directed in writing by the Technical Authority.
- f. Remove bulbs.
 - a. Bulbs are to be removed before planting annuals.
 - b. Cultivate flower beds and planters.
 - c. Flower beds and planters shall be cultivated to ensure removal of weeds and debris. Nutrient materials shall be added to ensure optimum flower display and plant vigor.
- g. Maintain flower beds and planters.
 - a. Flower beds and planters shall be maintained to ensure faded blooms, pods and weeds are not visible. Dead, damaged, diseased or missing plants shall be replaced weekly. Soil shall be kept moist and friable enough to sustain optimum aesthetic value. Planters are to be maintained from the time of planting to the end of the season. At the end of each season, planters are to be emptied and relocated to a storage area on site. Planters will be cleaned, potted up and relocated again the following spring as directed by the Technical Authority.
 - b. Winter planters are to be planted, maintained and emptied as directed in writing by the Technical Authority.

2.1.31 Trees

- a. Prune suckers, dead, diseased or broken branches of trees
 - a. Trees shall be pruned to remove suckers, dead, diseased, or broken branches, and crossed or rubbing branches. Pruning work will be restricted to a maximum height of 4 meters unless a certified arborist is undertaking the work and follows the *Arborist Industry Safe Work Practices*.
- b. Dead or Dangerous Trees
 - a. Young (up to 100 mm DBH [Diameter at Breast Height]) and small (100mm to 200 mm DBH) trees that are dead or dangerous shall be removed to ground level when directed in writing by the Technical Authority.
- c. Branch Clearance
 - a. There is to be a minimum clearance of tree branches; 4 m over roadways and 2 m over walkways.
- d. Mulched Tree Rings
 - a. Supply and install mulch to maintain existing mulch rings around tree bases to a depth of 5 cm. Mulch should not be in contact with tree trunk. Remove grass or vegetation within a 20 cm diameter around the trunk of all other trees. Only cedar mulch may be used on site.
- e. Hazardous Conditions
 - a. Report any conditions detrimental to plant health or public safety.
- f. Replace tree
 - a. Replace all trees that according to the Technical Authority have lost their esthetic value due to improper maintenance during the term of this contract. The Contractor must remove the unacceptable tree at the request of the Technical Authority, and replace it with one of the same species and size up to a maximum of 90 mm diameter for a deciduous tree and 300 cm high for conifers.

2.1.32 Watering

- a. Water flower beds, planters, shrubs, trees and turf.
- b. All specified vegetation shall be watered as required to ensure plants receive enough moisture to sustain optimum aesthetic value and maintain vigor throughout the growing season. Any recently planted material shall be irrigated as necessary to ensure optimum conditions for establishment.
- c. All trees transplanted within the previous 4 years are to be watered once a week during any period of inadequate rainfall that lasts more than two weeks or when requested in writing by the Technical Authority.

2.1.33 Pest Control

- a. 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.
- b. Groundhogs - Capture and remove from site all groundhogs.

2.1.34 Winter Preparation

- a. Flower beds shall be prepared for winter by removing annuals, cultivating, (planting bulbs by Oct 5) and leveling soil.
- b. Planters
 - a. Flower planters will be emptied, cleaned and stored as per written direction from the Technical Authority.

2.1.35 Remove Dead leaves

Leaves shall be raked and removed from site at the end of the day whenever fallen leaf accumulation exceeds 40% of a square meter of any surface.

2.1.36 Clear Drains

Drains shall be cleared of all litter, leaves, soil, vegetation, or anything which interferes with the free flow of runoff water.

2.1.37 Watering

All specified vegetation shall be watered as required to ensure plants receive enough moisture to sustain optimum aesthetic value and maintain vigor throughout the growing season. Any recently planted material shall be irrigated as necessary to ensure optimum conditions for establishment period.

2.1.38 Plant Maintenance

- a. Provide maintenance of all soft landscape elements, including fertilizing, mowing, weeding, pruning and other incidental maintenance deemed necessary to ensure healthy plant material. Provide spring cleanup and winter preparation of planted area including cleanup of drain inspection boxes within planting area. Fertilizing requirements will be determined by the Technical Authority. All vegetation must be removed from areas not designated for vegetation such as gravel areas, pavers, and drains.
- b. If infilling of bare spots (with cuttings, plugs and seeds) or replacing eroded substrate is required the Technical Authority's approval is required.

2.1.39 SPECIAL OPERATIONS

Contractor must have written approval from the Technical Authority in advance of performance of any of the following operations. Although some clauses have specific dates, these are subject to approval by the Technical Authority. The Contractor must give prior notice to the Technical Authority when the work will be undertaken so the Technical Authority can verify that the work is completed.

- a. Aerating
 - a. All turf areas shall be aerated by May 15 to 60 mm depth to reduce compaction and provide air and water penetration. Resulting soil plugs shall be broken and spread through turf.
- b. Fertilizing Turf
 - a. All turf areas are to be fertilized to maintain healthy vigorous grass. Make one application in late spring with a fertilizer in which 50% of the Nitrogen is derived from organic matter or in controlled release form. Make two more applications, one in late July and one in mid-October using fertilizer with soluble nitrogen. Make each application at ratio recommended by soil testing laboratory and at a rate of (.5 to 1.0) kg of actual N per 100 M².
- c. Top-dress and Overseed
 - a. All turf areas are to be top-dressed annually to maintain optimum density, by (May 15) with up to 1 cm of good quality compost and over seeded with a mechanical seeder. Compost must meet the Bureau de normalization du Québec (BNQ), the Canadian Council of Minister of the Environment (CCME) guidelines and Agriculture and Agri-Food Canada (AAFC) quality criteria.
- d. Bulbs
 - a. Supply bulbs which are firm, plump, and free of spots, blemishes, pests and disease and of sizes as specified by the Technical Authority. Sizes shall comply with the Canadian Nursery Trades Association in the 1996 Edition of the Canadian Standards for Nursery Stock. The Technical Authority reserves the right to reject bulbs prior to planting which do not meet these specifications. Bulbs shall be removed prior to planting annuals.
- e. Annuals
 - a. Supply and install annuals according to the directions of the Technical Authority. Annuals shall be in bloom with good foliage color, compact and sturdy with well-developed root systems. The base of each plant shall be no less than 8-10 cm (3.5") in diameter. Annuals shall provide a mass of flowers of uniform size and color covering the bed. The Contractor will obtain approval from the Technical Authority before planting. The Technical Authority reserves the right to reject plants which do not meet these specifications. Annuals must be installed before June 15.
- f. Grade Gravel Parking Lots
 - a. Gravel parking area shall be free of pot holes and other grade variations. A uniform depth of 80mm of gravel of uniform size shall be maintained.
- g. Perimeter fence clearing
 - a. Twice annually, the perimeter fence will be cleared of grass, brush, shrubs and tree limbs including fallen trees a width of 2 meters on both sides.

2.1.40EXTRA WORK

- a. Contractor will provide services equipment and materials for extra work on an as and when requested basis where charges shall be made for actual materials used, actual hours of a laborer and/or actual equipment with operator costs. The type of equipment/labor required for Extra Work is as follows:
 - a. One 4-wheel drive loader with a minimum 3.08 m³ (4 yd³) bucket or larger and an operator;
 - b. One dump truck with a minimum 11.46m³ (15yd³) dump box with an operator;

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- c. One dump truck with a minimum 11.46m³ (15yd³) dump box with an operator;
 - d. One backhoe with 1 m³ (1.31 yd³) bucket with an operator;
 - e. One 4x4 Pickup truck with an operator;
 - f. One skidsteer with an operator;
 - g. One tractor with attachments and an operator. (including but not limited to flail mower; rototiller, wood chipper);
 - h. One double drum 48" lawn roller with an operator;
 - i. Laborer with hand tools for landscaping services.
- b. Estimates or amendments to estimates for extra work are to be provided by the Contractor and must have prior approval of the Technical Authority.
 - c. Additional hours and materials must have prior approval from the Technical Authority. Only actual hours worked and actual materials used may be invoiced.
 - d. Services may include but not be limited to: grading roads and parking lots, reinstating landscaping, mulching, flail mowing, and additional watering.
 - e. Materials may include but not be limited to gravel, topsoil, mulch, compost, river rock, plant material.
 - f. Topsoil is to be a friable loam, neither a heavy clay nor a very light sandy nature, with a minimum of 5% organic matter by weight. It must be clean of roots sod, stones in excess of 5 cm in diameter and other foreign objects, have an acidity range (pH) of 5.5 to 7.5 and a salt conductivity of less than 2 millisiemens/cm.

2.2 Technical, Operational and Organizational Environment

The Contractor is to provide on-site facilities as required to conduct the work and to storage material as per the specification.

The work is to be co-ordinated through the Technical Authority. At the commencement of the actual construction work the Contractor shall have external access only.

2.3 Reporting Requirements

All communications and submissions by the Contractor will be coordinated through the Technical Authority.

2.4 Project Management Control Procedures

The individual identified in the proposed contract as the Technical Authority will oversee the work to ensure the work is brought in on time and approvals required internal to Health Canada are addressed in a timely manner.

2.5 Change Management Procedures

Change in Scope of work will require prior approval of the Technical Authority. Prior to beginning any work as a result of change in scope will require the approval and amendment to the contract by the Contract Authority.

2.6 Specifications and Standards

Contractor is required to meet all applicable codes and industry standards for the work required.

3.0 Additional Information

3.1 Health Canada Obligations

Health Canada may, at any time, verbally suspend the work in whole or in part. If required, within 24 hours of the suspension, the Technical Authority shall provide the Contractor with a written notification indicating the effective date and time of the suspension, the intended duration, and reason for the suspension (e.g. non-compliance of Health and Safety regulations and/or encountering unexpected contamination).

3.2 Contractor's Obligations

The Contractor will be responsible for the following;

1. Carrying out services in accordance with approved documents and directions given by the Technical Authority.
2. Directing all correspondence to the Technical Authority and not communicating with the client directly.
3. Advising the Technical Authority of any changes that may affect the schedule or budget or are inconsistent with instructions or written approvals previously given and detailing the extent of and reasons for the changes and obtain written approval before proceeding.
4. Ensuring all activities performed provide for the protection of Health and Safety of the facility's occupants, not disturbing the facility's security systems and procedures and not disturbing the operations performed in and around the facility.
5. Their own transportation and parking costs during the entire project life cycle; specified project tasks outlined in the Statement of Work (SOW).
6. Managing attendance of sub-contractors (if applicable) to ensure work is completed as targeted.
7. Tracking and completing all contract deliverables/tasks.
8. Holding a construction trade license for all work they are responsible to perform during this project.
9. Posting all applicable building permits at the site during the construction period.
10. Assuming responsibility of any accident or damage caused by its employees and/or equipment to Health Canada property or personnel as a result of the Contractor's activities.
11. Assuming responsibility for the security of its equipment and materials during and after working hours. Health Canada shall not be liable for any vandalism, theft or loss.
12. Notifying the Technical Authority of any on-site activity and obtaining approval to gain access to the building 48 hours before entering the site.
13. Taking all necessary steps to protect the workers from harm in accordance with revised statutes of the current Labour Canada codes.
14. The Contractor, its employees, all sub-contractors and all site visitors shall have the appropriate personal safety equipment and training prior to performing the required work.

3.3 Location of Work, Work site and Delivery Point

The work is to be conducted at Health Canada's Radiation Protection Bureau, Ottawa, Ontario K1A 0K9.

The Contractor is required to be available for regular construction site meetings as the work progresses. All personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Technical Authority and other departmental personnel.

3.4 Language of Work

All work can be conducted in either official language.

3.5 Schedule and Estimated Level of Effort (Work Breakdown Structure)

The Contractor is to provide a detailed work breakdown structure and level of effort required to carry out the work.

4.0 Required Resources

Health Canada is looking for a contractor to supply one full time Landscape Supervisor with qualifications in Horticulture, one full time Snow Removal Supervisor with qualifications as described in this RFP in Part III, BID SELECTION PROCESS, Article 12.0 Mandatory and Section 13.0 Conditions Precedent to Contract Award.

Requirements, one full time qualified labourer and various operators for various vehicles/equipment on an as and when required basis for grounds maintenance and snow removal.

All personnel and employees assigned to any resulting contract must have sufficient knowledge to speak, read and understand at least one of Canada's Official languages.

4.1 Full Time Supervisor Duties (Landscape Maintenance)

The Supervisor will be the Technical Authority's main contact person for issues related to the work under the resulting contract. The Supervisor is authorized by the Contractor to provide requested quotes to the Technical Authority within 48 hours from the receipt of the request. The Supervisor will be the person inspecting the site on an as and when basis but minimally once a week to ensure the work is being conducted in accordance with the Statement of Work. The Supervisor will sign off on the Horticulture Log Book that the work has been completed satisfactorily. The Supervisor will be the person who will meet with the Technical Authority on site as required. The Supervisor must be available to meet the Technical Authority during the hours 07:30 hrs to 12:00 noon and 13:00 hrs to 15:30 hrs. The Technical Authority will forward the weekly 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 for the Technical Authority.

4.2 Full Time Supervisor Duties (Snowfall Removal Service)

The Supervisor (in addition to what is described in the Statement of Work) will be responsible for checking the site (s) and signing the logbook(s). The Supervisor will be the Technical Authority's main contact person for issues related to the Statement of Work of the contract. The Supervisor is authorized by the firm to provide requested quotes to the Technical Authority within 48 hours from the receipt of the request. The Supervisor will be the person who will meet with the Technical Authority on site as required. The Supervisor would have to be available to meet the Technical Authority during the hours 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 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.

4.3 Full Time Employee Duties

The full time employee is required on site to ensure that the litter, including cigarette butts is being picked up on a continuous basis. The full time employee is also required to ensure that the snow removal tasks are being completed as per the Statement of Work to ensure that the area remains safe

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from pedestrians at all times. The full time employee is also required to work towards completing all the other tasks listed in the Statement of Work, in association with the other staff the contractor assigns to the site, to ensure that the work is being conducted in accordance with the Statement of Work.

5.0 Applicable Documents and Glossary

5.1 Applicable Websites

Insurance Terms (Real Property Contracting 5.R)

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Certificate of Insurance (form PWGSC-TPSGC 357)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

SACC Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

ANNEX "B"

BASIS OF PAYMENT

1. BASIS OF PAYMENT

- 1.1. Canada will pay the Contractor for the satisfactory performance of the agreed to services an amount not to exceed \$_____”, inclusive of all expenses, customs and duties, and applicable taxes.
- 1.2. All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Canada. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.
- 1.3. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications made by the Contractor will be authorized or paid to the Contractor unless such changes, modifications or interpretations have been approved in writing by the Contracting Authority prior to their incorporation into the Work. The Contractor is not obliged to perform any Work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Project Authority in writing as to the adequacy of this sum:
 - a. when it is seventy five percent (75%) committed, or
 - b. four (4) months prior to the Contract expiry date, or
 - c. if the Contractor considers the funds provided to be inadequate for the completion of the Work, whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor will provide to the Project Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional fund does not increase the liability of Canada.

2. PRICE BREAKDOWN

2.1 LANDSCAPING

The bidder is to supply firm all-inclusive fixed pricing as described below including all necessary tools, equipment, services, labour, supervision, overhead, profit and all related costs as detailed in the Statement of Work (HST extra). These prices shall not include work under Section 2.2, 2.3, 2.4, 2.5, & 2.6.

The Bidder is to provide firm all inclusive fixed monthly pricing as follows:

May 1st to October 31st (6 Months)

Month	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
May	\$	\$	\$	\$	\$
June	\$	\$	\$	\$	\$
July	\$	\$	\$	\$	\$
Aug.	\$	\$	\$	\$	\$
Sept.	\$	\$	\$	\$	\$
Oct.	\$	\$	\$	\$	\$

Sub-Total	\$	\$	\$	\$	\$
Total price for evaluation (E1)					\$

2.2 SNOW REMOVAL Services up to 254 cm

The Bidder is to provide all inclusive firm fixed monthly pricing including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excludes HST) and shall include all snow clearing requirements up to a total accumulation of 254 cm of snowfall per snow season as recorded by Environment Canada at the MacDonald-Cartier Airport and indicated below and in accordance with the Statement of Work of this RFP.

November 1 to April 30 (6 Months)

Month	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Nov.	\$	\$	\$	\$	\$
Dec.	\$	\$	\$	\$	\$
Jan.	\$	\$	\$	\$	\$
Feb.	\$	\$	\$	\$	\$
Mar.	\$	\$	\$	\$	\$
April.	\$	\$	\$	\$	\$
Sub-Total	\$	\$	\$	\$	\$
Total price for evaluation (E2)					\$

2.3 SNOW REMOVAL Services in Excess of 254 cm

All inclusive firm fixed rate pricing including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excludes HST) and shall include all snow clearing requirements up to a total accumulation in excess of 254 cm of snowfall per snow season as recorded by Environment Canada at the MacDonald-Cartier Airport

November 1 to April 30th on an as and when requested basis in accordance with the Statement of Work herein. For evaluation purposes only the price per centimetre will be multiplied by 50 cm for Year 1 to Year 5.

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Price per cm \$above 254cm	\$	\$	\$	\$	\$
For evaluation multiplied by 50cm	\$	\$	\$	\$	\$
Sub Total	\$	\$	\$	\$	\$
Total price for evaluation (E3)					

2.4 SNOWFALL OUTSIDE THE SNOW SEASON (Estimated 10cm Per Year)

All inclusive firm fixed rate pricing including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excludes HST) and shall include all snow clearing requirements outside the snow season (November 1 to April) as recorded by Environment Canada at the MacDonald-

Cartier Airport on an as and when requested basis in accordance with the Statement of Work herein. For evaluation purposes only the price per centimeter will be multiplied by 10 cm for Year 1 to Year 5.

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Price per cm \$above 254cm	\$	\$	\$	\$	\$
For evaluation multiplied by 10cm	\$	\$	\$	\$	\$
Sub Total	\$	\$	\$	\$	\$
Total price for evaluation (E4)					

2.5 Special Operations

The following are firm fixed all-inclusive rates including labour, supervision, equipment, transportation, overhead, profit and all related costs (HST extra). Written authorization must be obtained from the Technical Authority prior to conducting any extra work. Services may include but not be limited to Landscape renovations. For evaluation purposes only the Special Operations Labour rates will be multiplied by 10 for Items 2.5.1 to 2.5.9 inclusive for Year 1 - Year 5 inclusive.

Firm hourly rate for Equipment and Operator as follows:

2.5.1 One 4-Wheel drive loader with a minimum 3.08m3 (4yd3) bucket or larger and an operator

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
4x4 loader	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr
Times 10 for evaluation	10	10	10	10	10
Sub-Total	\$	\$	\$	\$	\$
Total for Evaluation S1	\$				

2.5.2 One dump truck with a minimum 11.461113 (1 5yd3) dump box with an operator.

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Dump truck	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr
Times 10 for evaluation	10	10	10	10	10
Sub-Total	\$	\$	\$	\$	\$
Total for Evaluation S2	\$				

2.5.3 One water truck with an operator.

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Water Truck	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr
Times 10 for evaluation	10	10	10	10	10
Sub-Total	\$	\$	\$	\$	\$
Total for Evaluation S3	\$				

2.5.4 One backhoe with 1113 (1 .31 yd3) bucket with an operator.

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Backhoe	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr
Times 10 for evaluation	10	10	10	10	10
Sub-Total	\$	\$	\$	\$	\$
Total for Evaluation S4	\$				

2.5.5 One tractor and an operator including attachments (ie, Brush hog, rake, rototiller, harrow, spreader etc ...)

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Tractor	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr
Times 10 for evaluation	10	10	10	10	10
Sub-Total	\$	\$	\$	\$	\$
Total for Evaluation S5	\$				

2.5.6 One 4X4 pick up truck with 500 litre tank with an operator.

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
4x4 Pick-up truck	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr
Times 10 for evaluation	10	10	10	10	10
Sub-Total	\$	\$	\$	\$	\$
Total for Evaluation S6	\$				

2.5.7 One Skip Steer with an operator.

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
4x4 Skid Steer	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr
Times 10 for evaluation	10	10	10	10	10
Sub-Total	\$	\$	\$	\$	\$
Total for Evaluation S7	\$				

Labour: Firm hourly rates per qualified labourer with hand tools for landscaping services. These rates will include adequate supervision.

2.5.8 Regular Hours 08:00 to 17:00 Monday to Friday

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
General Labour: Regular hours	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr
Times 10 for evaluation	10	10	10	10	10

Sub-Total	\$	\$	\$	\$	\$
Total for Evaluation S8	\$				

2.5.9 Outside Regular Hours Saturday, Sunday & Statutory Holidays

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
General Labour: non regular hours	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr
Times 10 for evaluation	10	10	10	10	10
Sub-Total	\$	\$	\$	\$	\$
Total for Evaluation S9	\$				

2.5.10 Materials: Material will be charged at laid-down cost plus a mark-up of.

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Cost plus mark-up %	%	%	%	%	%
\$1,000.00 for evaluation	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Sub-Total	\$	\$	\$	\$	\$
Total for Evaluation S10	\$				

2.6 Operations

The following are firm all-inclusive rates including labour, supervision, equipment, transportation, overhead, profit and all related costs (HST extra). Written authorization must be obtained from the Technical Authority prior to conducting any extra work. Services may include but not be limited to Landscape renovations.

The Contractor will provide services for extra work on an as and when requested basis only where charges shall be made for actual hours of equipment with operator or labourer with tools in accordance with the Grounds Maintenance Specifications. Firm all-inclusive rates including labour, supervision, equipment, transportation, overhead, profit and related cost (HST extra). Written authorization must be obtained from the Technical Authority prior to conducting any extra work. Services may include but not be limited to Landscape renovations. For evaluation purposes only the Landscape Maintenance Services will be evaluated based upon the estimated usage as indicated.

Landscape Maintenance Services (estimated usage 2 per year)

2.6.1 Sweeping – Firm Fixed price per operation

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Sweeping	\$	\$	\$	\$	\$
Frequency	2	2	2	2	2
Sub-Total	\$	\$	\$	\$	\$
Total for evaluation O1					\$

2.6.2 Aerating Turf - firm fixed price per operation (estimated usage once per year)

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Aerating Turf	\$	\$	\$	\$	\$
Total for evaluation O2					\$

2.6.3 Fertilize Turf - firm fixed price per operation (estimated usage 3 times per year)

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Fertilize Turf	\$	\$	\$	\$	\$
Frequency	3	3	3	3	3
Sub-Total	\$	\$	\$	\$	\$
Total for evaluation O3					\$

2.6.4 Fertilize Shrubs • firm fixed price per operation (estimate usage once per year)

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Fertilize Shrubs	\$	\$	\$	\$	\$
Total for evaluation O4					\$

2.6.5 Top Dress and overseed • firm fixed price per operation (estimated usage once per year)

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Sweeping	\$	\$	\$	\$	\$
Total for evaluation O5					\$

2.6.6 Non specific weed control • firm fixed price per operation (estimated usage 7 times per year)

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Non-Specific Weed Control	\$	\$	\$	\$	\$
Frequency	7	7	7	7	7
Sub-Total	\$	\$	\$	\$	\$
Total for evaluation O6					\$

2.6.7 Fertilize trees - firm fixed price per operation (estimated usage once per year)

Item	Year 1	Year 2	Year 3 (option1)	Year 4 (option2)	Year 5 (option3)
Fertilize Trees	\$	\$	\$	\$	\$
Sub-Total	\$	\$	\$	\$	\$
Total for evaluation O7					\$

Total pricing for evaluation:

Item	Total Price
Monthly services E1 + E2 + E3 + E4 =	\$
Special Operations as and when required Services S1+S2+S3+S4+S5+S6+S7+S8+S9+S10 =	\$
Operations as and when required services O1+O2+O3+O4+O5+O6+O7 =	\$
Sub-Total	\$
HST	\$
Total to be Evaluated for lowest responsive bid	\$

2.0 TRAVEL AND LIVING EXPENSES

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract. There is no travel and living expenses associated with this requirement

Annex "C"

Conditions Precedent to Contract Award

Conditions Precedent to Contract Award	Page #	Yes	No
<p>It is recommended that bidders provide as much of the following information as possible with their bid. All of the following information will be required prior to contract award unless specified otherwise.</p>			
<p>B1. The Bidder must provide assurance that they are in compliance with and their employees have received adequate instruction in the WHIMS regulations.</p>			
<p>B2. The Bidder must provide proof e.g. letter/certificate and number demonstrating they are in good standing with WSIB (Workmen's Compensation) and covered for the duration of the project.</p>			
<p>B3. The Bidder must provide a copy of their corporate Health and Safety Policy and Program prior to kick off meeting. (Section 1.03.3, National Master Specification 01 35 29.06).</p>			

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<p>B4. The Bidder must provide a copy of their Site Specific Hazard Assessment and the Site Specific Safety plan based on that hazard assessment for the proposed construction work within one work week from date of contract award. (Section 1.05, National Master Specification 01 35 29.06).</p>			
<p>B5 The Bidder must provide a copy of a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the ITT, can be insured in accordance with the Commercial General Liability Insurance requirements specified in (Insurance Conditions) as indicated in the ITT, in the amount of \$2,000,000.00.</p>			